



This form can be submitted electronically or by fax at 305-995-1412
[THIS FORM MUST BE SUBMITTED WITH YOUR REQUEST]

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ATTORNEY'S OFFICE

CONTRACT INTAKE & TRANSMITTAL FORM

The School Board Attorney's Office will review the contract/agreement as to form and legality. You are responsible for reading the contract and ensuring that the business and/or program terms and conditions of the contract/agreement are clear, accurate, complete, and will satisfy your business and/or program needs.

CONTRACT DESCRIPTION:

Type of Contract:

Service Agreement, Lease Agreement, License Agreement, Affiliate Agreement or Other (please specify)

Purpose:

School/Location of Activities:

Funds have been identified for these services under Shopping Cart Number: _____

DEPARTMENT/DIVISION INITIATING CONTRACT:

Name and Title:

Department/Division:

Phone Number:

_____ E-mail: _____

CONTRACTOR/VENDOR/OTHER PARTY:

Company's Name:

Contact Person and Title:

Phone Number:

_____ E-mail: _____

Has MDCSB entered into a similar contract with this company before? Yes No

Is this the renewal of an existing contract? Yes No
(If yes, attach a copy of the previous contract. If this is a renewal, extension or amendment to a contract, attach the underlying contract and any previous renewal or amendments, etc.)

DEADLINE:

Date by which contract needs to be reviewed: _____

PROCUREMENT AUTHORITY:

Three (3) Quotes Obtained

OR

Professional Services Contract Committee (*attach Minutes*)

AND

Board Approval (*attach Agenda Item*)

Exemption Pursuant to Florida Statutes (*Superintendent authorized to sign contracts up to \$50,000.00 without Board approval*)

Other (*state reason*): _____

OTHER INFORMATION:

• Term: _____
(Beginning/ending dates for initial term)

• Is an electronic copy of the contract available? Yes No
(If available, please send to _____)

• Would you like to discuss this contract with Legal Counsel: Yes No

• Business/Program Terms: _____

I or my designee have read the attached Agreement (including all attachments and exhibits), and the contract is an accurate and complete representation of the business/program terms and conditions. (If you are submitting this form electronically, please type your name in the signature field.)

Contract Originator's Signature

Date