

Standard Services Contract (SSC) FAQ's

A Standard Services Contract (SSC) is a contract that is executed for professional and/or technical services with companies or individuals that are not current or recent employees of the District. Schools, departments, and various programs within schools and departments often use professional services in areas of special needs, which require individuals/companies who are trained, certified, licensed, or who have expertise and experience in areas where there are no in-house staff to perform these services.

Listed below is an abbreviated list of some (not all) of the services used by the school district that should be contracted through an SSC:

- On-Site Staff Development
- Computer Consulting/Programming/Network Services/Database Management
- Advertising Services
- Web Design Services
- Parenting Workshops
- Psychological Services
- Guidance and Social Work
- Occupational Therapy
- Speech, Language and Hearing Services
- Motivational Speaking/Entrepreneur Workshops
- Tutoring
- Story Telling
- Face Painting
- Disc Jockeys
- Dance/Drums/Band/Gymnastics Instruction
- Music Training/Music Lessons/Choral
- Vocal/Instrument Lessons

Contracts must be approved by the Director of Purchasing ***prior to services being provided***. An SSC must be completed by the requesting department or school and forwarded to the Purchasing Department. Proof of Liability Insurance must be provided with the SSC unless a waiver has been approved. If the services provided under an SSC are anticipated to exceed \$50,000.00 in a fiscal year, the SSC must be presented to the School Board for approval.

All SSC contracts must be signed by the vendor, the School Principal/Site Director, and the appropriate School/Divisional Director or Assistant Superintendent. The Purchasing Director will provide the final review/approval prior to the issuance of a purchase order.

SSC contracts may not cross fiscal years with the exception of summer programs and contracts that are funded by grant monies with deadlines for encumbrance/expenditure which extend beyond June 30th.

Services requiring an SSC should not be paid for using a district purchasing card in order to circumvent the contract process.

In addition, please note:

- Current employees may NOT be hired as consultants with the District utilizing an SSC.
- Consulting services **may NOT be started until after the SSC has been executed and approved** by the appropriate district personnel and a purchase order has been issued.