

## Consulting Contract - Purchasing Form

*This form must be filled out and signed by an ECISD representative detailing Consulting Services provided by, and hereby referred to as Contractor, before services are rendered, and must be submitted to the Purchasing Department, along with the Contract for Consultant Services CJ(EXHIBIT) signed by Contractor.*

Requisition Number: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ Vendor/Contractor Name: \_\_\_\_\_

ECISD Campus/Department: \_\_\_\_\_

Beginning on \_\_\_\_\_ (MM/DD/YY), through and until the termination date of \_\_\_\_\_ (MM/DD/YY), Contractor shall provide services to aforementioned department for a total number of \_\_\_\_\_ hours per term above.

Contractor will be providing \_\_\_\_\_ Consulting Services. (Clearly define if services will be face to face, virtual and/or written services provided by Contractor to ECISD.)

### Detailed Scope of Work (SoW) to be provided to ECISD by Contractor:

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Consulting Services detailed above will be ongoing  **OR** a one-time  service(s) provided to ECISD per designated term. (Place select either ongoing or one-time service provided by Contractor.)

➤ **If ongoing, provide ALL service dates below, per contracted agreement:**

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**Total Contract Amount for Term:** \$ \_\_\_\_\_

**Funds to be used for payment to Contractor:** \_\_\_\_\_ (Please indicate the fund account number to be used for Consulting Services.)

*Please be aware, if contract amount increases by 20% or more, **OR** if there are changes in the SoW detailed above, a new, updated Consulting Services Agreement, as well as, Consulting Contract - Purchasing Form must be obtained, approved and signed by both the Contractor and ECISD representative, and must be re-submitted to the Purchasing Department for review and approval before services can continue to be rendered by Contractor.*

Signature: \_\_\_\_\_  
(ECISD/Department Representative)

Date: \_\_\_\_\_

*\*Note: Consulting Services Agreement & Consulting Contract - Purchasing Form should only be used for services provided by Contractors that are not part of a RFP process, interlocal agreement, and/or Co-Op. This should be considered a stand-alone agreement and the implemented procurement method.*

DATE ISSUED: 01/02/2023

OUR students...THE future

ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT  
CONTRACT FOR CONSULTANT SERVICES

Consultant Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

This document, when executed by both parties, shall serve as a contract between the Ector County Independent School District (District) and \_\_\_\_\_ for consultant services as described below. *Both parties have the right to terminate this agreement with a 30-day written notice.*

Location: \_\_\_\_\_ Services Provided: \_\_\_\_\_

Dates: To Begin: \_\_\_\_\_ and shall Terminate on: \_\_\_\_\_

Terms and Conditions:

1. The consultant agrees to provide all services and/or deliver all products as described above.
2. The consultant agrees to furnish ECISD with the District’s vendor set-up form, including a W-9, prior to the performance of services and/or delivery of product.
3. The consultant agrees by signing this agreement that he/she is an independent contractor and will not represent himself/herself as an employee of this district.
4. The consultant is responsible for all employment and income taxes.
5. The consultant agrees to conduct an evaluation and informal reviews of the service provided and furnish the District with a copy of the results.
6. The District agrees to pay the consultant a project fee of \$\_\_\_\_\_.
7. The District will not provide any equipment, materials, or tools.
8. The District will pay the project fee within 30 days of receipt of notice of official completion of the services.
9. The District will not prepay any fees.
10. The District will not provide any additional employee benefits.
11. The obligations of the parties to this contract are performable in Ector County, Texas, and if legal action is necessary to enforce same, exclusive venue shall lie in Ector County, Texas.
12. The Consultant may not work on campus or with students until Fingerprint review is completed.

Consultant	Date	Principal/Director	Date
Director of Purchasing (Not Valid Unless Signed)	Date	Executive Director/Cabinet	Date