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SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:
1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Lynda Hornada / _____ / 12/7/2021
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Nexplore

403 NE 2nd Ave Hallendale Beach, FL 33009
Address / City / State / Zip

954-323-7881 ext 1 _____ 786-768-6111
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: Nexplore will provide afterschool enrichment classes for Garfield students from January to May 2022.

LOCATION OF SERVICES: Garfield Elementary School

DATE(S) OF SERVICE: January 3 to May 20, 2022

ESTIMATED COST: 17, 250 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Nexplore Afterschool Enrichment - Zumba, Martial Arts, Sports and Spanish

BUDGET NUMBER: 010-5800-0888-1110-1000-002-02-001 (Achieve Access, Other Services) (or ASB funds____)

Administrator/Program Manager Approval:
Lynda Hornada / DocuSigned by: [signature] / Date: 12/7/2021
Print Name / Signature

Consultant/Contractor:
Dori Larea / DocuSigned by: Dori Larea / Date: 12/7/2021
Print Name / Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: _____Fingerprinting ___TB
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ____Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
____Originating Department ____Human Resources ____Purchasing Department

REVISED 4-16-14 RA/RM/vkc