

**Instructions / Face Sheet for
AGREEMENT FOR CONTRACTED SERVICES**

CONSULTANT FULL NAME _____

SITE/DEPARTMENT _____

SUBMITTED BY _____

AGREEMENT TOTAL AMOUNT _____

If over \$100,000: Board Approval DATE _____

The District employee providing the attached Agreement for Contracted Services will follow these guidelines:

1. Agreement is: ☐ *Current Vendor* ☐ *Renewal* ☐ *New Vendor/Consultant (Attach W-9)*
2. If contract is in excess of \$15,000 (*per vendor; District-wide; per school year*), Superintendent Authorization is needed.

• Authorization over \$15,000 (Check One or Both) •

- ☐ *Superintendent authorization has been obtained*
- ☐ *Renewal of prior year agreement with approved funding*

Cabinet Member Print & Signature

Date

3. Attach copy of prior year signed agreement & include comments for notable changes.
 4. Attach completed Purchase Requisition that includes funding source and amount.
 5. Review Consultant Agreement (if one is provided by consultant). If applicable, attach it to the completed District Agreement for Contracted Services.
 6. Ensure there is an accurate and complete description of the Consultant's Scope of Work in the Agreement.
 7. Check the box below for required forms (if applicable) to collect before services commence:
☐ NUSD Contracted Services Agreement (attach consultant's own agreement if applicable)
- On file ☐ Insurance Certificates and Endorsement
- On file ☐ W-9 Form, if a New Vendor/Consultant

• Regarding Fingerprinting Certification (Check One) •

CONSULTANT for this project will have contact with students as indicated below:

- ☐ *CONSULTANT will have **NO** contact with students.*
- ☐ *CONSULTANT'S agreement includes fingerprint language in accordance with Ed Code 45112.1.*

District Representative's Print & Signature

Date

8. Attach this sheet to the Agreement (with Consultant's or Vendor's signature) and all required documentation to Business Services, Deputy Superintendents Office.