

TEACH Public Schools – Contract Approval Process Guide

Effective Date: August 25, 2025

Based on TEACH Fiscal Policy (Board Approved May 27, 2025)

1. Overview

This guide outlines the step-by-step process for initiating, reviewing, and approving contracts for TEACH Public Schools. It explains document submission requirements, approval thresholds, vendor compliance steps, debarment checks, and anticipated turnaround times.

2. Contract vs. Purchase

Before starting the process, determine whether your request qualifies as a ****purchase**** or a ****contract****:

- ****Contract**** → An ongoing service, recurring subscription, or agreement with deliverables and payment terms.
Examples: janitorial services, annual curriculum platforms, software subscriptions.
- ****Purchase**** → A one-time expense for goods or materials.
Examples: classroom books, supplies, furniture.

If unsure, contact the DBSA for guidance.

3. Contracts ≤ \$50,000

****Step 1 — Submit Documents (Principal/Requestor)****

- Complete the Contract Approval Template.
- Attach all required documents: W-9, insurance certificates, licensing, etc.
- Email the package to the DBSA.

****Step 2 — DBSA Review (1–2 business days)****

- Verify budget alignment, required documentation, and policy compliance.
- Determine if competitive bid documentation is required ($\geq \$25,000$).

****Step 3 — Debarment Check (1 business day)****

- DBSA completes SAM.gov vendor verification.
- DBSA logs results and emails confirmation to the requester.

****Step 4 — Approval & Execution (1–2 business days)****

- ED or DBSA signs the contract if complete.
- Final signed copy is sent to the vendor.

4. Contracts > \$50,000

****Step 1 — Submit Documents (Principal/Requestor)****

- Submit the completed Contract Approval Template and required supporting

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documentation to the DBSA.

****Step 2 — DBSA Prepares Board Packet (3–5 business days)****

- DBSA compiles the contract, debarment check results, competitive bids, and supporting documents.
- Submits packet for placement on the Board agenda.

****Step 3 — Board Approval (Next Board Meeting)****

- The Board reviews, discloses any conflicts of interest, and votes to approve.

****Step 4 — Execution (1–2 business days)****

- Upon Board approval, ED or DBSA signs the contract.
- Finalized contract is returned to the vendor.

5. Debarment Check Process

- Required for ****all contracts**** regardless of dollar amount.
- Initiated ****after the Contract Approval Template**** and supporting documents are received.
- DBSA conducts the SAM.gov check and records:
 - Date of verification
 - Results (pass/fail)
 - Vendor name and contract reference
- Turnaround: typically ****1 business day****.
- DBSA confirms completion by email.

6. Conflict of Interest

- ****For contracts ≤ \$50,000****: Conflict disclosures are handled internally by ED/DBSA; the Board is ****not**** involved.
- ****For contracts > \$50,000****: If the Board approves the contract, members must disclose any conflicts ****before voting****.

7. Expected Turnaround Times

Step	Responsible Party	Estimated Turnaround
Submit Documents	Principal / Requestor	Same day
Initial DBSA Review	DBSA	1–2 business days
Debarment Check	DBSA	1 business day
ED/DBSA Approval	ED / DBSA	1–2 business days
Board Review (if needed)	Board	Next scheduled meeting
Final Execution	ED / DBSA	1–2 business days