

## Standard Services Contract (SSC) Contract Manager (CM) Instructions and Checklist

An SSC is required when professional services are provided on-site by an outside vendor, including those provided at no cost, unless a separate formal contract is executed.

- The Director of Purchasing must approve the SSC **before** the vendor performs any work;
- Payment will not be made for services provided before the SSC is fully approved;
- Services requiring an SSC cannot be paid using a district Pcard;
- The contract term cannot extend beyond the end of the fiscal year, June 30<sup>th</sup>, except for summer program services;
- Current employees cannot provide contracted services to the District; and
- If the services provided under the SSC are anticipated to exceed \$50,000 in a fiscal year, the SSC must be approved by the School Board.

Instructions		Completed
1.	SSC is drafted and completed by the designated site Contract Manager (CM)	<input type="checkbox"/>
2.	The CM obtains current Certificate of Liability Insurance listing the Leon County School Board as the "Certificate Holder" and "Additional Insured" (unless the waiver is approved)	<input type="checkbox"/>
3.	The CM verifies Level II clearances of all individuals providing services with the District fingerprint office, as required	<input type="checkbox"/>
4.	SSC signed by Principal/District Director	<input type="checkbox"/>
5.	SSC signed by the Contractor	<input type="checkbox"/>
6.	SSC routed to the appropriate Divisional Director, Deputy Superintendent, Assistant Superintendent, or Superintendent	<input type="checkbox"/>
7.	SSC routed to Purchasing Director	<input type="checkbox"/>
8.	Purchasing Director reviews contract compliance and returns approved SSC to the CM (if below \$50,000)	<input type="checkbox"/>
9.	If above \$50,000, SSC is presented to the School Board for approval	<input type="checkbox"/>
10.	The CM provides approved SSC to the site Financial Accountant to enter a requisition	<input type="checkbox"/>