

SLVUSD Charter School Business Contracts Process

Business, or Contract Service Agreements, are used when we hire a business or facility (South Street, Camp Joy, Pacific Edge, SLV Swim Center, etc).

Follow these steps:

1. Contact the Charter Office to let us know which business you plan to hire. Fill out the Contract Business Request Form. You will need the following information about the business:
 - a. Contractor/Business Name
 - b. Address
 - c. Phone:
 - d. Fax:
 - e. Email:
 - f. Federal Tax ID # or Social Security #
 - g. Proof of Liability Insurance with SLVUSD named as an additional insured.
 - h. Subject/Activity
 - i. Program to serve
 - j. Intended rate of pay.
2. Get the Contract Service Agreement from the Charter Office.
3. Have the business sign the contract.
4. Return the contract to the Charter Office.
5. The charter Office will make a PO for the service and send both documents to the DO for approval.
6. The Charter Office will notify you when the PO is available.

The district office requires the contractor to provide a certificate of insurance naming the District as an additional insured with a minimum limit of \$1,000,000 of general liability insurance coverage. (Please see Item #25 of the Contract Service Agreement). Proof of insurance must be presented with the signed contract that we send to the district office for approval.

Businesses will not be paid until all these steps are complete.