

Central Consolidated School District

Professional Services

(effective 8/1/2014)

The district maintains two separate and distinct forms for professional services, the Out-of-District Contract and the Professional Services Agreement.

The Out-of-District contract is used in the following scenario:

- The service is a simple deliverable
- It is to occur on a single date
- The amount is under \$5000

When these conditions are not met, then the Professional Services Agreement applies. The professional services agreement offers the district legal protections in the event the contractor fails to fulfill the obligations stated in the agreement. The PSA should be used in the following cases:

- The amount of the contract is in excess of \$5000
- There are multiple delivery dates and/or delivery sites
- The services to be provided are complex and require some detail to describe in a contract

In all cases, whether using an Out-of-District contract or the Professional Services Agreement, please note that supervisors, Coordinators, Principals and other district employees may not sign on behalf of the district. The Superintendent is the only individual who can obligate the district. As with all purchases and contracts, a purchase order must be in place before any services are delivered. Please be sure to allow adequate time for the collection of various forms, signatures and the like before committing to delivery dates.