



SCHOOL BOARD OF BREVARD COUNTY, FLORIDA CONTRACTED SERVICES AGREEMENT

Terri Ramie, Secretary
Name of Person Rendering Services

Family Liaison Project
Name of Company

Mailing Address:
1841 Long Iron Dr., #808
Rockledge, FL 32955

Vendor ID 212517
Social Security or EIN Number

- Check here if W-9 Form has been provided (Required)*
- Check here if Vita has been provided (Required)*
- Check here if services are to be provided by a Corp.*

This is a contract between the School Board of Brevard County and Terri Ramie for the following professional services (Invoice for services is required for payment):

To provide an office assistant to support the Family Liaison Project that provides contractual services with Brevard Public Schools to the parents/families of students with disabilities.

Date(s) services are to be provided and charges:

<u>Date(s):</u>	<u>Total No. Hrs.</u>	<u>Hourly Rate</u>	<u>Total Cost</u>
7/1/12 - 6/30/13	2000	\$10.50	\$21,000.00

Estimated Reimbursable Expenses:	<u>\$0.00</u>
Estimated Total Cost for Professional Services:	<u><u>\$21,000.00</u></u>

List expenses, if any, that are to be reimbursed: *(Note: Reimbursement for travel, per diem and/or meals, and mileage are to be paid based on Board rules using Board forms and shall not exceed Board adopted rates.)*
N/A

This agreement may be cancelled by either party, upon written notice of not less than ten (10) days prior to the date the service is to commence. Said notice shall be by certified mail and the date of posting shall constitute date of receipt. Consultant is not authorized to provide any services herein without an approved purchase order from the Board.

Signature of Requestor Date

Signature of Consultant/Corp. Agent Date

Signature of Principal/Dept. Head Date

Signature of Deputy/Area/Assistant Supt. Date

Account Number:
422.9280.413014.6300.312.000
Purchase Order No.: _____

Signature of Superintendent/Designee Date

PLEASE SIGN IN BLUE INK

INSTRUCTIONS FOR CONTRACTED SERVICES AGREEMENT

See School Board Policy #6540

1. School/Department initiates request for contracted (consultant) services and signs the agreement as “requestor”. The requestor is usually the project coordinator, or other school or department employee responsible for the coordination of the services to be provided.
2. Consultant completes required information and signs the agreement.
3. Principal or department head signs the agreement and forwards to the Area Superintendent (or Assistant Superintendent for departments) for approval. **This approval is required prior to the performance of professional services.**
4. The following additional approval signatures must be obtained **prior to any services being performed:**
 - A) Agreements in excess of \$50 per hour must be approved by the Associate Superintendent of Financial Services.
 - B) Agreements in excess of \$100 per hour must be approved by the School Board.**FAILURE TO OBTAIN APPROVALS BEFORE SERVICES BEGIN IS A VIOLATION OF BOARD POLICY.**
5. After all authorized signatures are obtained, the Agreement is to be returned to the originating school or department. Once received, a Purchase Order (PO) must be prepared. Provide a copy of the signed agreement to the Consultant. The purchasing department will send the Vendor copy of the Purchase Order to the consultant, and the receiving copy to the originating department. **Consultant is not authorized to begin services without a signed agreement and approved Purchase Order.**
6. After satisfactory performance of the services, the requesting department completes receiving information in CrossPointe and submits the original agreement along with an invoice from the consultant to accounting for payment.