Step 1 Site Desires Outside Services	Step 2 Site Obtains Central Offic Approvals	Site Creates		is Contracts Of	ffice Step 6 Agreement Reviewed a Approved	is Services Begin
Site is in contact with third party regarding contracting for services and wishes to move forward with a contract. Site obtains a detailed quote, estimate or scope of work from the proposed contractor that includes, at a minimum, what work is to be done, period of services and the cost.	If services affect central office functions, approval is obtained. For example, if the agreement is for academic/instructional, communications, operations/facilities, or technology related services, those departments must approve before the contract can move forward. Contact the Contracts Office to help determine affected departments if needed.	Site submits a Services Agreement (SA) requisition in ESCAPE. The detailed quote, estimate, scope of work or unsigned written agreement is attached to the requisition with evidence of the functional departments' approval included.	SA requisition is reviewed and approved by the Budget team and is submitted for approval to the Purchasing Review Committee (PRC) by the Contracts Office.	SA requisition has been approved both in ESCAPE and by the PRC. If the contract is >\$20,000 a written agreement will be drafted by the Contracts Office. If the contract is >\$96,700* the Contracts Office will submit for approval on the next available Board agenda. If data sharing is involved a Data Sharing Addendum will be required.	If a written agreement is required, either by the District or by the contractor, the <u>Contract</u> <u>Approval & Routing</u> <u>Form</u> will be completed prior to District signing the agreement. The Contracts Office will send the routing form to all required approvers using DocuSign (web- based eSignature service).	The contract is executed by both parties. Contracts Office prints purchase order and transmits it to the contractor along with the executed agreement. Services begin.
Parties Involved: Site Contractor/Vendor	Parties Involved: Site As Needed: Academic Office Communications Operations/Facilities Technology Services Other Depts as Needed	Parties Involved: Site	Parties Involved: Budget Contracts Office Purchasing Review Committee	Parties Involved: Contracts Office Contractor/Vendor As Needed: Board of Education	Parties Involved: Principal/Dept. Manager IAS/AS/Chief Contracts Office Legal (as needed) Risk Management CBO/Deputy Supt.	Parties Involved: Site Contracts Office Contractor/Vendor District Signer (CBO, Purchasing Manager or Superintendent)

*Updated annually on January 1 SCUSD Contracts Flowchart 1/1/21