

## **Auxiliary Services**

### **Service and Speaker Agreements**

When you have a project or event that will require special services that are not available through a district employee you will need to prepare an agreement that will outline services to be performed and payment expected. The type of agreement will depend on the type of and duration of service. There are two types of agreements. The Professional Services Agreement and the Speaker Agreement – Low Risk. Once you have determined which type of agreement you will need you will need to go through the agreement approval process.

#### **Professional Services Agreement**

Choose a professional services agreement when you have a project that requires customized services that utilize a high level of expertise and creative or technical ability based on personal skills or ideas of an individual (s) or a company. The project should be well defined, specific, and of a limited nature. Services that go under a PSA are generally those that go beyond the technical abilities of the district's current staff. Examples may include editing, graphic design, software design and development, web design, translation, auditing, marketing, program evaluation, lab analysis, video/film production and photography. In an engagement for a professional services contractor, the District has the right to control only the result of the service, not the manner of performance.

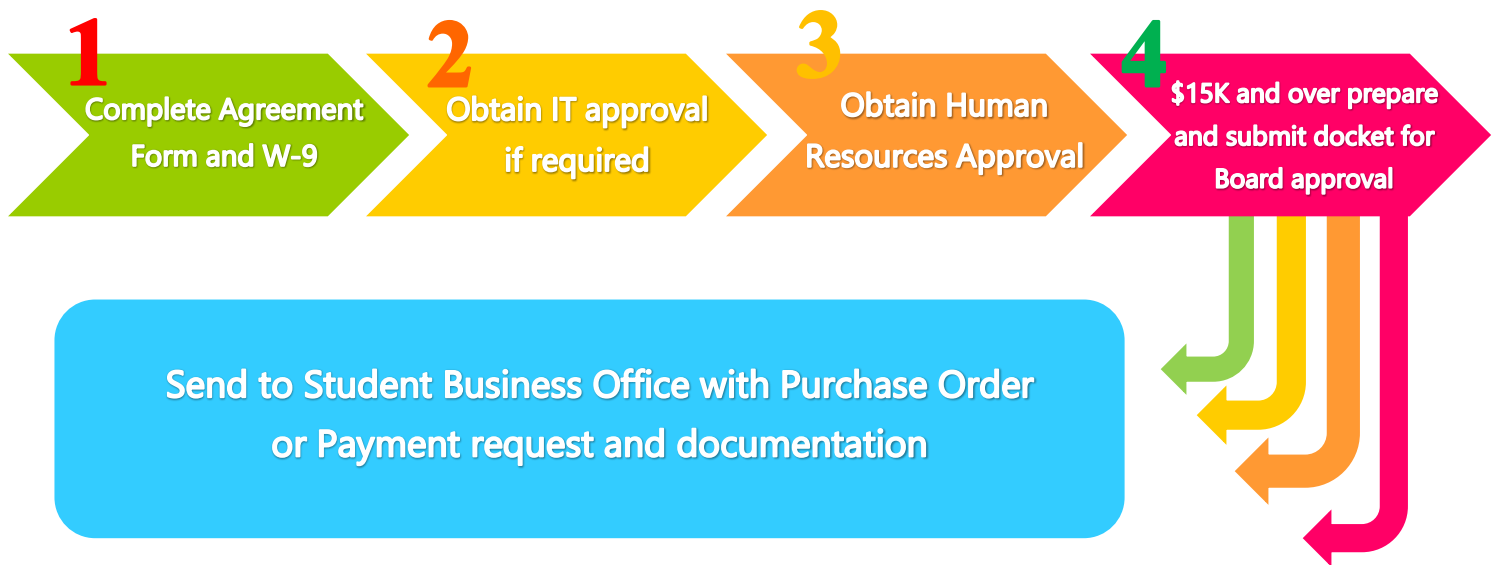
#### **Speaker Agreement – Low Risk**

The Speaker Agreement may be used in connection with engaging a guest speaker, workshop leader, trainer, guest lecturer or to have someone make a presentation at a District site, or to a District-sponsored event elsewhere, for a limited engagement (typically one day or a single, multiple-day conference) and requiring a single payment after services rendered. The Speaker Agreement may not be used for academic course or classroom teaching, or similar longer-term arrangement, which may constitute an employer-employee relationship.

## Professional Services Agreement Process

- Complete form
- Obtain IT approval if required
- Human Resources Verification
- \$15,000 and over prepare and submit docket for Board approval
- Forward, approved and signed, agreement to Student Business Office with Purchase Order or Payment request and all back up documentation.

# Professional Service Agreement Process Map



## Speaker Agreement – Low Risk Process

- Complete form
- Obtain IT approval if required
- If agreement is \$15,000.00 or over you must get board approval and should reconsider if this is a speaker agreement or if it should be a Professional Services Agreement
- If agreement is \$14,999.99 or under please forward completed agreement and W-9 to the Student Business Office.

The student business office will review document for completeness and forward to Human Resources for review. Human resources will confirm that the requested service does not conflict with a currently existing district position and that the service provider is not or has not been an employee of the district within the calendar year. Once cleared by HR the documents will be returned to the student business office who will forward for signatures to the Vice President of Administrative Services. Once signed the student business office will send a copy of the agreement to the department for confirmation that service can move forward.

# Speaker Agreement Low Risk Process Map

