

Superintendent Procedure 6220SP.B **Responsibilities for Review, Approval, and Execution of Contracts and Other Agreements**

Approved by: s/Dr. Brent C. Jones Date: 6/30/22

Dr. Brent Jones, Superintendent



I. BACKGROUND AND PURPOSE

As public agency employees, District staff are responsible for letting and executing contracts which provide the greatest assurance that the desired services will be provided on time and within budget, while minimizing cost and risk to the District. District staff are also responsible for using sound business practices and promoting fair competition among vendors, to the extent practicable, as the best means to assure quality service and minimum costs.

Competition is used to obtain the best price, terms, and service from dealers and distributors. Competition or sole source justification is required for all contracts funded from federal dollars exceeding the threshold per 2 CFR 200.88 – Federal Procurement Simplified Acquisition Threshold.

All District procurement activities must be performed in accordance with Board Policy 6220, Procurement, and with legal and statutory requirements.

II. SCOPE OF THESE PROCEDURES

These procedures cover all contracts, purchases, agreements, and Memoranda of Understanding (MOU's) where the District receives money, pays money, or commits time and resources. These procedures also include but are not limited to:

- architectural and engineering contracts
- construction change orders
- construction contracts
- curriculum and educational materials
- emergency construction contracts
- equipment and supplies
- grants, interlocal, and revenue-producing contracts
- non-construction contract modifications
- personal services and contracted services for professional services, including consultants
- real property
- software and related services
- sole source justifications
- transportation contracts

This procedure does not apply to individual employment contracts or collective bargaining agreements.

III. OBJECTIVE

The objective of these procedures is to clearly delineate the approval process for contracts, agreements, and MOU's for all District staff.

Work and services pursuant to covered contracts **cannot begin** until final contract execution is secured according to the requirements of these procedures.

Staff members who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

IV. PROCEDURES

A. Approval Process

The approval process for review and execution of contracts and other agreements is found in 6220SP.B -**Attachment 1**.

District staff should utilize the appropriate forms for approval which are found on the internal MySPS website.

Any rejected contracts or agreements are sent back to the contract's initiator, who is responsible for resolving problems and issues related to the contract.

All staff members are expected to comply with the approval processes outlined in these procedures. Any staff member who commits an unauthorized procurement is subject to disciplinary procedures.

B. Examples

Following are examples of the approval process.

1. Personal Services Contract

- a. A high school principal decides to hire an artist-in-residence for the high school. The total cost of this contract is \$20,000, and the cost is not funded from federal dollars. The artist-in-residence sends the principal an agreement for work to be performed. The principal is the initiator and will complete the standard personal service contract form(s), sign the forms as the initiator, and send it to the Accounting Office along with the unsigned vendor agreement for review, approval, and execution of the contract.
- b. The Special Education department has a need to contract with one or more providers to provide one-on-one or small group instruction to eligible special education students.

Special Education Staff work with procurement services to issue a Request for Qualifications (RFQ). The RFQ's are analyzed and the decision is made to award contracts to four firms- Firm A for \$550,000, Firm B for \$250,000, Firm C for \$200,000 and Firm D for \$100,000 (for a total of \$1,100,000 for this body of work).

Procurement staff prepare contract documents, working with special education staff. Special Education staff are responsible for preparing and routing Board Action Report (BAR) for school board approval because the services are similar in nature and exceed the threshold requiring School Board approval. Upon final approval by the Board, contract documents are routed to accounting for review. The Superintendent or designee executes the contract.

Complete instructions for completing Personal Services Contracts are found on MySPS website under Business Services Department. **The contract must be executed prior to work commencing.**

Personal Services Contracts may also include services for:

- Medical and educational programs for Special Education in hospitals and educational institutions
- After school programs, tutoring programs, and community learning centers run by charitable and community organizations
- Attorneys
- Mediators
- Adjudicators
- Facilitators
- Title I tutors at private schools
- Supplemental education providers
- Musicians, performers, speakers
- Professional development trainers
- Professional development programs for private schools
- Interpreters

2. Construction Contract

A construction project calls for building upgrades, reroofing and window replacements at a middle school. Procurement staff advertise and issue the bid, working with construction staff to coordinate bid documents and timelines. The low bid is for \$5,479,000.

Procurement staff prepare contract documents, working with construction staff. Construction staff are responsible for securing approvals as required and for preparing documentation for School Board approval.

Upon final approval from the Board, the Superintendent, or designee executes the contract.

3. Purchased Services Contract

A manager wants to purchase pest control services for approximately \$50,000. Because the dollar amount is above \$40,000, the manager works with Procurement to obtain at least three competitive quotes, accepts the lowest responsive quote, and sends the requisition to the department director for approval. The manager then sends the signed requisition to Procurement for review and approval. Procurement executes the contract.

4. Grant Award

An elementary school receives notice of a grant award for \$95,000 from a local foundation. The principal, in conjunction with the Grants Office, reviews and approves this grant award. The principal and Grants Office then obtain review/approval of the grant award from Accounting, the Education Director, and the Legal Office. The Assistant Superintendent for Business and Finance executes the grant.

5. Contract Modification (construction)

Unexpected site conditions have raised the cost of a construction project at a middle school. The District construction project supervisor and the contractor negotiate a change order of \$90,000 for a contract of \$300,000. The original contract was previously approved by the Superintendent or designee. The project supervisor completes a memo to the contract file explaining the reason for the change, as well as justification for the amount of the change, in sufficient detail to enable an experienced construction professional not familiar with the circumstances to understand the basis for the decision, including both the reason for the increase and the amount. The memo explains the reason for the cumulative increase of the contract amount, and states whether the added work or services could effectively be competed separately. Factors to be considered include the relationship of the added costs to the scope of work, timing, location, skill needed, or opportunities for competition.

The initiator signs and approves the change order and memo, and routes it for approval by the Manager, Director, Legal Office, and Assistant Superintendent for Operations, and Accounting. The Assistant Superintendent for Business and Finance executes the contract modification

Please also refer to Procedure 6220SP.D, Contracting for Services Procedure, for information about Contract Modifications.

6. Contract Modification (non-construction)

As a result of a Request for Proposal (RFP) process for software consultants, a vendor has been awarded a contract to upgrade one of the District's computer systems. The total amount of the contract award to the vendor was \$150,000, which was previously approved by the Superintendent.

- a. The department originating the contract now wishes to extend the original contract to the vendor by \$25,000 and 3 months. The project manager completes a memo to the contract file explaining the changes, with details appropriate to the circumstances. The documentation shall include an explanation of the reason for the change, as well as justification for the amount of the change, in sufficient detail to enable a professional in the field – i.e., in Information Technology -- who is unfamiliar with the circumstances to understand the basis for the decision.

The project manager reviews and approves the contract amount and extension, sends it to the department Director for review/approval, and to Accounting for review/approval. The Accounting Director executes the contract modification.

- b. The department originating the contract wants to buy a licensing agreement for one year for \$50,000. The project manager reviews and approves the licensing agreement and sends it the department Director for review/approval. Accounting and Procurement review and approve the licensing agreement, and Procurement executes it.
- c. The department originating the contract wants to buy a licensing agreement for \$260,000 annually for five years, for a total of \$1,300,000. The project manager reviews and approves the licensing agreement, sends it to the department Director for review/approval, and then sends it to Accounting, Procurement, the Legal Office, the Assistant Superintendent for Business and Finance, and the Superintendent, designee for review/approval. Because the contract is over \$1,000,000, this agreement must be reviewed and approved by the Board. After the Board approves the agreement, the Superintendent executes it.

Please also refer to Procedure 6220SP.D, Contracting for Services Procedure, for information about Contract Modifications.

7. Sole Source

A manager has utilized federal funds to purchase equipment which has special replacement parts only available from one manufacturer. The equipment has now stopped working, and the manager needs to order replacement parts. The parts cost \$15,000. The manager completes documentation justifying the procurement as a sole source purchase, including the rationale for the sole source. The Manager then signs it and sends it to Procurement. Finding that the sole source justification has merit, Procurement staff approve the form and include it with the purchase order. Purchasing keeps the sole source form on file for this requisition.

8. Property Lease

A local private school would like to lease a closed school in the District for their K-6 academic program. The private school and the Property Manager negotiate a lease for 5 years at \$60,000 per year (or \$300,000 over five years). Following the requirements of Board Policy 6882, the Property Manager reviews and approves the lease, then seeks approval from the Assistant Superintendent of Operations, the Assistant Superintendent for Business and Finance, and the Superintendent. Because the lease is 5 years and over \$250,000, School Board approval is required. The Superintendent executes the lease.

9. Information Technology

A technology system (computers and software) is old and needs to be upgraded. The new system is expected to cost \$22,000. The project manager completes the requisition for the system, reviews and approves it, and sends it to DoTS for review and approval. The DoTS review is to ensure that the system meets strategic objectives, complies with technology architecture guidelines, and can be supported by DoTS. It is then sent to Procurement for review and approval. Procurement executes the purchase.

If the system qualifies as a sole source purchase, it requires sole source justification and documentation as appropriate.

- C. Exceptions authorized: Only the Superintendent, Deputy Superintendent or Assistant Superintendent of Business and Finance, may authorize exceptions to this procedure.

Approved: February 2012

Revised: June 2022

Cross Reference: Board Policy No. 6220, 6114



SEATTLE
PUBLIC
SCHOOLS

SUPERINTENDENT PROCEDURE 6220SP.B

ATTACHMENT 1: RESPONSIBILITIES FOR REVIEW, APPROVAL AND EXECUTION OF CONTRACTS AND OTHER AGREEMENTS AUTHORITY MATRIX

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

School Board Office
boardoffice@seattleschools.org

The approval process for review and execution of contracts and other agreements is found in 6220SP.B - Attachment 1.

SUPERINTENDENT PROCEDURE 6220SP.B – ATTACHMENT 1

RESPONSIBILITIES FOR REVIEW, APPROVAL AND EXECUTION OF CONTRACTS AND OTHER AGREEMENTS AUTHORITY MATRIX

All contracts using non-standard terms and conditions must be reviewed by Legal.

- = Routing Review: Indicates that the person reviewing certifies that funding is available for the contract and/or in compliance with District policies and statutory rules and regulations. The person is not authorized to sign the contract. Examples of typical routing participants: *Managers, School Principals, Directors, Assistant Superintendents¹, Associate Superintendents¹.*
- ◇ = Execute (Signing Authority): Person is authorized to bind the District to the contract, purchase order, or other agreement. Authorized signers include: *Purchasing Department, Accounting Director, Assistant Superintendent for Business and Finance¹, Deputy Superintendent and the Superintendent. The Deputy Superintendent and/or Assistant Superintendent of Business and Finance¹ have the authority to sign for the Superintendent at any time.*

¹Assistant Superintendent/Associate Superintendent or equivalent title as updated from time to time.

TABLE OF CONTENTS

1. GOODS AND SERVICES CONTRACTS	2
A. Goods, Contracted Services and Small Works	2
B. Personal Services	3
C. Contract Modifications/Amendments for Non-Construction Contracts and Budget Transfers	3
2. CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS	5
A. Construction and Professional Services Contracts.....	5
B. Emergency Contracts	6
C. Contract Modifications/Amendments for Construction and Small Works Agreements.....	6
D. Contract Modifications/Amendments for Professional Services.....	8
E. Contract Modifications for Capital Budget Transfers.....	9
3. MISCELLANEOUS CONTRACTS.....	10
A. Sole Source Approvals for Contracts and Purchases	10
B. Revenue Producing Agreements and Other Miscellaneous Contracts.....	11
C. Real Property	13
D. Modifications/Amendments to Collective Bargaining Agreements	13
4. LAWSUITS, SETTLEMENTS AND CLAIMS.....	14
A. Lawsuits, Settlements and Claims.....	14
B. Employment and Labor Settlements (Other Than Litigation)	14
C. Special Education Settlements.....	15

1. GOODS AND SERVICES CONTRACTS

A. GOODS, CONTRACTED SERVICES AND SMALL WORKS

Items generally purchased under this category:

- Equipment, goods and supplies;
- Software (Out-of-the-box; minimal implementation costs);
- Curriculum materials;
- Contracted services (Services based on standardized delivery of services and include materials or equipment, such as pest control, elevators, transportation, etc.);
- Small works

Items are typically processed via SAP B2B Marketplace and processed through the District's Purchasing Department.

● = Routing Review ◇ = Execute (Signing Authority)	Purchase Amount			
	\$0 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$1,000,000	Over \$1,000,000
Initiator (Manager or School Principal)	●	●	●	●
Director		●	●	●
Purchasing	◇	●	●	●
Legal		●	●	●
Assistant Superintendent or Associate Superintendent		●	●	●
Assistant Superintendent for Business and Finance		◇	●	●
Superintendent			◇	◇
School Board				●

B. PERSONAL SERVICES

Personal services contracts (PSCs) are based on unique skills and experience of firm or contractor. Services generally contracted under this type of contract:

- Consulting services
- After school or tutoring programs
- Professional development trainers
- Medical services and educational programs in hospitals and educational institutions
- Software (Customized, typically requiring significant implementation and training costs)

● = Routing Review ◇ = Execute (Signing Authority)	Purchase Amount				
	\$0-\$25,000	\$25,001 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$1000,000	Over \$1000,000
Initiator (Manager or School Principal)	●	●	●	●	●
Director		●	●	●	●
Contracting Services		●	●	●	●
Legal	◇ ¹		●	●	●
Accounting	◇	◇	●	●	●
Assistant Superintendent or Associate Superintendent			●	●	●
Assistant Superintendent for Business and Finance			◇	●	●
Superintendent				◇	◇
School Board					●

¹: General Counsel may execute Special Education or Student 504 Service contracts up to \$10,000 where an emergency exists that does not allow for normal processing of contracts.

C. CONTRACT MODIFICATIONS/AMENDMENTS FOR NON-CONSTRUCTION CONTRACTS

The term “modification” means a change to the budget. This section applies to:

- Software and services
- Personal service contracts
- Non-construction contracts
- Contract amendments

For contract modifications/change orders for Small Works, refer to Section 2.C, Contract Modifications for Construction and Small Works agreements.

25% Rule: Contract modifications over \$25,000 or more than 25% of the original contract amount must be signed by the Assistant Superintendent for Business and Finance and include an explanation why the increase is necessary.

School Board Guidelines for Modifications:

1. If a single modification is over \$500,000, full Board action is required for modification approval.

2. If two or more modifications cause the combined total contract amount to exceed \$1,000,000, full Board action is required for the aggregate contract value.
3. After the \$1 million threshold is reached and approved by the Board, two or more additional modifications causing the modification to exceed \$500,000, requires full Board action.
4. The School Board must be notified on a quarterly basis through the Audit and Finance Committee as an informational item for all contracts between \$250,000 and \$1,000,000 and modifications between \$250,000 and \$500,000.

In addition, the contract modification process shall not be used to circumvent the requirement for School Board approval by splitting a single contract or activity into multiple actions to reduce the amount below the applicable dollar thresholds.

<ul style="list-style-type: none"> ● = Routing Review ◇ = Execute (Signing Authority) 	Purchase Amount						
	\$0-\$25,000	\$0-\$25,000 but more than 25%	\$25,001-\$75,000 but less than 25%	\$25,001-\$75,000 but more than 25%	\$75,001 - \$100,000	\$100,001 - \$500,000	Over \$500,000
Initiator (Manager or School Principal)	●	●	●	●	●	●	●
Director				●	●	●	●
Purchasing (Goods and materials)	◇ ¹	◇ ¹	◇ ¹	●	●	●	●
Contracting Services (Service related modifications)			●	●	●	●	●
DoTS Director (Software and related services)	●	●	●	●	●	●	●
Legal				●	●	●	●
Accounting	◇	●	◇	●	●	●	●
Assistant Superintendent or Associate Superintendent				●	●	●	●
Assistant Superintendent for Business and Finance		◇		◇	◇	●	●
Superintendent						◇	◇
School Board							●
¹ : The Purchasing department may execute software and other supply and material modifications within the specific dollar thresholds noted.							

2. CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

A. CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

Contracts related to the design and construction of District schools and sites:

- Construction
- Architectural and Engineering
- Professional Services related to construction

● = Routing Review ◇ = Execute (Signing Authority)	Purchase Amount			
	\$0 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$5,000,000	Over \$5,000,000
Project Manager	●	●	●	●
Director		●	●	●
Contracting Services	● ¹	●	●	●
Legal		●	●	●
Accounting	◇	●	●	●
Assistant Superintendent or Associate Superintendent		●	●	●
Assistant Superintendent for Business and Finance		◇	●	●
Superintendent			◇	◇
School Board				●

¹: The Contracts Manager shall review contracts over \$40,000.

B. EMERGENCY CONTRACTS

This section applies to emergency construction or service contracts. Per RCW 39.04.280, an emergency is defined as: unforeseen circumstances beyond the control of the municipality that either: (a) present a real, immediate threat to the proper performance of essential functions, or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

● = Routing Review ◇ = Execute (Signing Authority)	Purchase Amount		
	\$0 - \$100,000	\$100,001 - \$500,000	Over \$1,000,000
Project Manager	●	●	●
Director	●	●	●
Purchasing	●	●	●
Contracting Services (as appropriate)	●	●	●
Legal	●	●	●
Accounting	●	●	●
Assistant Superintendent or Associate Superintendent	●	●	●
Assistant Superintendent for Business and Finance	◇	●	●
Superintendent		◇	◇
School Board			●

C. CONTRACT MODIFICATIONS/AMENDMENTS FOR CONSTRUCTION AND SMALL WORKS AGREEMENTS

This section applies to contract modifications and amendments for:

- Change directives;
- Construction change orders;
- Small Works change orders;
- Contract amendments;
- Construction Claims

All contract amendments and modifications must include an explanation with details appropriate to the circumstances. The documentation shall include an explanation regarding the reason for the change, as well as justification for the change, in sufficient detail to enable an experienced professional in the field covered by the service to understand the basis for the decision, including both the reason for the increase and the amount. The documentation must be signed according to the signed according to the matrix below.

In addition to the requirements noted in the previous paragraph, for any contract change or modification a) where the original value was more than \$500,000 and the cumulative increase in the contract amount exceeds the lesser of 25% or \$500,000 and again each time the cumulative increase exceeds an additional \$500,000; or b) where the original value was between \$100,000 and \$500,000 and the cumulative increase is more than 50% of the original contract value, the documentation shall explain the reasons for the cumulative increase of the contract amount, and state whether the

added work or services could effectively be competed separately. Factors to be considered include the relationship of the added costs to the scope of work, timing, location, skill needed, or opportunities for competition.

School Board Guidelines for Modifications:

1. If a single modification is over \$500,000, full Board action is required for modification approval.
2. If two or more modifications cause the combined total contract amount to exceed \$1,000,000, full Board action is required for the aggregate contract value.
3. After the \$1 million threshold is reached and approved by the Board, two or more additional modifications causing the modification to exceed \$500,000, requires full Board action.
4. The School Board must be notified on a quarterly basis through the Audit and Finance Committee as an informational item for all contracts between \$250,000 and \$1,000,000 and modifications between \$250,000 and \$500,000.

In addition, the contract modification process shall not be used to circumvent the requirement for School Board approval by splitting a single contract or activity into multiple actions to reduce the amount below the applicable dollar thresholds.

<ul style="list-style-type: none"> ● = Routing Review ◇ = Execute (Signing Authority) 	Purchase Amount				
	\$0-\$50,000 (Change Directives)	\$0 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$500,000	Over \$500,000
Project Manager	◇ ¹	●	●	●	●
Sr. Project Manager	◇ ²	●	●	●	●
Director		●	●	●	●
Purchasing (Small Works)		◇ ³	●	●	●
Legal			●	●	●
Accounting		◇	●	●	●
Assistant Superintendent or Associate Superintendent			●	●	●
Assistant Superintendent for Business and Finance			◇	●	●
Superintendent				◇	◇
School Board					●
¹ : Project Manager may only execute field change directives under \$25,000. ² : Senior Project Manager may only execute field change directives under \$50,000. ³ : Purchasing Manager may execute change orders for Small Works Projects under \$75,000.					

D. CONTRACT MODIFICATIONS/AMENDMENTS FOR PROFESSIONAL SERVICES

This section applies to contract modifications and amendments for:

- Architectural and engineering services;
- Professional services;
- Services with scope which fall under RCWs 18.08, 18.43, or 18.96

All contract amendments and modifications must include an explanation with details appropriate to the circumstances. The documentation shall include an explanation regarding the reason for the change, as well as justification for the change, in sufficient detail to enable an experienced professional in the field covered by the service to understand the basis for the decision, including both the reason for the increase and the amount. The documentation must be signed according to the signature authority listed in this matrix.

In addition to the requirements noted in the previous paragraph, for any contract change or modification (a) where the original value was more than \$500,000 and the cumulative increase in the contract amount exceeds the lesser of 25% or \$500,000, and again each time the cumulative increase exceeds an additional \$500,000; or (b) where the original value was between \$100,000 and \$500,000 and the cumulative increase is more than 50% of the original contract value, the documentation shall explain the reasons for the cumulative increase of the contract amount, and state whether the added work or services could effectively be competed separately. Factors to be considered include the relationship of the added costs to the scope of work, timing, location, skill needed, or opportunities for competition.

A contract modification which brings the cumulative increase to more than 25% of the original contract amount must be signed by the Assistant Superintendent for Business and Finance. Subsequent contract amendments revert to the original signature requirements on this section of the matrix.

Contracts with an initial value of less than \$10,000 do not require a memo to the contract file explaining the changes until a cumulative total of the contract modifications exceeds 100% of the original value of the contract.

For all Professional Service Modifications over \$50,000, a Negotiation Memo is required, setting forth the amount of the increase and how it was determined.

For all Professional Services Modifications over \$100,000, a written proposal for services or record of negotiations must be included.

School Board Guidelines for Modifications:

1. If a single modification is over \$500,000, full Board action is required for modification approval.
2. If two or more modifications cause the combined total contract amount to exceed \$1,000,000, full Board action is required for the aggregate contract value.
3. After the \$1 million threshold is reached and approved by the Board, two or more additional modifications causing the modification to exceed \$500,000, requires full Board action.
4. The School Board must be notified on a quarterly basis through the Audit and Finance Committee as an informational item for all contracts between \$250,000 and \$1,000,000 and modifications between \$250,000 and \$500,000.

In addition, the contract modification process shall not be used to circumvent the requirement for School Board approval by splitting a single contract or activity into multiple actions to reduce the amount below the applicable dollar thresholds. Budget transfers follow the same school board guidelines as modifications.

<ul style="list-style-type: none"> ● = Routing Review ◇ = Execute (Signing Authority) 	Purchase Amount				
	\$0-\$50,000 (Change Directives)	\$0 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$500,000	Over \$500,000
Project Manager	◇ ¹	●	●	●	●
Sr. Project Manager	◇ ²	●	●	●	●
Director		●	●	●	●
Purchasing (Small Works)		◇ ³	●	●	●
Legal			●	●	●
Accounting		◇	●	●	●
Assistant Superintendent or Associate Superintendent			●	●	●
Assistant Superintendent for Business and Finance			◇	●	●
Superintendent				◇	◇
School Board					●

¹: Project Manager may only execute field change directives under \$25,000.
²: Senior Project Manager may only execute field change directives under \$50,000. ³: Purchasing Manager may execute change orders for Small Works Projects under \$75,000.

E. CAPITAL PROJECTS BUDGET TRANSFERS AND BUDGET MODIFICATIONS

<ul style="list-style-type: none"> ● = Routing Review ◇ = Execute (Signing Authority) 	Budget Transfer/Modification Amount	
	\$75,001 - \$500,000	Over \$500,000
Project Manager	●	●
Sr. Project Manager	●	●
Director	●	●
Capital Finance	◇	◇
Assistant Superintendent or Associate Superintendent		●
School Board		●

3. MISCELLANEOUS CONTRACTS

A. SOLE SOURCE APPROVALS FOR CONTRACTS AND PURCHASES

Contracts and purchases greater than \$40,000¹ that are sole source must include an approved justification form and must be publicly posted for seven (7) calendar days prior to contract execution.

● = Routing Review ◇ = Execute (Signing Authority)	Purchase Amount				
	\$10,000- \$40,000 ¹	\$40,001 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$1,000,000	Over \$1,000,000
Initiator (Manager or School Principal)	●	●	●	●	●
Director	●	●	●	●	●
Purchasing	◇	◇ ²	●	●	●
Contracting Services		◇ ²	●	●	●
Legal		◇ ²	●	●	●
Accounting	◇	◇ ²	●	●	●
Assistant Superintendent for Business and Finance			◇		
Superintendent				◇	◇
School Board					●

¹ Sole source documentation is required for contracts utilizing federal funds in excess of \$10,000, or as updated under the Simplified Acquisition Threshold in 2CFR 200.88. Purchasing approves for goods and materials, Accounting approves for services.
² Purchasing, Contracting Services, Legal and Accounting approve.

B. OTHER MISCELLANEOUS CONTRACTS

An agreement under this category would include:

- Interagency/Interlocal Agreement
- Memorandum of Understanding (MOU) – No fiscal impact
- Memorandum of Agreement (MOA) – includes financial commitment

Dollar amount is based on total multiyear District commitment to expend funds, whichever is greater.

● = Routing Review ◇ = Execute (Signing Authority)	Amount				
	\$0	\$1 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$1,000,000	Over \$1,000,000
Initiator (Manager or School Principal)	●	●	●	●	●
Director			●	●	●
Purchasing (as appropriate)		◇ ²	●	●	●
Contracting Services (as appropriate)		●	●	●	●
Legal	●	●	●	●	●
Accounting		◇ ³			
Assistant Superintendent or Associate Superintendent			●	●	●
Assistant Superintendent for Business and Finance	◇ ¹		◇	●	●
Superintendent				◇	◇
School Board					●
<p>¹: All MOU's, whether or not they involve funds, must be signed by the Assistant Superintendent for Business and Finance.</p> <p>²: Purchasing Manager may execute Interlocal Agreements (KCDA, School District's, WSCA) up to \$75,000 for the purchase of materials, equipment and supplies which would otherwise be under their signature authority.</p> <p>³: Accounting Director may execute agreements that commit the District in amounts up to \$75,000.</p>					

C. GRANTS AND REVENUE PRODUCING AGREEMENTS

This section applies to grants and revenue producing agreements under Board Policy 6114. An agreement under this category would include:

- Grant
- Interagency/Interlocal Agreement
- Revenue Producing Contract

Dollar amount is based on total multiyear payment to District, or District commitment to expend funds, whichever is greater.

● = Routing Review ◇ = Execute (Signing Authority)	\$1 - \$75,000	\$75,001 - \$100,000	\$100,001 - \$250,000	Over \$250,000
	Initiator (Manager or School Principal)	●	●	●
Director		●	●	●
Legal	●	●	●	●
Director of Grants	◇ ¹	●	●	●
Assistant Superintendent or Associate Superintendent		●	●	●
Assistant Superintendent for Business and Finance		◇	●	●
Superintendent			◇	◇
School Board				●

¹: Accounting Director may execute agreements in the absence of Grants Director.

D. REAL PROPERTY

This section applies to real property transactions under Board Policy 6882 that include:

- The purchase, sale or lease of real property
- Property easements
- Lot Boundary Adjustments (LBA)

All real property transactions must be reviewed by Legal. If the expected annual value of the lease multiplied by the number of years of the lease exceeds \$250,000, the lease must be approved by the School Board.

● = Routing Review ◇ = Execute (Signing Authority)	Amount				
	Easements and LBAs under 1,000 SF	Leases under 5 years and less than \$250,000	Leases more than 5 years regardless of amount	Leases over \$250,000 for term of lease	All Sales
Property Manager	◇	●	●	●	●
Facilities Director		●	●	●	●
Legal		●	●	●	●
Accounting					
Assistant or Associate Superintendent		●		●	●
Assistant Superintendent for Business and Finance		◇ ¹	◇	●	●
Superintendent		◇	◇	◇	◇
School Board			●	●	●

¹: Assistant Superintendent may execute agreements less than \$100,000.

E. MODIFICATIONS/AMENDMENTS TO COLLECTIVE BARGAINING AGREEMENTS

● = Routing Review ◇ = Execute (Signing Authority)	Amount			
	No monetary impact	\$1 - \$250,000	\$250,001 - \$1,000,000	Over \$1,000,000
Department Director	◇	●	●	●
Legal		●	●	●
Assistant Superintendent for Business and Finance		●	●	●
Assistant Superintendent for Human Resources		◇	●	●
Superintendent			◇	◇
School Board				●

4. LAWSUITS, SETTLEMENTS AND CLAIMS

A. LAWSUITS, SETTLEMENTS AND CLAIMS

This section pertains only to lawsuits and General-funded claims. All Capital-funded claims are covered by Section 2.C, Contract Modifications/Amendments for Construction and Small Works Agreements.

<ul style="list-style-type: none"> ● = Routing Review ◇ = Execute (Signing Authority) 	Amount		
	\$0 - \$250,000	\$250,001 - \$1,000,000	Over \$1,000,000
Legal	◇	●	●
Assistant Superintendent for Business and Finance		●	●
Superintendent		◇	◇
School Board			●

B. EMPLOYMENT AND LABOR SETTLEMENTS (OTHER THAN LITIGATION)

<ul style="list-style-type: none"> ● = Routing Review ◇ = Execute (Signing Authority) 	Amount			
	No monetary impact	\$1 - \$250,000	\$250,001 - \$1,000,000	Over \$1,000,000
Department Director	◇	●	●	●
Legal		●	●	●
Assistant Superintendent for Business and Finance		●	●	●
Assistant Superintendent for Human Resources		◇	●	●
Superintendent			◇	●◇
School Board				●

C. SPECIAL EDUCATION SETTLEMENTS

● = Routing Review ◇ = Execute (Signing Authority)	Purchase Amount				
	\$0-\$10,000	\$10,001 - \$40,000	\$40,001 - \$250,000	\$250,001 - \$1,000,000	Over \$1,000,000
Director or Executive Director of Special Education	◇	●	●	●	●
Legal		◇ ¹	◇	●	●
Assistant Superintendent for Business and Finance				●	●
Superintendent				◇	◇
School Board					●

¹: Approval required by Assistant General Counsel managing the case and Executive Director of Special Education.