

# SERVICE CONTRACTS/RENEWALS PROCEDURE (PUR-P001)

Clarksville-Montgomery County School System

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## 1.0 SCOPE:

- 1.1 This procedure describes the process for initiating and maintaining needed service contracts.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Schools Purchasing Agent

## 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

## 4.0 DEFINITIONS:

- 4.1 Lowest & Best Price: The lowest price needs to meet the specified criteria of the item/service identified. If the bid does not meet criteria the next lowest price is evaluated.

## 5.0 PROCEDURE:

- 5.1 Need for a particular service is identified requiring an outside vendor.
  - 5.1.1 If applicable (i.e. more than one vendor, in the area, could provide the service) the Purchasing Office is requested to solicit competitive (lowest and best price) bids for service.
- 5.2 The Purchasing Office executes a service contract for the current fiscal year and creates a purchase order for the bid amount of the contract.
- 5.3 The original copy of the contract is filed in the Purchasing Office.
- 5.4 One copy of the contract is sent to the vendor and another is sent to the CMCSS department/school initiating the request for service.
- 5.5 During the month of March, the Purchasing Office notifies Departments responsible for existing services to assess their need for continuation of that service in the upcoming fiscal year.
  - 5.5.1 If applicable (i.e. more than one vendor, in the area, could provide the service) the Purchasing Office is requested to solicit competitive (lowest and best price) bids for service.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Service Contracts
- 6.2 Formal Bid Procedure ([PUR-P004](#))
- 6.3 Purchase Order ([PUR-P002](#))
- 6.4 Selection, Evaluation & Re-evaluation of Vendors ([PUR-P006](#))

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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Service Contract	File room	Current plus six years	Discard as Desired	Secured Building

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
2/13/03		Initial Release
3/14/03	A	Clarify 5.2, add PUR-P002 and PUR-P006 to 6.0, revise flowchart

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit" A of this procedure.

**\* \* \* E n d   o f   p r o c e d u r e \* \* \***

