|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONTRACT APPROVAL FORM ("CAF")** | | | | | | | | | | **Contract No.** | |  | | |
| **Amendment/Change Order No.** | | | |  |
| **SCHOOL / DEPARTMENT INFORMATION** | | | | | | | | | | | | | | |
| Issuing School/Dept.: | | |  | | | | | | | | | | | |
| School/Dept. Contact: | | |  | | | | | | Email prefix: | |  | Phone ext: |  | |
| School/Dept. Contract Mgr.: | | |  | | | | | | Email prefix: | |  | Phone ext: |  | |
| **CONTRACTOR INFORMATION** | | | | | | | | | | | | | | |
| Full Business Name: | | |  | | | | | | | | TIN / SSN: |  | | |
| Address, City State, Zip: | | |  | | | | | | | | Phone: |  | | |
| Contact Email: | | |  | | | | | | | | Contact Name: |  | | |
| **CONTRACTOR SELECTION METHOD** | | | | | | | | | | | | | | |
|  | **This contract DOES NOT use federal grant or federal pass-through funds AND is procured as follows:** | | | | | | | | | | | | | |
|  | **Direct Appointment (No Competition)** | | | | | |  | **Competitive Procurement** | | | | | | |
|  | Personal Services: ≤ $75,000 | | | | | |  | Informal Solicitation: (attach bid tab or solicitation docs) | | | | | | |
|  | Personal Services: > $75,000 with Direct Negotiation Justification Form | | | | | |  | Personal Services $75,001-$250,000 | | | | | | |
|  | Goods/Services: ≤ $25,000 | | | | | |  | Goods or Services $25,001-$250,000 | | | | | | |
|  | Goods/Services: > $25,000 with Sole Source Justification Form | | | | | |  | Construction $25,001-$100,000  Architecture, Engineering, or Related Services $100,000 -$250,000 | | | | | | |
|  | Architectural & Engineering or Related Services ≤ $100,000 | | | | | |  |  | | | | | | |
|  | Construction ≤ $25,000 | | | | | |  | Formal Solicitation: Solicitation type and # | | | | | | |
|  | Hotel, Catering, or Space Rental | | | | | |  | Goods, Services, Personal Services > $250,000 | | | | | | |
|  | Revenue Contract | | | | | |  | Construction > $100,000 | | | | | | |
|  | Intergovernmental Agreement | | | | | |  | Architecture, Engineering, or Related Services > $250,000 | | | | | | |
|  | Special Class Procurement: | | | | | |  |  | | | | | | |
|  | Other: | | | | | |  |  | | | | | | |
| **OR** |  | | | | | | | | | | | | | |
|  | **This contract DOES use federal grant or federal pass-through funds AND is procured as follows:** | | | | | | | | | | | | | |
|  | **Direct Appointment (No Competition)** | | | | | |  | **Competitive Procurement** | | | | | | |
|  | Federal Terms Exhibit attached (required) | | | | | |  | Federal Terms Exhibit attached (required) | | | | | | |
|  | Contract value ≤ $25,000 | | | | | |  | Informal Solicitation: $25,000-$250,000 (attach bid tab or solicitation docs) | | | | | | |
|  | Sole Source with Justification Form or Sole Source Letter | | | | | |  | Formal Solicitation: > $250,000 | | | | | | |
|  | Other: | | | | | |  | Solicitation type and # | | | | | | |
| CONTRACT SUMMARY | | | | | | | | | | | | | | |
| Start Date: | |  | | End Date: | | Check One:  New Contract  Amendment/Change Order | | | | | | | | |
| Brief Contract Description: | | | | | | | | | | | | | | |
| **CONTRACT DOLLARS SUMMARY / ACCOUNT CODE ALLOCATION** | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Original Total Contract Amount | Total of Previous Amendment(s) | Amount of this Amendment | Contract Total: $ 0.00 |  |  |   **Account codes for estimated spend during current/first fiscal year only** | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Fund | Function  (Program) | Object (Account) | Location (Site Loc) | Area  (Class) | Project | Department | **Amount to encumber in** **current fiscal year only** |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | | | | | | FY Total: | $ 0.00 |  | | | | | | | | | | | | | | | |
| |  | | --- | | Does this Contract Contain **Technology Elements?** See definition on page 2. Yes  No  If this Contract contains Technology Elements, you must obtain IT approval via the IT Contract Approval Request and include the approval email with this CAF. See instructions below. | | | | | | | | | | | | | | | |
| *I attest that I have evaluated the purpose of this contract and believe it to be a reasonable and judicious use of District money, and that there is adequate funding in my Department/School's budget to cover the current fiscal year expenditures.* | | | | | | | | | | | | | | |
| Name of Budget Holder (Individual with authority for the budget identified above: | | | | | Budget Holder Signature | | | | | | | Date | | |
| Name of Contract Manager (if different from Budget Holder): | | | | | Contract Manager Signature | | | | | | | Date | | |

**Mandatory OTIS Sign-Off for Contracts with Technology Elements**

If your contract includes any of the below Technology Elements for functionality, then the Office of Technology and Information Services (OTIS) must be consulted and provide sign-off for the contract. If there is any uncertainty about use of or impacts to technology or the need for technology support, OTIS should be contacted to discuss the intended contract scope.

If you are preparing a contract that contains any of the Technology Elements, you must complete the “Hardware” or Software” button on the www.pps.net/it-purchasing website which can also be found at https://www.pps.net/Page/10939.  A completed and approved Service Request, showing OTIS sign-off and approval, must be included with the Contract Approval Form (CAF) and contract submitted to Purchasing & Contracting.

**Technology Elements:**

|  |  |
| --- | --- |
| **Hardware** (Outside of Standard IT Requisition and Purchasing Process) | **Software** (Outside of standard Learning Technology Digital Resource Use and Purchase Process) |
| Computers, laptops, servers, and networking equipment  Printers, scanners, and other peripherals  Mobile devices such as smartphones and tablets  Internet of Things (IoT) devices:  HVAC controls  Climate controls  Water controls  IP Phones  Access Control devices  Any other devices that requires network access to function | Operating systems  Productivity suites (e.g., office productivity software)  Customer Relationship Management (CRM) software  Enterprise Resource Planning (ERP) software  Industry-specific software applications (e.g., HVAC control software, security camera software, construction management software, digital creation: music, art, etc.)  Antivirus and security software  Content management systems  Systems that require data from other systems  Electronic communication platforms and services |
| **Networking and Infrastructure** | **IT Services and Support** |
| Routers, switches, and firewalls  Wireless access points  Network cables and connectors  Network storage devices  Backup and disaster recovery solutions  Virtual private network (VPN) solutions  Cloud services and infrastructure | IT consulting and advisory services  System setup, installation, and configuration  System integration and data migration  IT maintenance and support  Helpdesk and technical support services  Training and knowledge transfer  Single Sign-on  Rostering |
| **Security** | **Licensing and Compliance** |
| Endpoint security solutions (e.g., antivirus, anti-malware)  Network security (e.g., firewalls, intrusion detection systems)  Data encryption and access control measures  Security assessment and vulnerability management  Incident response and disaster recovery planning  Physical access control  Security cameras and picture and video retention system | Software licensing agreements  Compliance with software usage rights and terms  Software asset management  Data privacy and protection regulations (e.g., GDPR, CCPA)  Industry-specific compliance requirements (e.g., HIPAA for healthcare) |