

Frequently Asked Questions about Agreements and Contracts

What is a Consultant Service Agreement?

The Consultant Services Agreement is an agreement between the Consultant and PVUSD for specified services. It is not valid until the Consultant, Principal or Manager, and the Director of Purchasing signs it. It does not authorize the rendering of services. A Purchase Order is required before the services can begin.

When does my PO need a Consultant Service Agreement??

Purchase Orders for services by consultants, speakers, staff workshop leaders, performers and presenters require a Consultant Services Agreement

Where do I get a Consultant Service Agreement?

The Consultant Services Agreement is available from the Purchasing Services website

Why can't I use Consultant Service Agreement to pay a Specialty Teacher (art, music, poetry, drama, science...)?

The IRS does not allow us to pay anyone who works directly with students as a Consultant. Specialty Teachers must be hired through the Cultural Council or PVUSD Human Resources.

Can the Vendor start working before I get the Consultant Service Agreement?

No. All consultant services require an approved Purchase Order prior to the commencement of services. The Consultant Service Agreement is required to create the PO. The authority/approval to hire a consultant is a combination District signature approval process and a governing Board Function. Accordingly, no District staff may authorize a consultant to begin work until all the paperwork has been completed and appropriately approved.

Should I sign the contract the Vendor gave me?

No, PVUSD employees should never sign a contract supplied by a Vendor (a non-PVUSD contact). If the Vendor requires a signed contract, send it to Purchasing with a copy of your Requisition. The Director of Purchasing will review the contract for District compliance, sign it and attach it to the Purchase Order upon approval.

We did the PO and Consultant Services Agreement, when will the Vendor be paid?

The Vendor has to send an Invoice referencing the Purchase Order Number for services rendered to the Accounts Payable Department. The invoice must be signed with appropriate Site/Manager approval signature. It is the Site's responsibility to notify the Consultant of payment procedures.

I want to hire a Contractor to do some work on my site. Do I use a Consultant Service Agreement?

No. You must use the Contract for Labor and Materials for Site Renovations, Construction, Landscaping, Cabling, and Repairs.

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But what if the work is done by parent volunteers?

No contracted type of work may be done on any site without an approved Contract for Labor and Materials, and an approved Purchase Order. There are many laws, regulations, and codes associated with public schools and construction. These laws apply to school property, regardless of funding, (including ASB, volunteer work, etc.).

Forms required for Site Renovations, Construction, Landscaping, Cabling, and Repairs:

- ❖ Work Order from site
- ❖ Purchase Requisition from M&O, Construction, Technology Dept, or Site
- ❖ Contract for Labor and Materials done by District level department
- ❖ Certificate of General Liability Insurance
- ❖ Certificate of Workers Compensation Insurance
- ❖ Affidavit of compliance with Ed. Code 45125.1 (fingerprinting)

No District staff may authorize a contractor to begin work until all paperwork has been completed.

Where do I get a Contract for Labor and Materials??

In most cases, the Contract for Labor and Materials is created by one of the District level departments of Construction, Maintenance, Technology, or Purchasing. When a site needs contracted work done, a Work Order should be submitted to the appropriate Department.