San Bernardino County Superintendent of Schools
Procedure 3312

Contracts

Requests for development or execution of contracts, agreements, memorandums of understanding, facility/hotel events, and leases, including renewals and amendments, must be submitted on a Contract Request Form to Procurement and Warehouse Services. Requestor will be required to provide all information requested on the form. The Contract Request Form, which includes questions for independent contractors/consultants in accordance with IRS regulations, must be answered in full. The San Bernardino County Superintendent of Schools will not enter into a contract with an employee for service as an independent contractor that is in addition to their regular employment.

The San Bernardino County Superintendent of Schools will ensure compliance with Office of Management and Budget (OMB) circular A-133 for suspension and debarment requirements for federally funded projects or contracts.

Responsibility of Requestor

Once it has been determined that there is a need to enter into a contract for services, the requesting department manager needs to review the Independent Contractor Guidelines provided by the IRS to determine whether the work is appropriate for a Consultant Contract or Short-Term Employee Contract. Requestor then prepares and submits the required paperwork to Procurement and Warehouse Services with the appropriate signature(s) for a consultant contract or to Human Resources for a Short-Term Employee contract. Once the draft is approved the requesting department will generate a requisition with the proper account lines and forward to Procurement and Warehouse Services staff.

Responsibilities of the Procurement and Warehouse Services Department

Procurement and Warehouse Services will develop a contract and/or review a contract submitted to ensure compliance with the Independent Contractor Guidelines. If the contract is developed by Procurement and Warehouse Services, a draft will then be sent to the requestor for final approval if necessary. Upon final approval a signed contract will be issued. When the fully executed contract is received a scanned copy of the contract will be sent to the department and Accounts Payable. Procurement and Warehouse Services will determine insurance levels as appropriate.

Approved: August 24, 1993
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Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____