

Central Consolidated School District

Contracting for Professional Services Over \$5,000.00

(effective 8/1/13)(revised 8/1/14)

All contracts for services must have both a fully executed contract and an approved and signed purchase order before they can be ordered. This is a requirement of the state procurement code.

LARGE CONTRACTS FOR PROFESSIONAL SERVICES

Any amount *over* \$5,000 *requires documentation* to determine that the best obtainable price has been secured from other vendors or other agencies (e.g. CES, GSA, or State

Professional Services between \$5,000 & \$10,000

School district requires 3 verbal quotes. *Quote Sheets are found on First Class, Purchasing.* Attach document in Visions.

Professional Services between \$10,000 & \$20,000

School district requires 3 written quotes. Attach document in Visions.

Professional Services between \$20,000 & \$60,000

School District requires 3 written quotes from Vendors or Contract #'s. Determination letter required if selected vendor is not lowest price. Attach documents in Visions.

Professional Services under \$60,000 when contractor is Sole Source provider.

Procurement Code requires a written determination, and purchase must be made in accordance with Procurement Code.

Professional Services over \$60,000

Procurement Code requires Formal Invitation to BID or RFP (Section 13-1-102 thru 13-1-117)

1. Receive information and pricing on the services to be provided by outside contractor.
2. Use descriptions above to determine what actions and documents are required for procurement of services.
3. If only one contractor/vendor can provide the needed service or the lowest bidder is not the selected vendor, written determination letter must be written by Procurement Office and attached to the requisition when entered into system. (Contact Purchasing for additional information.)
4. Determine if contractor is a vendor. If not, see Setting Up a New Vendor procedure.
5. Enter requisition with pertinent information, including dates, services to be provided and where services are being rendered.

6. Once the requisition has been entered, complete the Professional Services Agreement (available on First Class under Purchasing), including the requisition number, full description of services to be provided, dates of service, etc.
7. Send Contract to vendor.
8. Receive contract back from vendor with appropriate signature, complete funding information and obtain internal signatures.
9. Attach approved contract to requisition and submit for approval.
10. Obtain invoice from contractor at conclusion of services.
11. Approve invoice and forward to Accounts Payable for payment also indicating that P.O. should be closed upon payment.
12. If a P.O. must be increased due to a difference between the original amount and the final amount due, a reason for the increase must be sent with the request for an increase. Requests without a reason will not be acted upon.
13. A review of all open P.O.s is to be done quarterly and any not needed should be closed. This will disencumber the funds so that the funds can be used to meet other needs.