DISTRICT PROCESS FOR A LONG TERM CONTRACT FOR SERVICES BY AN INDEPENDENT CONTRACTOR/VENDOR

- A staff member ("Originator") contacts the Grant Coordinator, Superintendent, Business Office, Maintenance Supervisor, or other designated Central Office staff for the need of a Contract for Services by an Independent Contractor/Vendor.

- The Originator drafts a Board Resolution and Contract and sends them electronically to the District Clerk. **NOTE:** The Resolution must contain information on reason for vendor/contractor selection (specify special skills, training, expertise, and/or a high degree of creativity in the performance of this service that vendor/contractor provides). If the contract is being funded by Federal funds, it must indicate such in the title of the resolution and also contain a paragraph of specific language regarding Superintendent oversight under "Professional Services and Duties of the Second Party".

- The District Clerk will obtain approval of the Superintendent and School District Attorney.

- The Board of Education acts on the resolution. If approved, three (3) copies of the contract are signed by the Board President.

- The District Clerk will send three (3) signed copies of the Contract to the contractor/vendor for signature.

- The contractor/vendor keeps one (1) of the signed Contracts for their records and returns the other two (2) signed copies of the Contract to the District Clerk. The contracts are distributed by the District Clerk as follows: one (1) original kept by District Clerk, and one (1) original to the Business Office. A copy of the signed Contract is also sent to the Originator.

- It is the responsibility of the Originator to allow enough time for Board approval before contract work/services can begin.

- A purchase order must be entered into the nVision system ***prior*** to event or work/service provided.

(Revised October 2024)