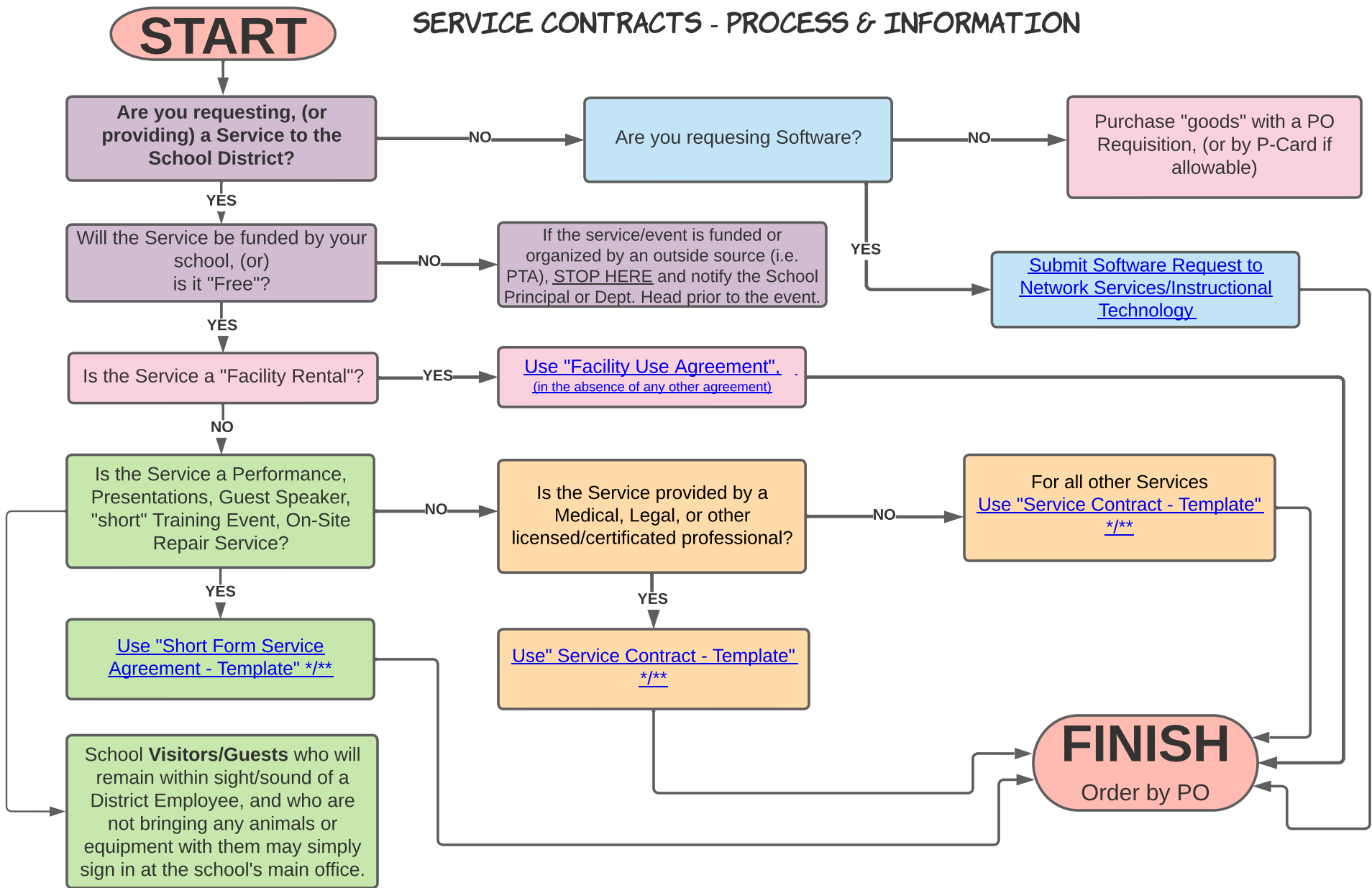


# START

## SERVICE CONTRACTS - PROCESS & INFORMATION



### Definitions:

"Service" = Any work, labor, time/effort; usually provided for a fee. A transaction in which no physical goods are transferred.

"SOW" = Statement/Scope of Work

"Short" = One-time event, up to three (3) consecutive days. May be recurring, or intermittent.

"On-site" = Includes all services provided on school property, and all services provided in the presence of students.

"Software" = Resource that incorporates the benefit of computerization/computation (ie. License, Digital Access/Subscription)

"School District Funded" = General Fund, Grant, or Club Account. "Outside" organizations such as **PTA's** or **"Booster" Clubs** are not financially affiliated with the School District.

"Professional Services" = Licensed or Certificated profession (ie. Doctor, Lawyer, Therapist)

\* Standard insurance requirements will apply per SOW (ie. Professional Liability, General Commercial Liability, Auto, Workers' Comp.) Limits are noted in terms of each Agreement/Contract.

\*\* Background checks required for any/all services provided outside the sight and sound of FNSBSD employee.