

August 12,
2015

Contracting 101

Purchasing & Contracting

Personal Service Contracts Less Than \$2,000

- Must use the District's contract template
- Obtain contractor's signature
- Principal signs after contractor
- Complete the chartfield if paying through Accounts Payable
- Attach check if paid at school level
- No Contract Approval Form("CAF") required
- Submit contract to Purchasing & Contracting

<http://www.pps.k12.or.us/departments/purchasing-contracting/7030.htm>

Personal Services Contract Greater Than or Equal to \$2,000

- Must use the District's contract template
- A detailed Scope of Work must be attached as Exhibit or described fully in paragraph 2
- Pay close attention to paragraph 4 (Reimbursable Expenses; Maximum Total Payment; Invoicing); complete all four sections!
- Obtain a signature and a W-9 from the contractor
- Complete a Contract Approval Form ("CAF")
 - Principal must sign the CAF
- Submit both the CAF and contract together to Purchasing & Contracting

Statement of Work

- All contracts require a detailed description of work
 - What will the contractor do?
 - When?
 - How?
 - Where?
- Performance period
 - When will the work begin?
 - When must it be complete?

Statement of Work (cont.)

- Payment
 - How much will the District pay for this service?
 - When will payment be due?
 - Is there an hourly or per session fee? Will the District make progress payments or pay in one lump-sum payment?

Example:

A Poor Statement of Work

“Contractor will teach drumming to third graders.”

- Missing information: When? How often? For how long? Where? How many third graders? Who supplies the drums? How is the fee calculated?

Example:

A Detailed Statement of Work

- " Contractor will teach drumming techniques and rhythms to three classes of third graders for eight consecutive weeks, beginning September 15, 2015. Contractor will teach three sections of approximately 40 minutes each from 9-11 am on Tuesdays and 1-3 pm on Thursdays, for a total of four hours per week at \$35 per hour. Contractor will supply all instruments for in-class use."

Hotel/Catering/Space Rentals

- Greater than or equal to \$2,000:
 - Must be submitted to Purchasing & Contracting with a Contract Approval Form ("CAF")

- Less than \$2,000:
 - May be signed by the principal/budget holder
 - Payment options:
 1. Pay with student body fund check and send copies of contract, check, and invoice to Accounting Services
 2. Pay with P-card
 3. Submit with invoice and Request for Payment to Accounting Services

Signing Authority

- The Program Director of Purchasing & Contracting has signing authority for the District
- Principals and department directors have limited signing authority
 - Personal Service Contracts less than \$2,000 and on District template may be signed by your principal
 - Hotel/Catering/Space Rental contracts less than \$2,000 may be signed by your principal
- All other contracts must be submitted to Purchasing & Contracting for signature

Three Options When Submitting Contracts

1. Email to purchasing@pps.net
 - a) Subject line: CONTRACT SUBMISSION:
(Contractor's name)
 - b) Please include your name in the email, so we know who to contact with questions
2. PONY to Purchasing & Contracting
3. Drop in Purchasing & Contracting's inbox

****Remember to include the signed CAF****

Options For Paying on a Contract

1. Request For Payment – Submit contract, invoice, and Request for Payment to Accounting Services
2. P-Card – Allowed only for:
 - a) Hotel/Catering/Space Rental ("HCS") contract less than \$2,000
 - b) HCS contract that doesn't require a signature (e.g. most hotels)
3. Student Body Fund check from the school – Allowed only for:
 - a) Personal Services contract less than \$2000
 - b) Hotel/Catering/Space Rental ("HCS") contract less than \$2,000

Master Contracts

- We currently have master contracts with:
 1. OMSI (MSTR-61114)
 2. Saturday Academy (MSTR-60881)
 3. Young Audiences (MSTR-61173)
 4. Lewis & Clark/Oregon Writing Project (MSTR-60675)
- See Purchasing & Contracting's website for detailed processing instructions

<http://www.pps.k12.or.us/departments/purchasing-contracting/7253.htm>

Important Reminders

- You cannot contract with a current employee or a recent employee of the District
- Contracts should be fully executed before the work begins
- Contracts cannot be prepaid. Contractors should invoice for work already completed.
- Visit Purchasing & Contracting's website for the most recent contract template
- We must have a W-9 before we can pay the contractor

Contracts Requiring Extra Steps Before Contract Approval

- Contracts not on the District's template require a lengthier review process
- Contracts paid with grant funds are routed through Grant Accounting before contract review
- Contracts with a new contractor are routed to the Vendor Master for vendor set up in PeopleSoft before contract review
- Contracts with missing information or a poor statement of work are routed back to the sender for correction and completion

Need Help?

- Visit our website –
www.pps.k12.or.us/departments/purchasing-contracting
- Email us – purchasing@pps.net
- Call us – 503.916.3305