



Submitting Contracts

1. Complete your Contract Checklist



BUFFALO PUBLIC SCHOOLS CONTRACT CHECKLIST
MUST COMPLETE PRIOR TO CONTRACT SUBMISSION TO BPSCONTRACTS@BUFFALOSCHOOLS.ORG

Please read & understand the instructions in the document library that go along with this contract checklist & ensure that you have worked with the Director of Purchase/Purchase Dept. in advance of selecting any contractor.

Information and Approver List	Where applicable:	Enter Here:
Vendor Name	Always	
Vendor Number	Always	
One sentence explanation of contract	Always	
Contract Program or Department	Always	
Contract Service Location	Always	
Contract Date Range	Always	mm/dd/yy – mm/dd/yy
Contract amount (list for each fiscal year of this contract)	Always	5
Estimated total payments to vendor this fiscal year, including this contract and all other contracts/purchases	If the total exceeds \$10,000, you may simply write ">\$10,000"	5
Funding source (fund number)	Always	
Was this contract previously rejected?	Enter "No" or list reason	
Has a requisition been created?	Always	Requisition #
*** ENTER REQUISITION BUT DO NOT RELEASE REQUISITION UNTIL A FULLY EXECUTED CONTRACT IS ATTACHED ***		
List the Approvers and signers		List name and e-mail address below
1) Contract Owner (BPS employee)	Approve - Always	
2) Office of Shared Accountability	Approve - Except for non-instructional services (i.e. plant, prof dev, & finance)	Dr. Genelle Morris emorris@buffaloschools.org
3) Claims Auditor	Approve - Always	Richard Fanton rfanton@buffaloschools.org
4) Vendor (include e-mail address)	Sign - Always	
5) General Counsel	Sign - Approve as to form - All	Nathaniel Kuzma legal-contracts@buffaloschools.org
6) Division Head	Approve - Always	
7) Grant Manager	Approve - Grants only	
8) Grant Administrator	Approve - Grants only	
9) Cabinet Member	Approve - Always	
10) Chief Financial Officer	Approve - Always	Geoffrey F. Pritchard gpritchard@buffaloschools.org
11) Chief of Staff	Approve - Always	Darren Brown dbrown@buffaloschools.org
12) Superintendent	Sign - Always	Dr. Koriec Cash kriner.cash-contracts@buffaloschools.org
13) Board President	Sign - When Annual Spend w/ Vendor > \$10K	Dr. Barbara Seals Nevegold banevegold-contract@buffaloschools.org
Required contract documentation:	Where applicable:	YES or NO or N/A:
Is Board approval attached?	If annual spend with vendor > \$10,000	
Is contract attached?	Always	
Is BPS RFP or bid attached?	If RFP or bid was issued. RFP/bid #	
Is the original vendor proposal (e.g. RFP response or vendor quote) attached, including any updates or revisions?	Always. Include full RFP response from vendor if RFP was issued. CONTRACT MUST HAVE COST BASIS.	

- The first page of the contract package will be the **Contract Checklist** which includes a listing of all approvers and signers, and outlines all of the documents that are required to be included in the contract.
- The most current checklist and contract templates are found in the **Document Library > Policies & Procedures > Legal Department**
- The Contract Checklist is designed to be “Self-Guided”



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- While it is advisable to start drafting the contract and gathering the required attachments early in the process, it is important to ensure that the formal bidding, RFP, or informal quotation process is completed and approved by the Purchase Department, and that any necessary Board approval is obtained, before submitting a contract for approval.
- Review the [Top 5 Reasons Contracts Get Rejected](#) memo ([Document Library > Policies & Procedures > Legal](#)) for tips on how to ensure the contract gets approved without delays. Most delays can be traced back to mistakes or missing information that cause the contract approval process to restart.



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- Submit the checklist, contract, and all necessary attachments listed on the checklist to bpscontracts@buffaloschools.org with the vendor's name and your department as the subject.
- Once the contract document has been received and uploaded by the Purchase Department, each approver and signer will receive an e-mail from **Adobe Sign** when it is their turn to approve or sign.
- The Purchase Department will also send a share link to the contract owner so that they can track the progress. See [Contract Approval Instructions](#) ([Document Library](#) > [Policies & Procedures](#) > [Legal](#)) for more details on how the Adobe Sign process works.