#### Step 1

Site Desires
Outside Services

#### Step 2

Site Obtains Central Office Approvals

## Step 3

Site Creates a Requisition

# Step 4

Requisition is Reviewed and Approved

# Step 5

Contracts Office
Drafts
Agreement

## Step 6

Agreement is Reviewed and Approved

Step 7

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 >\$99.100\* 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 Contract Approval & Routing Form will be completed prior to District signing the agreement. The Contracts Office will send the routing form to all required approvers using DocuSign (webbased 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)

<sup>\*</sup>Updated annually on January 1 SCUSD Contracts Flowchart 1/1/22