

Saint Paul Public Schools
 Contract Process all contracts no matter value
 REV 7.9.19

Function	Vendor/Consultant/Grant Provider/Partner	Department/School/Program (Person Responsible)	Purchasing Department
General	Provide items as needed and sign contract.	Obtain items needed and review contract to insure that it meets the District's needs.	Guide administrators, Principals, managers, etc regarding procedures throughout process and route contract for proper signatures.
W-9 IRS Tax Form	Provide W-9	Obtain W-9 from Vendor/Consultant Attach to vendor form in PeopleSoft	
Independent Contractor vs. Employee Form		If hiring an individual(If W-9 has a person's name and not a company name) Complete Independent Contractor vs. Employee form to determine if they are an employee or an Independent Contractor. (If employee contact Human Resources). This will also be reviewed by Human Resources. Attach completed form to contract in eRFP system.	
Board Agenda		Complete and submit Board Agenda for Board Approval. Required for all contracts over \$175,000 and for all Grants, Collaborations, Partnerships, Joint Partnerships etc. (Also for Gifts over \$5,000)	Determine if Board Agenda is needed and review if BAI coordinates with contract terms.

Saint Paul Public Schools
 Contract Process all contracts no matter value
 REV 7.9.19

Function	Vendor/Consultant/Grant Provider/Partner	Department/School/Program (Person Responsible)	Purchasing Department
Obtain Contract	Approve and sign District Contract Or Provide vendor contract to upload to eRFP system	Use eRFP to generate contract using SPPS template Or Upload Vendor Contract in eRFP for review and approval to make sure it meets District needs. Work with vendor to obtain any additional information needed.	
Enter contract in eRFP system		Initiate contract in eRFP system and provide any needed documentation.	
District Contract Review		Work with vendor to obtain any additional information or contract corrections that are needed. Review and approval should be done in eRFP system for tracking purposes.	Review Contract for accuracy, completeness, errors in legal form, liability concerns, draft revisions or make corrections, review with legal counsel on all vendor uploaded contracts or when changes are made to SPPS standard template, determine if Board Agenda is needed and review if BAI coordinates with contract terms.

Saint Paul Public Schools
 Contract Process all contracts no matter value
 REV 7.9.19

Function	Vendor/Consultant/Grant Provider/Partner	Department/School/Program (Person Responsible)	Purchasing Department
Send Contract to Vendor/Consultant for Signature	Vendor signs contracts and sends copy back to Purchasing to be captured in eRFP system		Once contract is fully approved in eRFP system will send to vendor for signature.
Route Contract for District Approvals and Signature(s)		Answer any questions that may arise from administrators on contract. Utilize notes section in eRFP system	Determine who in District needs to sign contract, route to appropriate approvers within eRFP system.
Final Contract Distribution		Executed contract document and reference to the PO# in PeopleSoft can be located in eRFP system.	Purchase Order is made from executed contract in eRFP system that provides a contract number and serves as payment instrument if required.
Monitoring of Contract		Responsible for monitoring vendor for compliance with contract terms and conditions, (verify background checks are completed) ensuring the District is receiving services outlined in the contract and approving payments to the vendor as outlined in the contract. Cancel contract if necessary. Initiate all renewals, amendments etc. required for the contract as necessary.	Process cancellation, amendments and renewals as necessary.

Saint Paul Public Schools
 Contract Process all contracts no matter value
 REV 7.9.19

Function	Vendor/Consultant/Grant Provider/Partner	Department/School/Program (Person Responsible)	Purchasing Department
Payment/Invoice (If necessary)	Submit invoice showing complete name and address, invoice number, date, complete description of services performed and on what dates, hours worked on each date, where services were performed.	Submit receiving copy of purchase order to Accounts Payable verifying services received.	
Receive Payment		Submit any necessary documentation to receive payments from vendor	