



Business Breakfast

November 11, 2015

INSPIRE EQUIP IMAGINE

FBiSD

A Special Thank You for an Awesome Breakfast!!



Office
DEPOT
Max



Contracts Process Review



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Contracts that go through Purchasing Department

- 1. Purchase Order**
- 2. Short Form contracts are intended for agreements for services less than \$50,000;**
- 3. Special Education – Medical Education Evaluation (MEE) and/or Independent Educational Evaluation (IEE); < \$10K**
- 4. Minor Facilities contracts are intended to be used in conjunction with a building modification;**
- 5. Vendor/Third-Party Agreements (Short 1-3 pages & < \$10K)**
- 6. Facility Contracts**

Contracts that go through Legal Department

- 1. Long Form contracts are intended for agreements for services over \$50,000;**
- 2. Professional Services Agreements are intended to be used for services provided by professionals such as Doctors, Lawyers, Architects, or other “State Licensed” vendors;**
- 3. Construction Contracts;**
- 4. Vendor/Third-Party Agreements (extensive);**
- 5. Master Contracts**

Contracts Flow - Old

- Fort Bend ISD's agreements sent to the vendor are processed as follows:
 - *Agreement sent to vendor via email address provided in request (sometimes it bounces back and the vendor has to be contacted by phone to obtain the correct email address)*
 - *If agreement not returned within 5 business days, vendor is contacted to ensure receipt*
 - *After three attempts to contact vendor, requestor will be notified to assist*
 - *Once agreement returned by vendor, it is submitted via email to the budget manager for signature and review*
 - Upon return by budget manager, agreement is sent to e-team member for approval (this approval is submitted via email which is attached to the agreement prior to submission to Dr. Dupre or Steven Bassett for final approval/signature)
 - Cover memo created for signature/approval by Risk Management and Purchasing prior to submission to Dr. Dupre or Steven Bassett for signature
 - Agreement, exhibits and other documents (if required) hand delivered signatures by Dr. Dupre or Steven Bassett
 - Contracts Specialist notified by phone call or email that agreements have been signed and ready for pickup
 - Agreements picked up, scanned in, logged as fully executed/complete and returned to requestor for attachment to requisition

Initiator

- Check the Approved Vendors list on Pipeline. (Approved vendors do not require a contract.)
- If contractor is not on Approved Vendor list - complete Request for Contracted Services on Pipeline
- Compiles contract documents and facilitates completion with Vendor
- Obtains Vendor's signature on contract
- Obtains Budget Manager's signature on contract
- Sends contract to E-Team member for review and approval - Email exchange
- Sends required contract documents (complete with all required attachments) to Contract Specialist
- Retains copy of executed contract for attachment to PeopleSoft Requisition

Contract Specialist

- Assists with contract documents and facilitates completion with Vendor and Initiator as needed
- Checks for completeness, follows up with Initiator and Vendor as needed
- If contract is >\$1K and <\$10K, prepares documents for execution by the Chief Financial Officer
- Acquires approval signature from CFO if contract is >\$1K and <\$10K
- Includes contract in monthly list for review by Superintendent
- Provides copy of fully executed contract to Vendor for their records
- ALLOW 10 DAYS FOR PROCESSING TIME

Initiator

- Check the Approved Vendors list on Pipeline. (Approved vendors do not require a contract.)
- If contractor not on Approved Vendor list - complete Request for Contracted Services on Pipeline

Contract Specialist

- **Compiles contract documents and facilitates completion with Vendor and Initiator as needed**
- Sends required contract documents (complete with all required attachments) to Initiator

Initiator

- Obtains Vendor's signature on contract
- Obtains Budget Manager's signature on contract
- **Sends contract to E-Team member for review and approval - Email exchange**
- Returns contract along with E-Team approval to contracts@fortbendisd.com

Contract Specialist

- Checks for completeness, follows up with Initiator and Vendor as may be required
- Prepares documents for review by Chief Financial Officer and execution by the Superintendent
- Acquires approval signatures
- Returns copy of fully executed contract to Initiator for attachment to Requisition
- Provides copy of fully executed contract to Vendor for their records
- ALLOW 15 DAYS FOR PROCESSING TIME

See Handout

Status?



Timeframe?

Accounts Payable



Purchase Order Timeline

- Letter Jackets
 - Fall- Requisition entered in August
 - Spring – Requisition entered by October
 - Last Order- Requisitions
- Awards (BPO)
 - Requisitions should be created in August for the full year based off an estimated number of awards
- Graduation stoles, gown, etc.
 - Requisitions should be entered in January
- Diplomas
 - Requisitions should be entered in January

Note: Balfour may hold shipment of all orders until a valid Purchase Order number is provided.

Order Timeline to Balfour

- Letter Jackets
 - Fall
 - Spring – 2/2-2/25
 - Last Order – 4/4-4/30
- Awards
 - Friday before Spring break (pricing will be sent at beginning of 2nd semester)
- Faculty Cap & Gowns
 - Friday before Spring break (pricing will be sent at beginning of 2nd semester)
- Diplomas
 - See handout

Enterprise Funds





**Are you ready to
make THOUSANDS
of dollars for your
school??**



The **REWARDS 365** fundraising platform raised over **\$30,000** in October for a High School in Lamar Consolidated with only 385 students participating.

Contact **Ken Ward** if you are interested in setting up a fundraiser soon!

Contact info on the handout



Yokel Scholastic Network



Coming Soon to Your School – Higher Education advertisements that raise money for your campus!



November



Update

New: Attachments for bank deposits (replaces pony mail).

Next Meeting January 13th

