



## THINGS TO DO FOR A SUCCESSFUL OUTSIDE CONTRACT

Plan well in advance. Take in consideration the approvals that will be required for your Service Agreement and the time of year your requisition is being submitted.

Ask the question...Does this service relate to a job that is assigned to a labor partner unit? If unsure, a quick email to the District's Employee Relations Director to confirm will mitigate approval delays.

Review the Contracts Procedures. These are available on the Contracts Office's department webpage. <https://www.scusd.edu/pod/contracts-process>

Review the Quick Reference Insurance Coverage Limits. The type and amount of coverage the service provider will need to carry is determined by the RISK of the Scope of Work. Any questions regarding insurance requirements can be sent to the Contract Analyst or Purchasing Manager.

Request a proposal for the Scope of Work from the service provider. The "SOW" should define the services to be rendered, the term of service, the days and time(s), and the cost. At the time of request, advise the service provider the type of insurance required and the minimum coverage amount they will need. The service provider's certificate of insurance, listing the District as a certificate holder is to be obtained with your proposal.

- If the service provider provides you an Agreement from their company, please be aware that the Contracts Office will need to review the terms and conditions. If the terms and conditions are not in the best interest of the District, the Contracts Office will prepare an Agreement for the service provider to sign and return that will include terms protecting the District, staff and students.
- Service providers that will need access to student data, will also need a Student Data Privacy Agreement between SCUSD and provider. To confirm or request this Agreement, contact the Help Desk by phone at 643-9445 or go to <https://www.scusd.edu/help-desk>

Submit a Service Agreement requisition in Escape with all backup documentation attached (proposal, certificate of insurance).

Check status of requisition in Escape weekly and review any notes from Approvers.

When the contract is executed, the Purchase Order will be printed. Services may then start. Receive the Purchase Order online in Escape (ROL). This changes the PO status to "Ready for Payment".

After services are rendered and you have received an invoice, sign the invoice, notate the Purchase Order number on the invoice, scan to [Invoices@scusd.edu](mailto:Invoices@scusd.edu)

**SUCCESS!**