



# Purchasing Services Contracts Process & Reimbursement Policies

Office Manager Meeting  
March 25, 2024

**Presented by:**  
Robert Aldama, Purchasing Manager II

# Agenda

- Contracts Process (Service Agreements) & Requirements
- Staff Reimbursement Policy / Allowability
- Requisition maintenance for Year-End Closing
- Questions for Purchasing

# Contracts Process

A service agreement contract is a legally binding document outlining the terms and conditions for providing services between a service provider and the District, including the scope of work, term of contract, payment details, insurance requirements, and other relevant terms under which the service will be rendered.

**Delegation of Power to Contract.** The District's Board of Education must authorize by Resolution, individuals that have the power to contract (sign Agreements) on behalf of the District. Principals and Department Administrators do not have authorization to legally endorse an Agreement.

## **When the Principal or Administrator is seeking outside contract services...**

- Early planning and engagement is critical and approval is not guaranteed. Services **may not** be rendered prior to obtaining a fully executed contract and purchase order by the Contracts Office/Purchasing Services.
  - Request a **“Proposal”** from the Service Provider, not an Agreement or Invoice. The Proposal should include a **clear scope of work** (deliverables), start and end dates of service (term), days of the week/hours of service, and total cost for services. \*The District cannot pay for services that have not been rendered. (Ref. CA State Constitution Art. 16, § 6)
  - Request a Certificate of Insurance (COI) from the Service Provider. The COI must name the District as an “Additional Insured.” When requesting the COI, advise the Service Provider what “type” of coverage is required, and what are the minimum coverage amounts required by the District for the service. It is the **“RISK” of the scope of work** that determines the insurance requirements. (Reference the Insurance Quick Reference located on the Contracts Department Webpage)
  - If the contracted service relates to a job (or is questionable) that is assigned to a labor partner, reach out to the District's Labor Relations Team at [LaborRelations@scusd](mailto:LaborRelations@scusd) to review and discuss the scope of work **prior to submitting a requisition**. The Labor Relations team will advise if the requested contracted services will require a meeting with a labor partner to discuss a negotiable item or something that will require a MOU. (Ref. 2024-25 No. HR-6)
- If this process is not done prior to requisition submittal, and the scope of work is questionable, the requisition may be denied.**

## Contracts Process-cont.

- Submit a Service Agreement requisition attaching the Proposal, COI and any other relevant back up documents.  
\*Take in consideration the required approvals (PRC for all requisitions >\$15k / Board Approval >\$114,800.00)
- Upon approval, the service agreement requisition is assigned to a Contract Analyst:  
Tina Alvarez-Bevens or Tara Phillips.
- The Contract Analyst will draft an Agreement under District terms, then send to the requisitioner (O.M.) requesting an authorized signature from the service provider. (If the service provider's contact information is entered in the notes of the requisition, the Analyst may send the signature request directly to the provider and copy the O.M. ) Upon receiving the signed Agreement from the Provider, the Analyst routes the Agreement in DocuSign for full execution by Janea Marking, Chief Business and Operations Officer. (The routing will include approval signatures from the sites IAS or Asst. Supt., Purchasing Manager and Risk Management.)
- Once the Agreement is fully executed, the Analyst will print the requisition and send both the Fully Executed Contract and Purchase Order to the Parties.

## Contract Management.

- It is the responsibility of the site to manage the Contract, Purchase Order and the Service Provider to ensure contract compliance, including keeping track of service hours, requesting COI renewal when policies expire, receiving the P.O. in Escape, obtaining invoices and sending signed invoices to Accounts Payable for payment.  
\*Any assistance needed when there is a breach of contract terms or if the Administrator wants to terminate a contract, please contact Robert Aldama, Purchasing Manager.

## Unauthorized Contract.



Services that are allowed to be rendered without a contract or approved purchase order put the District, students and staff at risk and the Administrator can be held personally responsible for expenses related to unauthorized services. (Ref. 2024-25 No. BS 28)

## Contracts Process-cont.

- If you are in an Unauthorized Contract situation, to avoid liability and vendor payment delays, **cease all services** that are not operating with a fully executed contract and approved purchase order. And do not allow services to re-start until there is a fully executed contract and PO.
- Request an itemized invoice for services rendered **ONLY** from the Service Provider.
- Complete an Unauthorized Contract Form (available from the Contracts Department webpage). The Principal or Administrator will need to provide an explanation why the District's Contract Procedures were not followed and provide an explanation of what has been done to ensure procedures are followed on the future. The Principal or Administrator will need to initial the acknowledgement statement and sign the Form. Then send the Form to their Cabinet Member (Chief) for their signature.
- Once you've obtained a completed form, submit a Service Agreement requisition, attach the completed form and sign invoice(s) to the requisition, and email the completed form to [Robert-Aldama@scusd.edu](mailto:Robert-Aldama@scusd.edu)
  - \*Make note in the requisition that this is an Unauthorized Contract for payment of services rendered only.
- Upon the Purchasing Manager receiving the completed Unauthorized Contract Form, it will be reviewed for accuracy, then submitted to the CBOO. The CBOO will add the Unauthorized Contract Form to the next available Board Agenda for approval. If, and when the Board approves payment, then the requisition can be approved to pay the invoice.

The Contracts Process is to ensure compliance and fair treatment of our Partners and Vendors. Most importantly, they are critical to protecting students, staff and the community. Please remember that a quick conversation across departments before an action is taken can resolve a number of problems before they start. The Purchasing Team is always available to answer questions about the process.

# Staff Reimbursement Policy & Allowability

**Board Policy 3400 Financial Management Systems.** Requires the District to establish and maintain an accurate, efficient financial management system that meet fiscal obligations and are also compliant with laws, regulations, policies and procedures. (Ref. 2024-25 No. BS-14)

Please share with all school and department staff this information. It's imperative that ALL are aware of complaint financial practices and their roles in implementing these procedures. BP 3400 Financial Management Bulletin can be located at Business Services Department webpage/Business Services Documents.

**Staff Reimbursement For Orders Not Placed With a Requisition.** (Most common Amazon)

- Orders must be shipped directly to the school address, department address or District Warehouse; never to an employee's home address or non-District location. **Requisitions submitted for staff reimbursement that were shipped to a residence or non-District location will be Denied.**

**Student Wellness Policy BP 5030.** Available at SCUSD Website / Our District

**Food or Beverages Used as Student Incentive.**

- In consideration of dietary accommodations, food allergies, and to promote student wellness and empower parents and guardians to make decisions about what their children are eating, **food or beverages shall not be used as a reward, incentive, or punishment for academic performance or good behavior.** Requisitions submitted for staff reimbursement of food or beverages for student incentives will be **Denied.**

# Questions for Purchasing

What questions do you have?  
Thank you!