




## BULLETIN

**SUBJECT:** Contracting for Services FY 19-20 2019-20 NO. BS - 10  
**TO:** All Principals and Department Managers  
**DATE:** August 5, 2019  
**PREPARED BY:** Jessica Sulli **DEPARTMENT:** Contracts Office  
Contract Specialist  
**REVIEWED BY:** Dan Sanchez **APPROVED:**   
Manager, Purchasing Amari Watkins  
Services Director II, Accounting

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### Approval of Consultants & Other Contracted Services

**The purpose of this bulletin is to remind Principals and Department Heads about procedures and requirements surrounding the authorization of contracts and agreements with third-parties for services.**

**Principals and Department Managers should be aware that only the Business Services department may legally endorse and approve such contracts and agreements, and that they may be subject to additional review by internal departments and the Board of Education. Prior to submitting such agreements and contracts for approval, Principals and Department Managers should always engage with internal stakeholders who maintain oversight for any organizational function(s) related to or impacted by the products, resources or services under consideration. Approval is not guaranteed; any services rendered, prior to obtaining approval, may be the sole responsibility of the Principal or Department Manager.**

All requests for consultants and other service providers, including services related to academics, technology and facilities, must be submitted on a Service Agreement (SA) requisition for approval *prior to* the service(s) being performed. The Contracts Office will process your requests and submit them for signature, and Board approval, if necessary.

- Reference the attached flowchart for visual guidance of the necessary steps to entering into a contract.

***Be prudent – spend wisely.*** Our Board of Education monitors expenditures to ensure that they align to our district goals and support positive student outcomes. Administrators are encouraged to review their requirements carefully and use due restraint before submitting an SA requisition.

- If a written agreement, contract or MOU with the District is required by the party providing the services, even if there is no use of district funds, it must be signed/approved by the Superintendent or Chief Business Officer. No other signature is authorized.

- Due to the structural deficit, a Purchasing Review Committee has been formed to review and approve all service agreements over \$5,000 including contracts and MOUs.
- All SA requisitions are approved on-line by funding approvers. SA requisitions over \$20,000 typically require written contracts which the Contracts Office prepares. The Superintendent or the Chief Business Officer must approve/sign these contracts before a purchase order is printed and payment is issued. No other signature is authorized.
- As of January 1, 2019, SA requisitions that exceed \$92,600 require Board approval. The threshold for Board approval changes every January 1<sup>st</sup>.
- Any requisition that involves the use of services or products requiring access to district data must include a Data Sharing Agreement. This document serves to ensure that data security and privacy requirements will be met by outside agencies with access to district information. Please contact the Technology Services department at [support@scusd.edu](mailto:support@scusd.edu) to request the initiation of a Data Sharing Agreement.

In addition, all purchases of technology resources will be reviewed in detail to maintain conformance to district standards and to ensure fit to purpose. Requisitions may be adjusted to maximize the value of specific items being purchased.

- If the services of an independent contractor are being considered, please reference the Independent Contractor Guidelines posted on the Contracts Office webpage at [www.scusd.edu/contracts-department](http://www.scusd.edu/contracts-department). This document will help you determine whether the individual providing services is truly an independent contractor or should be treated as an employee.
- Contracts over \$5,000 paid from Associated Student Body funds must also be reviewed by the Contracts Office.

