

TULARE COUNTY SUPERINTENDENT OF SCHOOLS AGREEMENTS

The following information is designed to assist program staff with understanding, completing and submitting various agreement types.

- ➔ With very few exceptions, agreements are with the *Tulare County Superintendent of Schools* rather than with any particular program or division. As an example, instead of listing the *Tulare County Office of Education* on an agreement, list the *Tulare County Superintendent of Schools*.
- ➔ Agreements must state a beginning and an ending date.
- ➔ Agreements in which the superintendent will be providing funding or payment must state the maximum cost.
- ➔ Typically, either party may sign an agreement first.
- ➔ If a Certificate of Insurance is required of a contractor, the certificate must list the Tulare County Superintendent of Schools as an additional insured.
- ➔ If a Certificate of Insurance is required by a contractor, the certificate may be requested on a form provided by General Services.
- ➔ If a contractor will be working with students in an unsupervised setting, the contractor must be fingerprinted by the Department of Justice and sign the “*Contractor’s Certificate Regarding Fingerprint Requirement*.”
- ➔ If a contractor will have limited contact with students, the contractor may complete the “*Contractor’s Certificate Regarding Limited or No Student Contact Regarding Fingerprint Requirement*” rather than being fingerprinted and completing the “*Contractor’s Certificate Regarding Fingerprint Requirement*” mentioned above.

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The following flowchart is designed to assist staff in processing agreements.

AGREEMENT TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<p><u>Agency</u> An agreement with a school district, county office, or other government agency.</p>	<p>Program provides fully signed <i>Request for Agency Contract</i> form and service description to General Services with Exhibit A – Scope of Services and Fee Schedule.</p>	<p>Typically, General Services develops agreement and forwards to Internal Business. As an option, the program may develop the agreement using a template provided by General Services then forward to General Services.</p>	<p>Internal Business prepares purchase order and returns agreement to General Services. General Services returns signed agreement to program.</p>	<p>Program sends final agreement to other party for signature then returns one original fully executed agreement to General Services.</p>	<p>General Services sends fully signed copy to Internal Business, files original and inputs into agreement data base.</p>
<p><u>Independent Contractor</u> Hiring an individual or private firm to provide consulting or other type of service.</p>	<p>Program provides to Human Resources:</p> <ol style="list-style-type: none"> 1. Independent Contractor/ Employee Questionnaire 2. Request to Employ Independent Contractor form 3. Signed Independent Contractor Provisions form <p>Exhibit A – Scope of Services and Fee Schedule</p>	<p>Human Resources forwards forms to Internal Business and Division Assistant Superintendent for signature</p>	<p>Human Resources develops agreement and forwards to Internal Business. Internal Business prepares purchase order and returns to Human Resources.</p>	<p>Human Resources sends two original agreements to independent contractor for signature. Independent contractor returns signed agreements to Human Resources.</p>	<p>Human Resources signs both agreements and returns one to contractor, files one and inputs information into independent contractor data base.</p>

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<p><u>Letter Directive</u> Developed for an exchange of services between two or more programs under the superintendent's umbrella. May or may not include exchange of funds, i.e., SEE Program and Child Care.</p>	<p>Program completes Letter Directive template then e-mails to General Services.</p>	<p>General Services reviews, signs and returns to program to obtain other signatures.</p>	<p>Program returns fully executed Letter Directive to General Services.</p>	<p>General Services sends fully signed copy to Internal Business then files original and inputs into agreement data base.</p>	
<p><u>Long-Term Lease/Rent</u> Lease or rent of an office, building, etc. for more than a short-term (see Short-Term Lease/Rent/Service).</p>	<p>Program provides initial agreement to General Services.</p>	<p>General Services reviews, signs and returns to program.</p>	<p>Program obtains additional signature(s) and returns original fully executed agreement to General Services.</p>	<p>General Services sends fully signed copy to Internal Business then files and inputs into agreement data base.</p>	
<p><u>Memorandum of Understanding (MOU)</u> No money involved and not between TCOE programs. Describes services or responsibilities between two or more agencies.</p>	<p>Program completes MOU template then emails to General Services.</p>	<p>General Services reviews, signs and returns to program to obtain other signatures.</p>	<p>Program returns fully executed original agreement to General Services.</p>	<p>General Services sends fully signed copy to Internal Business then files and inputs into agreement data base.</p>	

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<p><u>Office Equipment</u> Copiers, phone systems, etc.</p>	<p>Program provides initial agreement to General Services.</p>	<p>General Services reviews, signs and returns to program along with prepared and signed property tax exemption form. Program responsible for returning form to vendor to file with County Assessors Office.</p>	<p>Program obtains additional signature(s) and returns copy of fully executed agreement and property tax form along with approved purchase order request to General Services.</p>	<p>General Services sends copy of agreement and purchase order request to Internal Business then files and inputs into agreement data base.</p>	
<p><u>Service or Maintenance</u> Pest control, telephone service, alarm service, bottled water, grounds maintenance, etc.</p>	<p>Program forwards agreement to General Services for review and signature.</p>	<p>General Services files copy and returns original to program.</p>	<p>Program obtains final signature, if needed, and submits purchase order request along with fully signed copy of the agreement to Internal Business.</p>	<p>Internal Business forwards fully signed copy to General Services.</p>	<p>General Services inputs into agreement data base.</p>
<p><u>Short -Term Lease/Rent/Service</u> Catering, conferences, meeting rooms, etc.</p>	<p>Program forwards agreement along with "request for requisition" with assistant superintendent's signature to General Services for review and signature.</p>	<p>General Services returns signed agreement to the program.</p>	<p>Program obtains final signature, if needed, and submits purchase order request along with fully signed copy of the agreement to Internal Business.</p>		

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<p><u>Stipend</u> Used to reimburse an individual for a single event, workshop or performance. Cannot exceed \$600 in one <u>calendar</u> year. Often confused with a part-time short-term employee. Use Independent Contractor agreement for amounts over \$600. Check with Human Resources for additional details.</p>	<p>Program completes Stipend Request form. Contractor signs form and W-9. Program forwards to division Assistant Superintendent.</p>	<p>Assistant Superintendent forwards forms to Human Resources.</p>	<p>Human Resources forwards to Internal Business. Internal Business prepares purchase order. Original filed in Internal Business and purchase order sent to program staff.</p>		
<p><u>Storage Space</u> Long-term storage space.</p>	<p>Program provides initial agreement to General Services.</p>	<p>General Services reviews, signs and returns to program.</p>	<p>Program obtains additional signature(s) and returns original copy of fully executed agreement to General Services.</p>	<p>General Services sends fully signed copy to Internal Business then files and inputs into agreement data base.</p>	

For additional information, contact Human Resources at 733-6306, Internal Business at 733-6145 or General Services at 733-6339.

10/8/10