CAPE HENLOPEN SCHOOL DISTRICT
CONTRACT STANDARD OPERATING PROCEDURES

Department: Business Office
Effective Date: August 14, 2026

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1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish a consistent and organized process for reviewing, processing, approving, documenting, and maintaining contracts for the Cape Henlopen School District.

This procedure ensures that all contracts meet district requirements, applicable laws and regulations, and internal Business Office procedures before services are initiated or payments are processed.

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2. RESPONSIBILITIES

2.1 Contract Requestor/Responsible District Employee

The person requesting or managing the contract is responsible for:

- Providing complete and accurate contract information.
- Identifying the services to be provided.
- Providing funding information.
- Coordinating with the contractor/vendor as needed.
- Ensuring that services do not begin before required approvals are obtained, unless otherwise authorized by district policy.

2.2 Business Office

The Business Office is responsible for:

- Reviewing contracts for completeness and required documentation.
- Confirming that required appendices and supporting documentation are included.
- Verifying required licenses, insurance, vendor information, and compliance documents.

- Determining whether a Purchase Order is required.
- Identifying and documenting the source(s) of funding.
- Obtaining required district signatures.
- Providing copies of completed documentation to appropriate district personnel.
- Scanning and electronically filing completed contracts.
- Maintaining the official contract records in paper form in the designated area.

2.3 Human Resources

Human Resources is responsible for receiving and maintaining required personnel-related compliance documentation, including:

- Criminal Background Report
- TB Testing Results
- Delaware Child Protection Registry documentation

2.4 District Approvers

Designated District Administrators are responsible for reviewing and signing contracts within their area of authority.

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3. CONTRACT INTAKE AND INITIAL REVIEW

3.1 Receive Contract or MOU/MOA

Upon receipt of a proposed contract, the Business Office shall review the document to determine whether sufficient information has been provided to initiate the contract approval process. In some instances, staff may submit the required information separately, in which case the Business Office will enter the information into the District Contract as appropriate.

The Contract Requirement Checklist, which serves as the first page of the contract, must be completed in its entirety. Many, but not all, of the fields on the checklist will populate corresponding fields within the contract. Each page of the contract shall be carefully reviewed to ensure that all required fields and information are complete and accurate.

At the discretion of the Finance Director, a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) may be accepted in lieu of the District Contract.

3.2 Assign or Confirm Contract Number

A District Contract number shall be assigned on the Excel spreadsheet located in the Business Operations shared drive, under the Contracts folder.

3.3 Verify Contract Period

The Business Office shall verify that the contract clearly identifies:

- Start Date
- End Date

The contract period shall be consistent with the services being provided and the funding being used.

3.4 Verify Contract Amount

The total contract amount shall be reviewed for accuracy and compared with:

- Appendix C – Contract Budget
- Identified funding source(s)

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4. REQUIRED CONTRACT DOCUMENTATION

The Business Office shall use the Cape Henlopen School District Contract Requirement Checklist to verify that all required documentation has been received.

4.1 Appendix A – District Requirements

Appendix A shall be reviewed to determine which supporting documents are required.

The following documentation may be required:

A. Proof of Insurance: A current Certificate of Insurance naming the Cape Henlopen School District as an additional insured shall be obtained when required. See the contract for minimum coverage limits.

B. Business License: A copy of the current Business License shall be obtained when required.

C. Professional License: When the services require professional licensure, a current professional license shall be provided.

D. Delaware Vendor ID: The Delaware Vendor ID# is documented when required.

Any waivers are documented on page 12 of the district contract and must be reviewed and approved by the Director of Finance.

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5. SERVICES AND CONTRACT BUDGET

5.1 Appendix B – Services Description

Appendix B shall be completed and reviewed to ensure that the services are clearly defined.

The description should identify, as applicable:

- Services to be provided
- Scope of work
- Deliverables
- Service dates
- Location of services
- Contractor responsibilities
- District responsibilities
- Other applicable service requirements

5.2 Appendix C – Contract Budget

Appendix C shall be completed and reviewed for accuracy.

The Business Office shall verify that:

- The budget corresponds with the contract amount.
- Calculations are accurate.
- Funding information is identified.
- The budget is consistent with the services described in Appendix B.

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6. PURCHASE ORDER AND FUNDING

6.1 Determine Whether a Purchase Order Is Required

The Business Office shall determine whether a Purchase Order is required.

6.2 Identify Funding Source(s)

The district employee responsible and Business Office shall verify that the identified funding source(s) is appropriate for the contract.

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7. CONTRACTOR COMPLIANCE REQUIREMENTS

The Business Office shall confirm that all applicable contractor compliance requirements have been addressed.

7.1 Criminal Background Report

When required, Human Resources should confirm a copy of the Criminal Background Report has been received. The contract file shall indicate that the requirement has been completed.

7.2 TB Testing Results

When required, Human Resources should confirm a copy of the TB Testing Results have been received. The contract file shall indicate that the requirement has been completed.

7.3 Delaware Child Protection Registry Form

When required, the Human Resources should confirm a copy of the Delaware Child Protection Registry Form as been received. The contract file shall indicate that the requirement has been completed.

7.4 Federal Debarment Verification

If the source(s) of funding include federal funds, federal debarment documentation shall be obtained from SAM.gov and attached to the contract file when required.

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8. SOP 6 – CONTRACT REVIEW AND SIGNATURES

8.1 Contractor Signature

The Business Office shall verify that all required contractor signatures have been obtained.

8.2 District Signatures

After all required contract documentation has been reviewed and completed, the contract shall be routed for required district signatures.

District signatures must include:

- District Administrator(s)
- Director of Finance
- Superintendent

The Business Office shall verify that all required signatures have been obtained.

8.3 Waivers and Exceptions

If a requirement is waived, the designation shall be documented on the checklist.

A waiver should not be assumed. The Business Office shall ensure that any waiver is authorized by the Director of Finance and appropriately documented.

Any discrepancies shall be reviewed with the Director of Finance.

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9. FINAL CONTRACT REVIEW

Before the contract is considered complete, the Business Office shall perform a final review using the Contract Requirement Checklist.

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10. CONTRACT PROCESSING AND DISTRIBUTION

Once the contract is fully executed, the Business Office shall complete the following steps.

Step 1 – Scan Completed Contract

The fully executed contract and all supporting documentation shall be scanned.

The electronic file shall contain the completed contract and applicable supporting documents and saved on the Business Operations shared drive, under the Contracts folder.

Step 2 – Distribute Copies

Copies of the completed contract shall be provided via email to all individuals or departments involved in administering the contract.

Step 3 – Provide Copy for Purchase Order

A copy of the completed contract shall be provided to the Administrative Assistant responsible for creating the Purchase Order when one is required.

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11. CONTRACT RECORDS MANAGEMENT

11.1 Electronic Filing

The completed contract shall be scanned and placed in the appropriate Contract Year folder on the Business Operations shared drive.

11.2 Physical Filing

A complete copy of the contract documentation shall be placed in the designated contract drawer.

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12. CONTRACT CLOSEOUT

The contract process is considered complete when all applicable checklist requirements, documentation, signatures, purchase order requirements, distribution, and filing have been completed.

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13. ANNUAL CONTRACT REVIEW

All expiring contracts should be reviewed with the appropriate department(s) to determine whether the services are still needed for the upcoming fiscal year. If the contract is needed, an updated contract must be completed.

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14. RECORD OF REVIEW

This SOP shall be reviewed periodically by the Finance Director and Business Office to ensure that the procedures remain consistent with current district policies, applicable laws and regulations, purchasing requirements, and records management practices.