Independent Consultant Contract Workflow

What type of Independent Contract Type are you using?
(only for contracts under $50K)

General Fund

Federal Fund

General Fund

Path 1

Vendor submits contract and does not utilize BISD Independent Consultant Contract

↓

Go to Service Catalog on Technology Help Desk; Select Purchasing Contracts; New Contract Approval; Complete form and attach Contract for Purchasing Review

↓

Contract sent to Finance Office for secondary approval

↓

Contract with approved changes resent to Principal by Purchasing in order to obtain vendor's signatures

↓

Vendor returns contract to Director/Principal for signature

↓

Requisition is entered and fully executed contract is attached

Path 2

Obtain contract on Purchasing Website; Send to vendor to complete

↓

Send completed contract to Director/Principal for signature

↓

Go to Service Catalog on Technology Help Desk; Select Purchasing Contracts; New Contract Approval; Complete form and attach Contract for Purchasing Review

↓

Contract sent to Finance Office for secondary approval

↓

Purchasing sends fully executed independent consultant contract back to requestor to attach to requisition
(Req. should not be released until fully executed contract is attached)

Federal Fund

Path 1

Vendor submits contract and does not utilize BISD Independent Consultant Contract

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Vendor returns contract to Director/Principal for signature

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Send signed version to Director of Federal Programs for signature along with EDGAR quote form and 3 quotes

↓

Requisition is entered and fully executed contract is attached

Path 2

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Send completed contract to Director/Principal for signature

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