

Contracts and Service Agreements FAQ's

1. What is the definition of a contract and how do I know if it needs to go to Board for approval?
If a vendor requires you to sign an agreement that contains terms & conditions, whether attached or referenced on a website, that is considered a contract and it will need to go to the Board for approval.
2. How do I know if I need a Board Agenda sheet or if it just goes on a list?
If the amount is \$0 to \$5,000.00, it will be added to the list that Purchasing will provide for the board agenda. The contract will still need to be reviewed by Purchasing. If the amount is over \$5,000.00, it will first require review of the contract and sign off by Purchasing. Then a Board Agenda Sheet will need to accompany the contract with all other documentation and sent to the office of the Associate Superintendent, Business Services & Operations, to be added to the board agenda. If you have questions about determining which path to take, please contact Purchasing. Also, please note, the Purchasing Procedures will still need to be followed (bids vs. quotes thresholds).
3. Can I sign a contract from a vendor?
No, all contracts need to come to Purchasing for review. We will review these, confirm what documents are needed, add the contract to the list for Board approval and return the signed contract to you after Board approval.
4. What type of services do we need agreements and/or contracts for?
Any service provided to the district needs to go through this process; DJ, photographer, speakers, food trucks, fund raisers, carnival rentals, consultants, competition judges, choreographers, etc...
5. When does the process need to be completed?
The entire process; Service Agreement, COI's, background checks, W9, all need to be completed **BEFORE** any services are performed.
6. How long does the process take?
Please allow 20 business days, some contracts may take longer.
7. How will I know that the Board approved my contract?
Purchasing will send you the signed contract so that you may send it to your vendor.
8. How will Business Services know I have completed this process?
When submitting a payment request or P-Card reconciliation you will need to include a copy of the contract signed by Purchasing, this will let Business Services know you have completed the process
9. What if the vendor has already been used for an event?
The vendor will need to go through the process for each event.
10. Is there a minimum dollar amount that requires a service agreement?
No, this applies to all services even those of no cost.
11. Do I need to complete the process if I am paying with a credit card?
Yes, you need to complete the process regardless of the form of payment.
12. When do I need background checks?
A background check is needed any time students are present, including indirect contact and/or supervised events. The vendor will need to come to Purchasing and Distribution Services and present a valid driver's license for a SOR check. The process takes no more than five minutes.
13. How long is a background check valid for?
A background check is performed on all vendors for each event, including repeat vendors. The vendor should only need to come to Purchasing once a year.

14. When do I need a COI?

See attached memo from Risk Management, if you have further questions, please contact Ryan Hall, 2197 or Purchasing for clarification.

15. Is there a list of vendors that have submitted COI's?

There is a list of all vendors on the Purchasing and Distribution website, under Commercial Insurance tab. This list will indicate if the COI is current or has expired and what events it is valid for.

<http://pds.lsr7.org/commercial-insurance-2/>

16. Do we need a W9 when we are paying with a credit card?

No, you do not need to submit a W9 if you are paying with a credit card.

If you have any questions, please feel free to contact:

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