

## PROFESSIONAL SERVICES AGREEMENT (PSA) INSTRUCTIONS

IT IS THE RESPONSIBILITY OF THE CONTRACT ORIGINATOR TO DO THE FOLLOWING PRIOR TO THE CONSULTANT PROVIDING SERVICES:

1. **WHEN TO USE THIS CONTRACT:** Use this contract for services such as Consultants, Architects, Engineers, Medical Doctors, Trainers and other services of a professional nature. See the [Purchase of Services – Chart of Required Documents](#) for more guidance.
2. **COMPLETE the ICA CONTRACT:** All blank spaces must be completed.
  - A. Attachment A:
    1. Ensure that contacts for Consultant and Department are listed.
    2. Scope of work should have sufficient detail for services provided. Attach separate proposal if necessary.
3. **OBTAIN SIGNATURES:**
  - A. Refer to the [Purchasing Approval Matrix](#) for signature authority.
  - B. If there are no changes to the District's template, proceed to obtaining signatures from Consultant and authorized District signers in this order:
    1. Consultant
    2. Department Manager/Dean/Budget Officer (*District Use Only* box on signature page)
    3. Authorized District Signer
  - C. If contract modifications have been requested, email [LegalReview@sjeccd.edu](mailto:LegalReview@sjeccd.edu) for review and approval of changes. Upon approval, route for signature in this order:
    1. Consultant
    2. [LegalReview@sjeccd.edu](mailto:LegalReview@sjeccd.edu)
    3. Department Manager/Dean/Budget Officer (*District Use Only* box on signature page)
    4. Vice Chancellor of Administrative Services
4. **OBTAIN CERTIFICATE OF INSURANCE:** MUST BE COLLECTED BEFORE CONSULTANT CAN COMMENCE WORK. Refer to [insurance requirements](#).
  - A. For questions related to insurance requirements or to seek exceptions, email [LegalReview@sjeccd.edu](mailto:LegalReview@sjeccd.edu)
5. **CHECK THAT SUPPORTING DOCUMENTS ARE COMPLETE:**
  - A. Fully executed contract
  - B. Proposal or Quote if applicable
  - C. COI – Certificate of Insurance with Endorsement pages ([Insurance Requirements](#))
  - D. [W9 Form](#)
  - E. [BEC Form](#)
6. **ENTER REQUISITION AND OBTAIN APPROVALS:** Once supporting documents are complete, you may now open your requisition. Once a requisition number is generated, upload all supporting documents to [Square 9](#). Obtain requisition approval by your Department Manager and Business Services. Purchasing will review documents and work with the department to correct any deficiencies.
7. **THE FINAL STEP:** Purchasing transmits Purchase Order to Consultant with fully executed agreement and other supporting documents if applicable. CONSULTANT MAY NOW COMMENCE WORK.

END OF INSTRUCTIONS. THIS PAGE IS INFORMATIONAL AND NOT PART OF THIS AGREEMENT

## PROFESSIONAL SERVICES AGREEMENT (PSA)

*(This agreement is not a construction contract within the meaning of Civil Code section 2783, and is not an agreement for the provision of construction services within the meaning of Public Contract Code section 20651.)*

**THIS AGREEMENT** (hereinafter “Agreement”) between **San Jose-Evergreen Community College District**, a public educational agency (“District”) and \_\_\_\_\_ (“Consultant”) is effective this day \_\_\_\_\_ (Date) between the Consultant and District.

### RECITALS

WHEREAS, District is in need of the professional services Consultant provides; and

WHEREAS, Consultant warrants and represents to District that Consultant has the experience, expertise, licensure, and resources to successfully and effectively perform the agreed-upon services and will provide these services to the District in compliance with all applicable laws and regulations.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the Parties agree as follows:

- 1. Scope of Service.** Consultant shall perform the agreed-upon services as defined by the scope of work, deliverables, and standard of performance identified in Attachment A, and in accordance with the terms and conditions in this Agreement. The services listed in this Agreement and in Attachment A are referred to as “Services.” Consultant’s Services shall be timely and performed or provided consistent with the profession skill and standard of care of Consultant’s profession and in compliance with all applicable laws and regulations.
- 2. Term.** This Agreement will begin and will be completed by the dates specified in Attachment A. Completion of the Services, including all deliverables as described in Attachment A, must be made to the satisfaction of the District.
- 3. Fees and Reimbursements.** Consultant will receive compensation an amount not to exceed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) as shown in Attachment A for Services performed. District will pay Consultant all amounts owed within 30 days of receipt of Consultant’s undisputed billing invoice. The District retains the right to increase or decrease the Services, deliverables, or amount of work as it deems appropriate and at its sole discretion.
- 4. Licenses and Permits.** Consultant and all of the Consultant’s employees or agents will secure and maintain in force all licenses and permits as are required by law, in connection with the performance of the Services or the furnishing of materials, articles or deliverables listed in this Agreement. All operations and materials shall be in accordance with the law.
- 5. Taxes.** Consultant will fully complete the Internal Revenue Service W-9 form or other required reporting form. Consultant acknowledges and agrees that it is the Consultant’s sole responsibility to make the requisite tax filings and payment to the appropriate federal, state or local tax authorities. The District will not withhold any part of the Consultant's compensation for the payment of social security, unemployment, or disability insurance or any

other similar state, federal, or local tax obligations. Consultant agrees to fully indemnify, defend, and hold the District harmless from any tax non-payment or underpayments of tax obligations.

6. **Expenses and Equipment.** Consultant is solely and fully responsible for all costs and expenses incident to the performance of the Services by Consultant, including any and all instrumentalities, supplies, tools, equipment, or materials necessary to perform the Services. If the District furnishes any goods, materials, or equipment to Consultant, Consultant assumes complete liability and responsibility for those goods, materials, or equipment. Consultant agrees to pay for such tools or materials damaged by it or not otherwise accounted for to the District's satisfaction.
  
7. **Compliance with Applicable Laws.** The Services completed herein must meet the approval of the District and are subject to the District's general right of inspection to ensure they are satisfactorily completed. Consultant agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Consultant, the Services, Consultant's business, equipment, and personnel engaged in operations covered by the scope of this Agreement, or accruing out of the performance of such operations.
  
8. **Prevailing Wage and DIR Registration Requirement (If Applicable):**  
If the Scope of Work herein includes work that is subject to Prevailing Wage Requirements as established by the California Department of Industrial Relations ("DIR), then at all times while providing services under this Agreement, the Consultant or Consultant firm shall be registered with the Department of Industrial Relations pursuant to Labor Code §1725.5. Consultant firm is currently DIR registered with Registration Number of \_\_\_\_\_ with an expiration date of \_\_\_\_\_.
  
9. **Independent Consultant.** In the performance of this Agreement, Consultant shall at all times act as an independent Consultant. Consultant shall perform the Services and obligations under this Agreement according to the Consultant's own means and methods of work which shall be in the exclusive charge and under the control of Consultant, and which shall not be subject to control or supervision by the District except as to the scope or the results of the Work. Consultant understands and agrees that he/she/it and all of his/her/its employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant assumes the full responsibility for the acts or omissions of his/her/its employees or agents as they relate to the Services to be provided under this Agreement. Consultant is not authorized to make any representation, contract or commitment on behalf of the District.
  
10. **Termination.** The District may terminate this Agreement for cause upon Consultant's breach of any material provision herein, and, in that event may proceed with completion of the work in any commercially reasonable manner including hiring another Consultant and obtaining reimbursement from Consultant of any costs to the District resulting from such cover. The District may at its discretion deduct such extra costs and damages from any amounts owing to Consultant. If District's cost of completing Consultant's work exceeds the amount available for District to deduct, Consultant shall remit to District the balance owed to District. The District may terminate this Agreement for convenience in its sole discretion upon ten (10) Days written notice to Consultant. The Consultant

shall be entitled only to compensation earned up to the point of written notice of termination, in addition to reasonable demobilization costs and expenses, but shall not be compensated for any lost business opportunities or anticipated profit on the balance of work not performed.

- 11. Ownership of Intellectual Property.** The Services performed hereunder are work made for hire and District shall exclusively own, in perpetuity and worldwide, all rights to and flowing from the work, including any work product, performed under this Agreement. Consultant assigns to District any and all rights Consultant could have, may have, or does have, in the work or the work product performed under this Agreement, and District shall have all right, title, and interest in said matters, including the right to secure and maintain the copyright, trademark, or patent of said matters in the name of the District. Consultant consents to the use of Consultant's name in conjunction with the sale, use, performance, and distribution of said matters, for any purpose and in any medium.
- 12. Limitation of Liability.** The District's financial obligations under this Agreement are limited to the payment of the compensation provided in this Agreement and Attachment A (Scope of Work). Notwithstanding any other provision of this Agreement, in no event, shall the District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed.
- 13. Indemnity.** Consultant shall indemnify, defend, and hold the District, its Board of Trustees, officers, agents, employees, and volunteers harmless against any and all liability, claims, suits, demands, causes of action, damages, losses, injuries, and expenses, including reasonable attorneys' fees, whether actual or alleged, arising from all acts or omissions to act of Consultant or its officers, agents, employees, volunteers, and Sub-Consultants, including any claim that Consultant infringed a third-party patent or copyright or other intellectual property right, unless the liability or claims arise from the District's sole and active negligence or willful misconduct. The provisions of this section shall survive the termination or expiration of this Agreement. These Indemnification provisions are independent of and shall not in any way be limited by the Insurance requirements or Insurance limits of this Agreement.
- 14. Insurance Requirements.** Acceptance of this Agreement constitutes that Consultant understands and agrees it is not covered under District's general liability insurance and that Consultant agrees, during the full term of this Agreement, to maintain in force, at Consultant's sole expense, all necessary insurance for its officers, agents, and employees, including but not limited to general liability, errors and omissions, worker's compensation, disability, unemployment insurance, and any other legally required insurance. District approval of the Insurance contracts required by this Agreement does not in any way relieve the Consultant from monetary liability or defense/indemnification requirements under this section.

The Insurance obligations under this agreement shall be: 1—all the Insurance coverage and/or limits carried by or available to the Consultant; or 2—the minimum Insurance coverage requirements and/or limits shown in this Agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the District. No representation is made that the minimum Insurance requirements of this Agreement are sufficient to cover the obligations or liabilities of the Consultant under this Agreement.

Unless otherwise set forth in Attachment A, prior to commencing its work hereunder, Consultant shall provide District with proofs of such insurance and shall also supply District with a Certificates of Insurance naming the District as an Additional Insured along with an Additional Insured Endorsement. Consultant shall supply District with proof that Consultant is covered by the following insurance during term hereof:

- A. Commercial General Liability Insurance. (including Bodily Injury or Death and Property Damage) with a minimum limit of one million dollars (\$1,000,000) per occurrence, and an aggregate amount of two million dollars (\$2,000,000);
- B. Professional Liability Insurance. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than one million dollars (\$1,000,000) per occurrence or claim, \$2,000,000 aggregate.
- C. Cyber Liability Insurance. (If Applicable) Cyber Liability insurance with limits not less than one million dollars (\$1,000,000) per occurrence or claim/five million dollars (\$5,000,000) in the aggregate:  
Required: Yes  No
- D. Commercial Automobile Liability Insurance. (including owned, non-owned, and hired vehicles) with minimum limit of one million dollars (\$1,000,000) per occurrence.
- E. Workers' Compensation and Employers' Liability. Statutory limits required by law.
- F. Additional Insurance Requirements.
  - I. If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.
  - II. All insurance must be issued by an admitted insurance carrier (licensed to do business in the State of California), carrying a rating of not less than A-VII in the most current A.M. Best's Insurance Rating Guide – or otherwise acceptable to District.
  - III. Waiver of Subrogation. Consultant agrees that in the event of loss due to any perils for which it has agreed to provide Commercial General and Automobile Liability insurance, Consultant shall look solely to its insurance carrier(s) for recovery and grants a waiver of any right to subrogation which any such insurer of Consultant may acquire against the District by virtue of payments of any loss under this insurance.
  - IV. Additional Insureds. Insurance shall name San Jose-Evergreen Community College District and its Board of Trustees, officers, employees, agents, and volunteers as Additional Insureds under its Commercial General Liability policy.
    - i. The Additional Insured language in the Description of Operations box of the COI or the Endorsement must read: "San Jose Evergreen Community College District, its trustees, officers, agents, employees, and volunteers, individually and collectively, are named as Additional Insureds on General Liability policy as per attached endorsement."
    - ii. The Certificate Holder must read: San Jose Evergreen Community College District, 40 South Market St. San Jose, CA 95113.
  - V. Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days written notice to the District.

- 15. Protection of Confidential Information.** Consultant understands and acknowledges that during its performance of the Services, it or its employees may have access to private and confidential information in the District's possession, custody or control, including but not limited to private information regarding students, parents, guardians, faculty, donors, employees, staff, alumni, or other personnel data or information and other District related trade secrets, business plans, and other proprietary information ("Confidential Information"). This information may be protected by state and federal law. Consultant shall not disclose, copy, or modify any Confidential Information without the prior written consent of the District or unless otherwise required by law. Consultant will promptly notify the District if it becomes aware of any possible unauthorized disclosure or use of the Confidential Information. The provisions of this section shall survive the termination or expiration of this Agreement.
- 16. Disabled Accessibility and Electronic and Information Technologies.** Consultant hereby warrants that any goods or services, including any hardware or software products or services, to be provided under the Agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Consultant agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services, which is brought to its attention. Consultant further agrees to indemnify, defend, and hold harmless the District, the Chancellor's Office of the California Community Colleges, and any California community college using the Consultant's products or services from any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of the Agreement.
- 17. Non-Discrimination Endorsement.** Consultant and District mutually agree that they will comply with all applicable Federal and California state anti-discrimination laws and regulations and agree not to unlawfully discriminate against any prospective or active employee engaged in the work, or against any other person, on the basis of race, color, age, ancestry, national origin, sex, religious creed, marital status, or physical or mental disability, medical condition, genetic information, sex, gender, gender identity or expression, or sexual orientation or any other category protected by law, including but not limited to, the California Fair Employment and Housing Act, beginning with Labor Code Section 1410, and Labor Code Section 1735. In addition, Consultant agrees to require like compliance by all hired Sub-Consultants.
- 18. Provisions Required By Law Deemed Inserted.** Each provision of law and clause applicable to this Agreement, or required by law to be inserted in this Agreement, is deemed inserted herein and the Agreement shall be read and enforced as though the provisions are included herein.
- 19. Force Majeure.** The Consultant and District are excused from performance during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

- 20. Withholding.** The District shall not withhold, set aside or pay on Consultant's behalf any money for federal income tax, state income tax, social security tax, unemployment insurance, disability insurance or any other federal or state fund whatsoever. It shall be the sole responsibility of Consultant to account for, withhold and pay for all of the above. Consultant shall defend and indemnify the District against any claim or suit by the IRS, State Franchise Tax Board or other taxing agency which asserts that Consultant or the District failed to withhold or make necessary tax payments arising from Consultant's work hereunder. Provided, however, where Consultant is not a California resident, the District may withhold from its payments to Consultant such sums as are required by State laws and regulations, and remit that money to the State Franchise Tax Board, which sums shall thereafter not be owed by District to Consultant.
- 21. Changes or Alterations.** This Agreement shall constitute the entire agreement between the parties respecting the matters covered herein, and supersede any prior or contemporaneous written or oral promises or representations regarding these matters. This Agreement may not be modified or amended except by writing signed by the parties. No changes, alterations, change orders or increases in Consultant compensation, or other variations of any kind, shall occur without the written consent of appropriate authorized District personnel acting within their signatory authority as defined by Board Policy 6150. Consultant acknowledges that other District personnel are without authorization to either order extra and/or changed work, increase compensation, or waive contract requirements, and that Consultant proceeds with any extra work ordered by such unauthorized persons at its own risk, and shall not receive payment therefore.
- 22. Audit.** Consultant agrees that the District has the right to review, audit, and to copy any of Consultant's or Consultant's Sub-Consultants' records and supporting documentation pertaining to the performance of this Agreement. Consultant agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is required. Consultant agrees to allow the District access to these records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Consultant agrees to include a similar right of the District to audit records and interview staff in any subcontract or Subconsultant Agreement related to performance of this Agreement.
- 23. Advertising.** Consultant shall not use the name of the District, its officers, directors, employees, agents, or alumni in advertising, social marketing campaigns, publicity releases or otherwise without securing the prior written consent of the District in each instance.
- 24. Non-waiver.** The failure of the District or Consultant to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by the party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 25. Notice.** All Notices required or permitted to be given under this Agreement by either party to the other, shall be in writing and given, served, and received, if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, or sent by overnight delivery services, or facsimile transmission, email, addressed as follows:

**For the District:**

Name:	
Title:	
Address:	
City, State, Zip:	
Phone:	
Email:	

**For Consultant:**

Name:	
Title:	
Address:	
City, State, Zip:	
Phone:	
Email:	

- 26. Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.
- 27. Approval by District’s Board of Trustees.** Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against the District unless and until District’s Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.
- 28. Conflict of Interest and Prohibited Interests.** No officer, employee, or any other agent of the District authorized in any capacity on behalf of the District to exercise any fiduciary, executive, or other similar functions, shall be allowed to possess or accept, directly or indirectly, or in any part thereof, any financial interest in any contract, bid or other procurement activity of the District. Additionally, no officer, employee, or any other agent of the District similarly authorized, shall be allowed to possess or accept any form of gift, payment, undue advantage or influence, directly or indirectly, or in any part thereof. The District reserves the right, before any Agreement or procurement award is made, to require an affidavit from the Consultant to disclaim in writing any conflict of interest. Furthermore, the District reserves the right to terminate this Agreement if any such conflict is later discovered.
- 29. Governing Law; Venue.** This Agreement shall be governed and interpreted in accordance with the laws of the State of California. Any legal proceedings brought to interpret or enforce the terms of this Agreement, shall be brought in the Superior Court of the County of Santa Clara, and such action to be stayed by the Court pending contractual Mediation/Arbitration.
- 30. Disputes.** Except in the event of the District’s failure to make earned and undisputed payments to Consultant, if the District and Consultant have a dispute, each will continue to perform its respective obligations, including Consultant’s duty to provide and perform the Services, during all attempts to resolve the dispute.



- 31. Mediation; Arbitration; Prevailing Party Attorney Fees.** The Parties agree that if any dispute or controversy arises between them in any way arising out of, related to, or connected with this Agreement or its subject matter, they will participate in good faith in Mediation and agree to equally share all Mediator fees. If the Parties are unable to resolve the dispute or controversy through Mediation, the Parties agree to submit the pending dispute or controversy to final and binding Arbitration to be held in Santa Clara County, California, and to be governed by JAMS. By agreeing to this binding Arbitration provision, the Parties understand that they are waiving certain rights and protections which may otherwise be available if a claim were determined by litigation in court, including, without limitation, the right to seek or obtain certain types of damages precluded by this arbitration provision, the right to a jury trial, certain rights of appeal, the right bring a claim as a class member in any purported class or representative proceeding; and a right to invoke formal rules of procedure and evidence. The prevailing party shall be awarded all reasonable attorneys' fees incurred in good faith, expert witness fees, and other litigation expenses, expended or incurred in such arbitration or litigation, including Arbitration fees and Arbitrator compensation. The provisions of this section will apply during the term of this Agreement and survive after the termination or expiration of this Agreement.
- 32. Successors; No Assignment.** This Agreement and all terms hereof are binding upon and inure to the benefit of the respective successors of Consultant and the District. Neither Consultant nor District may assign rights or obligations of this Agreement without the prior written consent of the other, which may be withheld or granted in sole discretion of the Party requested to grant consent.
- 33. Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
- 34. Entire Agreement.** This Agreement, Attachment A (Scope of Work) and any attachments, constitute the sole entire Agreement and understanding between the District and Consultant concerning their subject matter. It replaces and supersedes all prior agreements or negotiations, whether written or verbal. It may not be modified except in a writing signed by the District and Consultant.
- 35. Time of Performance.** Time is of the essence and Consultant shall perform the Services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.
- 36. Payment Terms.** Unless specified otherwise in this section, payment terms are Net 30 days, computed either from date of delivery and acceptance of contracted services or from the date of receipt of correct and proper invoices prepared in accordance with the terms of this Agreement whichever date is later. Invoices must be sent via email to the email address checked below:  
accounts.payable@sjeccd.edu   
bond.invoices@sjeccd.edu
- 37. Other Conditions.** Payments to Consultant pursuant to this Agreement shall be reported by Consultant to Federal and State taxing authorities as required by law.

**38. Warranty.** Consultant warrants that it shall provide all services required hereunder in a reasonable and competent fashion which meets or exceeds any and all applicable industry standards for such work. Consultant agrees that District's payment obligation hereunder is conditioned on Consultant's completion of all of its work unless otherwise specified hereunder. District's remedies for breach of warranty shall include any and all remedies under law including without limitation, covering and suing for damages, and equitable relief.

Notwithstanding any other provision herein, Consultant's warranty obligations shall survive termination of this Agreement.

**39. Entire Agreement.** This Agreement, Attachment A (Scope of Work) and any attachments, constitute the sole entire Agreement and understanding between the District and Consultant. It replaces and supersedes all prior agreements or negotiations, whether written or verbal. It may not be modified except in a writing signed by the District and Consultant.

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**IN WITNESS HEREOF**, the District and Consultant have executed this Agreement as of the dates set forth below.

<b>FOR DISTRICT:</b>	<b>FOR CONSULTANT:</b>
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

<b>*APPROVED Re: Form &amp; Legality</b>
By:
Date:

\*MUST BE SIGNED BY THE DISTRICT IF MODIFICATIONS MADE TO THIS AGREEMENT.

*District Use Only:*

**Required Information** (Completed by initiating College/District Department)

District Agreement Originator:	
Manager/Dean/Budget Officer Approval:	
GL Account:	
Requisition Number:	

**ATTACHMENT A – SCOPE OF WORK**

Consultant [Legal Name]:	
Address, City, State, Zip:	
Primary Contact Name:	
Primary Contact Phone:	
Primary Contact Email:	

District/Department Primary Contact Name:	
Primary Contact Phone:	
Primary Contact Email:	

**CONTRACT PERIOD:**

Start Date:	End Date:
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**RESPONSIBILITIES OF CONSULTANT, CONTRACT OBJECTIVES AND DELIVERABLES:**

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**RESPONSIBILITIES OF THE DISTRICT:**

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**Rate of Payment:**

\$\_\_\_\_\_ per: [Hour  Day  Month  Annually  Project  Other, specify \_\_\_\_\_