



BULLETIN

SUBJECT:

2019-20 NO. BS - 10

TO:

DATE: August 5, 2019

PREPARED BY: Jessica Sulli

DEPARTMENT: Contracts Office

REVIEWED BY: _____ **APPROVED:** _____

Services

Amari Watkins
Director II, Accounting

Approval of Consultants & Other Contracted Services

let in is to remind Princ

tion of contracts and

the Business Services

may be subject to additional review by

al departments and the Board of Education.

Due to the structural deficit, a Purchasing Review Committee has been formed to review and approve all service agreements over \$5,000 including contracts and MOUs.

All SA requisitions are approved on-line by funding approvers. SA requisitions over \$20,000 typically require written contracts which the Contracts Office prepares. The Superintendent or the Chief Business Officer must approve/sign these contracts before a purchase order is printed and payment is issued. No other signature is authorized.

As of January 1, 2019, SA requisitions that exceed \$92,600 require Board approval. The threshold for Board approval changes every January 1st.

Any requisition that involves the use of services or products requiring access to district data must include a Data Sharing Agreement. This document serves to ensure that data security and privacy requirements will be met by outside agencies with access to district information. Please contact the Technology Services department at support@scusd.edu to request the initiation of a Data Sharing Agreement.

In addition, all purchases of technology resources will be reviewed in detail to maintain conformance to district standards and to ensure fit to purpose. Requisitions may be adjusted to maximize the value of specific items being purchased.

If the services of an independent contractor are being considered, please reference the Independent Contractor Guidelines posted on the Contracts Office webpage at www.scusd.edu/contracts-department. This document will help you determine whether the individual providing services is truly an independent contractor or should be treated as an employee.

Contracts over \$5,000 paid from Associated Student Body funds must also be reviewed by the Contracts Office.

Site is in contact with third party regarding contracting for services and wishes to move forward with a contract. Site obtains a detailed