



# Professional Services Contract/Agreement

Between

Kansas City Kansas Public Schools, Unified School District No. 500 and

\_\_\_\_\_  
(Name of Individual/Organization)

1. **Fees:** The fees and/or expected payment schedule for this service is \$\_\_\_\_\_ (hour/day).
  - a. This Agreement is subject to the terms and provisions of the Kansas Cash Basis Law K.S.A. 10-1101. Specifically, the client is obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from funds budgeted and made available from any lawfully operated revenue producing source.

2. **Term:** This Agreement shall commence and become effective \_\_\_\_\_ (mm/dd/yyyy) and when it is accepted and approved by either the Chief Financial Officer or the Superintendent of Schools, and shall end on \_\_\_\_\_(mm/dd/yyyy). The term of the Agreement may be terminated before the expiration date pursuant to paragraphs 7 or 8. Renewal of the contract is based on both parties and should be done annually.

3. **Locations:** Please list other schools you are working within the district:

\_\_\_\_\_  
 \_\_\_\_\_

**Please Route ALL Contracts to Dennis Covington's Office for Council Approval.**

Approved: \_\_\_\_\_

4. **Services:** Provide explanation of services, including but not limited to specific goals that will be accomplished throughout the service and how is it connected to the School Improvement Plan (IIP)?
  - a. Goal 1:
  
  
  
  
  
  
  
  
  
  
  - b. Goal 2:
    - a. Outcome(s) or the "How" you will accomplish the Goals set forth:
  
5. **Vendor's Responsibility:** Please describe the responsibilities of the vendor throughout the term of the services:
  
  
  
  
  
  
  
  
  
  
6. **District Responsibility:** Please describe the responsibilities of the District throughout the term of the services:
  
  
  
  
  
  
  
  
  
  
7. **Termination for Convenience:** Either party shall have the right to terminate this Agreement for its convenience upon sixty (60) calendar days advance written notice. Termination under this Section is without liability except for undisputed payment obligations for Services performed prior to the date of termination
  
8. **Termination for Cause:** Either party may terminate this Agreement upon thirty (30) calendar days written notice if the other party materially breaches this Agreement and fails to cure the breach within the 30 day notice period.
  
9. **Non-Discrimination:** the parties agree that they shall not discriminate against anyone on the basis of race, age, gender, national origin, religion, or disability with respect to the obligations under this Agreement.

**10. Notice:** All notices sent to USD No. 500 must be in writing and (i) hand delivered, (ii) sent by first class mail postage prepaid, or (iii) sent by overnight delivery service, to:

Kansas City Kansas Public Schools / USD 500  
ATTN: Dennis Covington, CFO  
2010 North 59th Street, 3<sup>rd</sup> Floor  
Kansas City, Kansas 66104

**11.** All notices sent to professional services contractor must be in writing and (i) hand delivered, (ii) sent by first class mail postage prepaid, or (iii) sent by overnight delivery service, to:

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**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement.

**SIGNED:**

**KANSAS CITY KANSAS PUBLIC SCHOOLS/USD  
500**

\_\_\_\_\_  
(CONSULTANT)

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE \_\_\_\_\_

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_



## Directions for Consultant and Professional Services

1. Type or legibly print consultant information. The company name, address and federal identification or social security number will be used for IRS information reporting and **must** be supplied.
2. Indicate the District Representative who will be overseeing the work of the consultant.
3. Briefly describe the services to be performed.
4. Identify the remuneration to be received by the consultant. There are three blanks available. The first two relate to work that is paid according to the actual time spent. If applicable, report the dollar amount and time period for the payment. The third blank is for a fixed dollar amount. If all three blanks are completed, the payment will be based upon the lower of actual time spent times the rate or the fixed maximum billing amount. Indicate N/A for any blank that is not applicable.
5. The "Independent Consultant Designation" section is used to comply with IRS guidelines relating to whether a person should be paid as an employee or a consultant. Appropriate determination cannot be made without answering these questions. You may need to confer with the consultant before answering the questions or send the form to them and ask that they complete this section.

When answering the question, please initial the appropriate "Yes/No" column. If the consultant is answering the question, please ask that they use their initials to record their answers. In the event the District is audited, follow up can be pursued with the appropriate person.

6. Note that an IRS form W9 must be on file with the District from the consultant before services are to be rendered. Copies of this form can be printed from the internet at [www.kckps.org/purchasing](http://www.kckps.org/purchasing).
7. Signature lines are available for the requestor, budget administrator, consultant, and superintendent. The only signatures at the time of remittance are the budget administrators and the consultants.

For services having a dollar amount of \$500.00 or more per day or more, the superintendent of schools must approve. For services a dollar amount greater equal to or greater than \$20,000.00, the Board of Education must approve the contract. The form will be routed to the appropriate people after it is submitted to the Purchasing Department.

8. Record the account number to be charged.
9. Pages one of the form, with the original signatures, should be sent to the Purchasing Department when complete, including the purchase order number. A copy of the completed consultant form should be retained by the building or department originating the request. If information is incomplete, it will be returned requesting additional information be completed. No commitment should be made to the consultant until the purchase order is issued.
10. When the consultant performs the service, the purchase order should be received on line and the invoice submitted to the Accounts Payable Department for payment.