



CONTRACT PROCESS

Procurement Office

02/27/2023



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- Utilizing Vendor Contract
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SLPS PROCUREMENT

St. Louis Public Schools is governed by laws and policies that we must adhere to:

- Federal, State and Local laws
- SLPS Board Policies and Procedures
- SLPS Legal team

St. Louis Public Schools recognizes the importance of a sound fiscal management program and expects District staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The St. Louis Public Schools (SLPS) will respect its financial obligations and will also require that service providers/vendors meet their obligations to provide quality products and services in a timely manner.



WHAT IS A CONTRACT?

A contract is a legal binding agreement defined as any document that creates a financial or resource obligation and/or a right or liability for the District.

Examples of Contracts

- Professional Development
- Letters of Agreement
- Hardware/Software Licenses
- Anything with Terms and Conditions
- Memorandums of Understanding (MOUs)
- Memorandums of Agreement (MOAs)



WHERE DO I FIND CONTRACTS?

The SLPS approved contract templates can be found on the Procurement webpage: [SLPS Procurement Contracts](#)

or

From the District's webpage: www.slps.org

District Info

Finance Division

Procurement

What Contract Template should I use?

Note: The most updated contracts will be found on the Procurement website, best practice is to always retrieve information from the website.

DO NOT SAVE CONTRACT TEMPLATE!



CONTRACT PROCESS

- ❑ **Step 1:** The contract owner determines a need for a service.
- ❑ **Step 2:** The contract owner must get approval from Network Superintendent/Chief Academic Officer designee if greater than \$5000.
- ❑ **Step 3:** The contract owner works with vendor to determine the scope of services and performance measures.
- ❑ **Step 4:** The contract owner should begin to work with the Procurement Office for vendor registration. ***IMPORTANT STEP***

Note: The Procurement office will be able to confirm if the vendor is currently active in BusinessPLUS or if the vendor must go through the registration process.



CONTRACT PROCESS

- ❑ **Step 5:** The vendor will have to complete the registration process if not a current vendor, the vendor registration packet includes:
 - ✓ Vendor registration form
 - ✓ W-9
 - ✓ Secretary of State good standing certification
 - ✓ Sam.gov certification (Annual re-certification)

- ❑ **Step 6:** The appropriate contract is sent to the vendor to review and complete (**SLPS contract vs Vendor contract**)

SLPS CONTRACT

VS

VENDOR CONTRACT



SLPS Contract templates have been approved through our legal department and will not need additional legal review, if in its original format.

Modified or Vendor issued contracts may be necessary depending on the services. These contracts will have to undergo additional legal review and approved before proceeding





UTILIZING SLPS CONTRACT

- ❑ Contract owner must complete the *scope of services* and *performance measure* sections and send to vendor.
- ❑ Vendor *must sign* the contract and return to the contract owner.
- ❑ Contract owner will submit completed contract to Procurement Office @ ProcurementContracts@slps.org.
- ❑ Procurement will work to secure the final SLPS approvers signature (Superintendent or CFO).
- ❑ Procurement will send communication to the contract owner with a copy of the fully executed contract.

The contract owner *must enter in BusinessPLUS* for payment!



UTILIZING VENDOR CONTRACT

All modified or vendor issued contracts must be sent to legal for review

- ❑ Once a meeting of the minds are established between the contract owner and vendor, with legal approval. Vendor **must sign** contract and return to contract owner.
- ❑ Contract owner will submit to Procurement Office @ ProcurementContracts@slps.org.
- ❑ Procurement will forward to secure the final SLPS approvers signature (Superintendent or CFO).
- ❑ Procurement will send communication to the contract owner with a copy of the fully executed contract.

The Location **must enter in BusinessPLUS** for payment!



INVOICES

All invoices received should be sent to the Accounts Payable Office at AccountsPayable@slps.org

Any questions regarding payment should be directed to:

Stephanie Morris-Parsons, Accounts Payable Supervisor

or

Charles Ellis, Fiscal Control Director

THINGS TO REMEMBER



- ❑ Services should ***not be*** rendered without a fully executed contract ***and*** entry in BusinessPLUS.
- ❑ **Do not Wait!** Contract owner should start the review process at least 30-60 days in advance of purchase/need to allow for compliance, negotiations and all signatures.
Be prepared should negotiations fall through
- ❑ **Is it in the best interest of the District?** All contracts should be in the best business interest of the District and meet your departmental needs.
- ❑ All contracts ***scope of services*** and ***performance measures*** section must be completed.

THINGS TO REMEMBER



- ❑ **Recurring agreement?** The contract owner is responsible for managing the contract and knowing when it expires and determine if it will be renewed and start the renewal process accordingly. (RFP, Board Resolution)
- ❑ The Board of Education shall not award a contract to a former employee within two years of service or employment
- ❑ All contracts anticipating **federal funding** should be vetted and approved by the Financial Management Office (compliance) and Procurement Office (sam.gov registration).
- ❑ Contracts must be aligned to the district's fiscal year: **July to June**

Note: If the vendor is not active in www.sam.gov and services are rendered prior to approval, the goods or service will have to be paid with GOB funding.

SAM.GOV (DEBARMENT & SUSPENSION)



- When expending or utilizing federal funds the District is ***required*** to search www.sam.gov to confirm firms are registered and in good standing.
- Registration process takes 10-15 business days to process.
- The District does not offer any support with www.sam.gov registration process.
- A purchase order will not be issued to your firm if you are not registered and in good standing with www.sam.gov.
- If your firm is not registered or is unable to register with www.sam.gov in a reasonable time the District reserves the right to award to the next low bidder.

E-VERIFY (ADDENDUM & AFFIDAVIT)



Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify).



QUESTIONS?