



Grant-Related Contracts (Document Checklist)

Date:	
Originating Office:	
Program Manager:	
Program Manager's Phone/Email:	
Shopping Cart #:	
Name of Vendor/Contractor:	

Minimum of three (3) to four (4) weeks prior to date of service(s) is required for routing the contract.

ATTENTION: Several documents listed below have multiple signature lines that require approval by different offices / individuals. Contracts and ALL required attachments should be routed through ALL steps of the process.

The attached contract is being routed for signatures. The following documents have been completed and are included within this package. (Please mark or NA.)

ERP (SAP) Shopping Cart evidence showing it has been fully approved and the chain of approvals

Transmittal for Agreement Form for Contracted Services (FM-2452) must indicate the Procurement Authority.

- **Contracts for \$6,000 and above require** evidence that three (3) quotes were obtained, copy of advertisement placed, or copy of Professional Services Contract Committee Minutes.
- **Contracts for \$50,000 and above require** documentation of Board action (Agenda Item) or documentation of exemption from bid and RFP requirements by the Professional Services Committee.

Contract Intake & Transmittal Form (FM-7421)

- Under *Procurement Authority*, attach a **letter from the vendor identifying themselves as the sole source provider; if applicable**

Agreement Form for Contracted Services (FM-2453) with original signatures.

All of the following signatures should be obtained: vendor (include Employer Identification Number or EIN), charge location administrator, Region Superintendent/Division Head, Procurement, and Risk Management officer.

- **Contract dates and amounts must be correct:** The dates in Item 1) Scope of Work - Dates/Hours of Service must be consistent with the dates in Item 2) Term of Agreement; amount on requisition must correspond to amount in Item 3) Compensation.
- **If Community Based Organization**, please ensure that forms are initialed and signed by vendor and originating administrator where indicated. The only waiver to Jessica Lunsford Act is: (1) no contact with students or (2) vendor will not have access to school when students present. Must be accompanied by a memorandum explaining waiver applies and Payment Request for Contracted Services form (**FM-2454**).

Contractor Conflict of Interest Form (FM-7420), if applicable

Vendor proof of insurance: certificate of liability, professional liability, general liability, workers' compensation and auto liability insurance coverage, etc., *if applicable*

If contract is submitted for approval after performance of actual services have started, it must be accompanied by a memorandum of justification for the delay in submission for approval. (Address memorandum to: Mr. Ron Y. Steiger, Chief Financial Officer, Financial Services)

PLEASE RETURN THIS FORM, ATTACHED CONTRACT, AND SUPPORTING DOCUMENTATION VIA EMAIL TO THE OFFICE OF GRANTS ADMINISTRATION (OGA). CONTACT OGA FOR ANY QUESTIONS AT 305 995-1706.