

**CONTRACTED SERVICE
AGREEMENTS
OCTOBER 15, 2015**

CONTRACTED SERVICE AGREEMENT

- New Documentation for Hiring Consultants
- http://www.mansfieldisd.org/uploaded/main/departments/business/assets/MISD_Contracted_Services_Agreement_revised_9.22.2015.pdf

CONTRACTED SERVICE AGREEMENT

- Why use the agreement?
 - Details the scope of services and fee to be paid
 - Protects the District by setting forth:
 - No assignment of the services to a third party
 - Specifies that the consultant is not an employee
 - Requires compliance with FERPA and HIPAA
 - Requires any mediation to follow District complaint process
 - Requires Insurance

CONTRACTED SERVICE AGREEMENT

- **Why use the agreement?**
 - **Protects the District by setting forth (continued):**
 - Requires consultant to provide notice of a felony conviction
 - Requires consultant to comply with employment discrimination
 - Specifies that the District is tax-exempt and not liable for any taxes to the consultant

CONTRACTED SERVICE AGREEMENT

- PDF Agreement has been reviewed by an attorney—(this is not subject to change and must be used as is—NO CHANGES)
- Addendums may be customized for the services requested
 - Addendum A: Scope of Work
 - Addendum B: Fee Schedule
 - Addendum C: Criminal History Check

CONTRACTED SERVICE AGREEMENT

- **Approved Vendor should be used**
 - **Purchasing has an open ended RFQ in place to add vendors if not on the current list**
 - **If Vendor needs to be added, please have vendor timely apply to be approved at the next board meeting**

CONTRACTED SERVICE AGREEMENT

■ NOTE:

- Contracted Service Agreement is just that—an agreement!
- It does **NOT** take the place of a purchase order nor an invoice
- A Purchase Order is **STILL** required and Consultant **STILL** needs to submit an invoice for payment—Payments are **NOT** made in advance