

**Contract Submission  
and  
Procurement Authority Form**

Contact Information	(Please Fill In)
<b>District Personnel</b>	
Contact Name (Person Overseeing the Contract)	
Contact Telephone Number	
Contact Department	
<b>Vendor's Information</b>	
Vendor's Name	
Vendor's Contact Person	
Vendor's Telephone Number	
Vendor's Address / Email	
Prior Relationship with Vendor/Contractor	Renewal <input type="checkbox"/> Extension <input type="checkbox"/> Amendment <input type="checkbox"/> New <input type="checkbox"/>
Prior DCSB Attorney assigned, if known	
<b>CONTRACT SUBMISSION PROCESS</b>	
<p>1. <b>OBTAIN PROCUREMENT AUTHORITY</b> - Complete this form and submit it to Terrence Wright, Purchasing Director (wrighttt@duvalschools.org), along with a Purpose Page or Agenda Item and the contract and/or scope of services. Purchasing will determine if Procurement Authority below is appropriate. If the Procurement Authority is appropriate, the procurement section will be completed by the Purchasing Department and signed and returned. If Purchasing determines that the Procurement Authority is not appropriate or there are alternative options to consider, Purchasing will advise on the appropriate procurement process. Once the procurement section is completed by the Purchasing Department and signed and returned, move to Step 2.</p> <p>2. Attach vendor's MS WORD version of the contract and/or scope of services to this form;</p> <p>3. <b>IF AN AGENDA ITEM</b> - Attach Agenda Item (see below) to this form and e-mail an electronic version in MS Word format to Rita Mairs at mairsr@duvalschools.org and BeLinda Peeples at peeplese@duvalschools.org;</p> <p>4. <b>NOT AN AGENDA ITEM</b> - Attach a signed Purpose Page to this form and E-mail an electronic version of the contract and/or scope of services in MS Word format to Rita Mairs at mairsr@duvalschools.org and BeLinda Peeples at peeplese@duvalschools.org or to Brian McDuffie (mcduffieb@duvalschools.org), depending on who you are working with, and Debbie Carter (carterd@duvalschools.org)</p>	
Contract Amount	
Due date of services (interim tasks and due dates)	
Funding Source	
Purchase Requisition Number(s)	
Payment Schedule (Are the payments made monthly, when task is finished, etc.)	
Location of services (school, off site facility, etc.)	
<b>Contract Under \$75,000</b>	Yes ___ No ___ (If "No" - Board approval required)
Purpose Page Required	Yes ___ No ___ (If "Yes" - please submit)
Policy 7.41 (no board signature required)	Yes ___ No ___
<b>Contract Over \$75,000</b>	Yes ___ No ___
Date on Board Agenda	

By your submission of this form, you certify that you have created a "purchase requisition" through the SAP 02 level release, utilizing the funding source identified above.

**Signature (electronic is okay)**

Print \_\_\_\_\_

Date: \_\_\_\_\_

**Procurement Authority**

Contract between the School Board of Duval County, Florida and \_\_\_\_\_,  
effective \_\_\_\_\_ for \_\_\_\_\_.

**(BELOW PORTION FOR PURCHASING DEPARTMENT USE ONLY)**

The aforementioned contractual arrangement has been properly procured pursuant to (Check One):

Board Policy 7.70, the District has solicited quotations from three (3) different sources/vendors for the Services.

Board Policy 7.70, the Contractor provides a unique contractual service and the District believes that said services are available only from a single source. The District has complied with the requirements of State Rule 6A- 1.012(12)(d), F.A.C., and is thus authorized to negotiate on the best terms and conditions with the single source vendor.

Board Policy 7.70 and State Rule 6A-1.012(11)(a), F.A.C., the District is authorized to enter into this Agreement for professional services.

Board Policy 7.70 and State Rule 6A-1.012(11)(b), F.A.C., the District is authorized to enter into this Agreement for educational services or materials.

Board Policy 7.70 and State Rule 6A-1.012(14), F.A.C., the District is authorized to enter into this Agreement for information technology services.

Board Policy 7.70 and State Rule 6A-1.012 (6), F.A.C., authorizes and allows District to use inter alia other political subdivision contracts which have been competitively procured and awarded.

State Rule 6A-1.012 (7), F.A.C., authorizes and allows District to enter into contracts which the District has competitively procured and awarded.

Board Policy 7.70 and State Rule 6A-1.012(15), F.A.C., the District is authorized to enter into this Agreement for insurance and risk management related services.

**PURCHASING DEPARTMENT'S DECISION / ADVICE:**

\_\_\_ Proceed with purchase in accordance with the above marked procurement authority.

Purchase does not meet any of the procurement options above. Please contact Purchasing Director for guidance.

Purchase is legally permitted under the above marked authority, but the Purchasing Department is advising that the submitter consider other options for this purchase. Please contact the Purchasing Director for further guidance.

The agreement is at no cost to the District, per the end user, and no procurement award or authority is required.

By: \_\_\_\_\_  
Director of Purchasing (or designee)

Name: \_\_\_\_\_

Date: \_\_\_\_\_