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30-001496
WHITE - Purchasing
CANARY - Cluster Administration
PINK - Finance
GOLDENROD - Original



Dallas Independent School District
SERVICE CONTRACT FORM
P1-C

DATE ORIGINATED: _____

To: Academic Services <small>NAME OF DEPARTMENT/TECHNICAL SUBMITTING THIS FORM</small>		Box No. 5	NAME OF CONTRACTING PARTY: University of Pittsburgh Institute for Learning					
SEE CONTRACT REQUIREMENTS AND INSTRUCTIONS FOR COMPLETING THIS FORM ON THE BACK			ADDRESS OF CONTRACTING PARTY: 3939 O'hara St. LPDC Rm. 31 Pittsburgh, PA 15260					
BUDGET LINE ITEM NUMBER	FUND	FUNC	OBJECT	SUB	ORG	PFDG	SOCIAL SECURITY NO. OR TAX I.D.: 25-0965591	TELEPHONE NO. 412.621.183
							W.B.E. _____	M.B.E. _____

DESCRIPTION OF SERVICES TO BE RENDERED:
(BE SPECIFIC)

The Institute for Learning (IFL) will continue with the strategic plan to achieve excellence, equity and accountability for everyone within the District. As part of this comprehensive reform effort our goal together is to ensure that every student in Dallas ISD is college and workforce ready. This plan for 2008-2010 will focus on four core elements: Disciplinary Literacy, Professional training for teachers and coaches, Organizational development for principals and supervisors that change practices of schools and systems.

Beginning Contract Date **July 1, 2008**
Ending Contract Date **June 30, 2010**

PAYMENT INFORMATION: (Rate of Pay, Travel, Expenses, etc.):

(ATTACH COPY OF CONTRACT IF NECESSARY)

APPROVAL SIGNATURES		ATTORNEY	
<small>TRINORAL ADMINISTRATIVE DEPARTMENT HEAD</small> <i>Kenita Berry</i> <small>4/12</small> 5-21-09	DATE	<small>TOTAL AMOUNT OF CONTRACT:</small> not to exceed 713,150	<small>CONTRACT PARTY (if this form is used as contract)</small> <i>[Signature]</i>
<small>ASSOCIATE SUPERINTENDENT</small> <i>Denise Cole</i> 5-21-09	DATE	<i>* Refer to negotiated agreement for terms</i>	
<small>DEPUTY SUPERINTENDENT</small> 	DATE		
<small>SUPERINTENDENT</small> 	DATE		
<small>BOARD PRESIDENT</small> 	DATE	<small>INCURRED BY</small> 	DATE

While this form may serve as the contract document the District is not obligated to honor the terms and conditions of this agreement until a Purchase Order is issued.

CONTRACT REQUIREMENTS AND INSTRUCTIONS FOR FILLING OUT FORM P1-C

GENERAL INFORMATION:

- Form P1-C is to be used for all service contracts including consulting agreements.
- This form can be used to document all terms and conditions of a contract, therefore, additional documents need not be attached unless necessary. The District is not obligated to honor the terms and conditions of the agreement until a valid purchase order is issued.
- The parties to the contract agree to permit the District to terminate the agreement if funds are not appropriated or otherwise unavailable.
- Compensation will be prorated in the event of termination of the service contract prior to the expiration date.
- The service contract can be terminated by either party during its term by giving thirty (30) days written notice.
- The contract will be governed by the laws of the State of Texas.
- The contract party, by signing this service contract, certifies that he/she or the "Company" does not have a conflict of interest relative to the services to be rendered on behalf of the District. The party further understands that he/she or the Company is serving as a fiduciary of the Dallas Independent School District and hereby agrees that he/she will not divulge any proprietary or confidential information to any person without written authorization from the Dallas Independent School District.
- The service contract does not bind the District to indemnify or hold harmless the contracting party.
- Claims and disputes associated with the contract will not be resolved by arbitration or dispute resolution.
- The contracting party agrees not to require the District to pay taxes.
- The contracting party by signing the P1-C agrees with the above requirements.

NOTE: If this form is not being used to document all terms and conditions of the contract the above information must be included in the attached contract document.

FILLING IN THE BLANKS:

1. Beside "To" place the name of the department that will ultimately process the requisition and its Box Number.
2. Beside "Date Originated" place the date submitted by the originator for approval.
3. Beside "Name of Contracting Party" place the full name of the person or company the District is contracting with to perform services.
4. Beside "Address of Contracting Party" place the mailing address of contracting party including "state" and "zip code."
5. Beside "Social Security No. or Tax ID" place the social security or business tax identification number of the contracting party.
6. Beside "Telephone No." place the telephone number of the contracting party.
7. Indicate whether or not the contracting party is a Woman Business Enterprise (WBE) or Minority Business Enterprise (MBE) by placing a check mark in the appropriate space.
8. In the "Budget Line Item No." blocks, place the appropriate budget line item number for items or services listed.
9. In the spaces provided for "Description Of Services To Be Rendered" indicate specifically what contract services will be provided. The deliverables from this service should also be clearly indicated.
10. Beside "Beginning Contract Date" place the date contract will begin.
11. Beside "Ending Contract Date" place the last day of the contract.
12. In the spaces provided for "Payment Information" indicate what will be included in contract costs such as rate of pay, travel, etc. Also provide payment terms such as what intervals billings will be received etc.
13. Attach contract document if this form is not being used as the contract or if additional information is necessary.
14. "Approval Signatures" are required as follows:

- | | |
|--|---|
| <ul style="list-style-type: none"> A. \$1 to \$500 B. \$501 to \$50,000 C. \$50,001 and Above | Director, Executives, Executive Managers, Directors or Principals
Associate Superintendents or Assistant Superintendents and General
Superintendent or designee
Board President and attested by Board Secretary following Board
approval. |
|--|---|

No school or department shall enter into a service contract above \$50,000 or which in the aggregate exceeds \$50,000 without prior Board approval.

NOTE: If this form is not being used as the contract, approval signatures are required on the attached contract document.

16. The school attorney must sign in the space provided for "Attorney" indicating that the contract has been reviewed. Attorney signature must be obtained prior to submission to Purchasing.
18. Contract party must sign if P1-C is contract document.
17. "Encumbered by" indicates the person and date funds for the contract were encumbered by Purchasing.

** Refer to negotiated agreement
for terms*

