

EXECUTION OF CONTRACT FOR OUTSIDE
PROFESSIONAL SERVICES PROCEDURE (BUS-P002)
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 The procedure outlines the process of executing a contract for outside professional services.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Program Coordinator
2.2 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Finance Officer

4.0 DEFINITIONS:

- 4.1 Board Account: Funds approved by the Board of Education and appropriated by the County Commission
- 4.2 ISA: Individual School Account
- 4.3 Program Coordinator: Employee responsible for implementing a Federal Project or controlling expenditures for a particular instructional or operational component of the budget.
- 4.4 Program Supervisor: Employee exercising supervisory control over a program.

5.0 PROCEDURE:

- 5.1 Need for an outside professional service is established.
- 5.2 Appropriate school system program coordinator draws up contract utilizing the standard template ([BUS-F006](#)). **Contracts must be typed on letter size paper.**
- 5.2.1 All contracts which do not utilize the standard CMCSS template (BUS-F006) are routed to the Business Affairs office for review prior to processing.

At any point in the contract preparation process a question arises affecting the execution of the contract, or there is a question regarding language, budget information, accounting procedures or anything else affecting the contract, please contact Business Affairs for assistance. The point of contact is Ken Thompson at 920-7850.

- 5.3 If contract is funded by a Board Account:
- 5.3.1 Proposed contract is sent via email to the Program Supervisor for approval.
- 5.3.1.1 If contract is not approved, it is returned via email with changes and for rewrite.
- 5.3.2 Approved contract is routed to the Business Affairs office for review regarding budget availability and language using Contract Routing Sheet ([BUS-F007](#)).

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- 5.3.3 Business Affairs approves contract: Note: Issues affecting approval of the contract will be resolved by Business Affairs with assistance from the requestor.
- 5.3.3.1 Contract is sent to vendor via mail or email to obtain signatures.
- 5.3.3.1.1 Vendor signs two paper originals and mails the contract to the Business Affairs office for execution and processing. **Faxed copies of signatures will not be accepted as original.**
- 5.3.3.1.2 New vendor must complete a W-9 before Purchase Order is processed.
- 5.3.4 Once the contract is approved and signed by the Chief Financial Officer it is executed.
- 5.3.4.1 One original is returned to vendor.
- 5.3.4.2 Executed original is kept in the Business Affairs office.
- 5.3.4.3 Copies of signed contract are sent to the Program Director and Program Coordinator.
- 5.4 If the contract is funded by an Individual School Account (ISA):
- 5.4.1 Proposed contract must be approved by Principal: Note: Issues affecting approval of the contract will be resolved with assistance from the requestor.
- 5.4.1.1 School sends contract to vendor via mail or email to obtain signatures.
- 5.4.1.1.1 Vendor signs two paper originals and mails the contract to the school for execution and processing. **Faxed copies of signatures will not be accepted as original.**
- 5.4.1.1.2 New vendor must complete a W-9 before Purchase Order is processed.
- 5.4.2 Principal signs, executes and processes the contract.
- 5.4.3 Purchase Request form is completed and a P.O. is issued.
- 5.4.4 A copy of the signed contract is forwarded to Business Affairs office for archival purposes.
- 5.4.5 Purchase Order and one signed original are sent to the vendor to begin work.
- 5.5 The Business Affairs office updates the Contract Data Base System for the purposes of retrieving copies of contracts for future research or use. Data Base System will contain the following information:
- Contract Number: to be assigned upon receipt in the Business Affairs Office
 - Vendor Name
 - Vendor Number

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- General Description
- Contract Term: beginning and ending dates
- Contract Amount: should the contract term cross fiscal years, the amount for each year will be reflected
- Account Code if Board Account

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Contract Template ([BUS-F006](#))
- 6.2 Contract Routing Sheet ([BUS-F007](#))
- 6.3 W-9
- 6.4 T.C.A. Section 49-5-413 (T.C.A. link located on External Document List)
- 6.5 Public Chapter No. 587 Public Acts 2007 (link located on External Document List)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Professional Service Contract with associated documents	Business Office	Current plus five	Recycle	Secured Building
P.O. Contract with associated documents	Purchasing Office	Current plus six	Recycle	Secured Building
W-9	Purchasing Office	Indefinite	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/07/07		Initial Release
10/17/07	A	Update 5.2 to include typed contract requirement, change three to two in 5.4.1.1.1, reword 5.4.4, add 6.4 and 6.5, update flowchart
3/5/10	B	Add section 5.2.1.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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