

CONSULTANT AGREEMENT

I, _____, have been requested to serve as
CONSULTANT FIRM/TRAINER for the School Board of Broward County, Florida on

_____ for _____ day(s) to perform the following services:
Date(s) Time(s)

PROJECT/PROGRAM TITLE: _____

Description (required): _____

I understand that this agreement may be terminated with or without cause by SBBC; Consultant shall not provide services without a valid
District issued Purchase Order

Quote Number/Proposal ID	Signature of Consultant/Trainer	Date
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TO BE FILLED OUT BY CONSULTANT:

My DAILY FEE is \$ _____. My HONORARIUM total amount is \$ _____. My estimated expenses \$ _____

(*)Is Consultant or employee(s) of Consultant currently employed by SBBC? ☐ Yes ☐ No (Check appropriate box)

If Yes, provide complete name of employee and school or department where employee is employed. _____

Upon completion of these services, I will forward the necessary INVOICE and TRAVEL INVOICE and receipts (airline, hotel, airport parking, etc.) to
verify actual expenditures.

Signature of Consultant/Trainer Social Security Number/EIN Telephone Fax Number Email Address

MAILING ADDRESS:

Street Suite # City State Zip Code

REQUESTING ADMINISTRATOR/PRINCIPAL _____ Position/Title _____

Department/School/Center _____ Telephone _____ Date _____

Request for CONSULTANT/TRAINER services is hereby approved in accordance with existing School Board policies. **Agreements valued at \$50,000
or higher in a one year period to the same supplier require School Board Approval.**

Signature of Executive Director, Procurement & Logistic Operations Date

Signature of Chief/Cabinet Member Date

Procurement Initials Signature of Chief Operations Officer Date

Signature of Superintendent Date

(*) CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP: In accordance with the State of Florida Statute 112.313 (7) (a),
No public officer or employee of an agency shall have or hold any employment or contractual relationship with any business entity or any agency which is
subject to the regulation of, or is doing business with, an agency of which he or she is an officer or employee, excluding those organizations and their
officers who, when acting in their official capacity, enter into or negotiate a collective bargaining contract with the state or any municipality, county, or
other political subdivision of the state; nor shall an officer or employee of an agency have or hold any employment or contractual relationship that will
create or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full
faithful discharge of his or her public duties.

EXPENSES WILL BE CHARGED AS FOLLOWS:

Check Request No.	Gross Amount	G/L Account (8) Class +Obj+0's	Bus. Area (4)	Cost Center (10) BA+T+L+0	Fund (4)	Internal Order (12)	WBS Element (16)	Grant (16)	Functional Area (16) Function +Activity+0's

Please retrieve the latest version of the W-9 form from the IRS website listed below:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

This form can be filled out online and printed for signature.

Also [Click Here](#) to complete the required registration in the new eProcure Online Supplier

Portal

State of Florida - Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: _____

Vendor FEIN: _____

Vendor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. **The School Board of Broward County, Florida** is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____

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