



"No Child Left Behind makes history in American education
and builds futures for America's students."

Rod Paige, U.S. Secretary of Education

CONTRACT REQUIREMENTS FOR CONSULTING AGREEMENTS TITLE I

In order to serve you better we need your help in completing these questions when in need of a Consultant Agreement.

1. The name of individual or company who will be providing service_____.
2. Has this person or company done business with the District before? Y ___ N___.
3. If **not** we need a Tax ID # _____ or Social Security #_____
4. If **not** they will also need to fill out the attached W-9 form in order to be paid.
5. The date of this agreement_____.
6. The date(s) the service is to begin_____ and end_____.
7. Location where the services are to take place (School, Tesla etc.)_____
8. Anticipated hours to complete_____
9. What is the need for this consultant to come to the District?_____

10. Describe in detail what the presenter will be covering in presentation. (If presenter has an agenda or itinerary that helps)

11. How will this service be provided (small groups, individual training, person to person, group size)? _____

12. Group goals to be accomplished _____

13. What supplies or equipment will the presenter need in order to perform their given task? _____

14. Does the room need to be set up a certain way? If so in which way?

15. Form of payment:

- a. Hourly Rate of _____ estimated hours per day _____
- b. Daily Rate of _____ estimated hours per day _____
- c. Flat Rate of _____ (To include other expenses)
- d. Other Expenses: Hotel _____ Meals _____ Travel _____
Car Rental _____ Airport Parking _____ Taxi _____
- e. Contract not to exceed \$ _____.

16. What chart field or account number is this contract to be charged to? _____

MANDATORY, IN ORDER TO PROCESS PAYMENT WE DO NEED AN INVOICE FROM THE INDIVIUDAL OR COMPANY WHO IS PROVIDING SERVICES.

17. Name of contact person to ask further questions _____

18. Phone number of contact person _____

If you have any questions please feel free to contact the Title I office at 520-2422.

Please return to the Title I Office Thank You.