

CONTRACTS

Pursuant to School Board Policy 6540, the School Board Attorney's Office reviews all contracts, affiliation agreements and Memoranda of Understanding.

In order to provide the School Board Attorney's Office with the necessary information to expedite and facilitate the contract review process, the School Board Attorney's Office has developed an intake and transmittal form which must accompany each contract submitted for review. Among the information provided in this form is the date by which the contract review must be completed. To obtain a copy of the contract form, you can contact the School Board Attorney's Office at 305-995-1304 or click on the following link: [insert link to form]

Contract documents should be legible and must be read by the individual who submits them to ensure that their content comports with the agreed upon business and programmatic terms. Electronic versions of the documents, as well as copies of prior contracts with the same vendor, will serve to expedite the review and negotiation process and should be submitted whenever possible.

Once the School Board Attorney's Office has reviewed and recommended any necessary changes, the agreement is returned to the department to make the changes and route the correct number of copies to the appropriate parties for signature.



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ATTORNEY'S OFFICE

CONTRACT INTAKE & TRANSMITTAL FORM

The School Board Attorney's Office will review the contract/agreement as to form and legality. You are responsible for reading the contract and ensuring that the business and/or program terms and conditions of the contract/agreement are clear, accurate, complete, and will satisfy your business and/or program needs.

CONTRACT DESCRIPTION:

Type of Contract:

Service Agreement, Lease Agreement, License Agreement, Affiliate Agreement or Other (please specify)

Purpose :

School/Location of Activities:

Funds have been identified for these services under Shopping Cart Number: _____

DEPARTMENT/DIVISION INITIATING CONTRACT:

Name and Title:

Department/Division:

Phone Number:

E-mail:

CONTRACTOR/VENDOR/OTHER PARTY:

Company's Name:

Contact Person and Title:

Phone Number:

E-mail:

Has MDCSB entered into a similar contract with this company before? Yes No

Is this the renewal of an existing contract? Yes No

(If yes, attach a copy of the previous contract. If this is a renewal, extension or amendment to a contract, attach the underlying contract and any previous renewal or amendments, etc.)

DEADLINE:

Date by which contract needs to be reviewed: _____

PROCUREMENT AUTHORITY:

- Quotes Obtained
- Professional Services Contract Committee (*attach Minutes*)
- Board Approval (*attach Agenda Item*)
- Exemption Pursuant to Florida Statutes (*Superintendent authorized to sign contracts up to \$50,000.00 without Board approval*)
- Other (*state reason*): _____

OTHER INFORMATION:

- Term: _____
(Beginning/ending dates for initial term)

- Is an electronic copy of the contract available? Yes No
(If available, please send to _____)
- Would you like to discuss this contract with Legal Counsel: Yes No
- Business/Program Terms: _____

I or my designee have read the attached Agreement (including all attachments and exhibits), and the contract is an accurate and complete representation of the business/program terms and conditions. (If you are submitting this form electronically, please type your name in the signature field.)

Contract Originator's Signature

Date