



***What happened to the Professional Services Agreement and why are we using the Purchase Agreement?***

The Professional Services Agreement (or “PSA”) was originally developed to specifically address professional services, such as legal, auditing, financial, and other like services. These services have their own specific rules and regulations, which require additional oversight. However, due to the lack of other purchasing document, the PSA was then utilized for all purchases, which created confusion among suppliers and required manual contract modifications to adjust to fit services. The Purchase Agreement was developed to be sufficient for all applicable purchases, hence removing the need for a specific agreement for professional services.

***When do I need to use the Purchase Agreement?***

The purchase agreement is to be used for applicable purchases. Circumstances in which the purchase agreement ***does not*** need to be used are as follows:

- Services for public works;
- Maintenance services;
- The purchase of goods where the use of competitive quotes are sufficient;
- An active agreement exists that covers the term of the services;
- A cooperative contract covers the scope of the services.

***What is the contract number?***

The contract number is the number assigned to the contract during your internal process. If you do not have one or you will not receive a contract number, simply put “N/A”.

***Do I have to worry about the highlighted portions or formatting?***

No. Once the requisite information is completed, please submit to contracts management services and a finalized version with updated formatting will be forwarded to you to route for signature.

***Has the signature process changed?***

No. The purchase agreement is to be signed in the same manner as all other contracts; please refer to Administrative Regulation 6150 for the applicable signer for your contract.

***What do I do with all the highlighted portions? Why is the document locked?***

The document is locked to ensure that there are no blank templates that float around to be potentially misused against the district. The highlighted portions are instructive in purpose and will be removed once the draft word version of the purchase agreement is sent to Contracts Management Services for review.

***What do I need to submit to Contracts Management Services for review?***

It depends on your purchase. Generally, you will only need to submit a draft Purchase Agreement – you can download the latest template on the Contracts Management Services intranet page, complete the draft Purchase Agreement, and send a copy to Contract Management Services. If you are purchasing any ITS related purchase, such as software, audio/visual equipment, Software as a Service, etc., please submit a VPAT (or VPAT approval from ITS), as well as a completed Appendix A Schedule of Data, along with your draft Purchase Agreement. A finalized Purchase Agreement in pdf form will be returned to you.

***Does this replace all the other documents or processes needed for a purchase requisition?***

No. You are still required to provide all applicable documentation that is required for a purchase requisition. This may include, but not limited to: a certificate of insurance, GASB SBITA form, valid quote, etc. You are also still required to complete all other processes, including getting Human Resources approval for the hiring of an individual as an independent contractor.

***I have more questions; who can I contact?***

You can reach out to the Contracts Management Services team either by email at [contracts@rscdd.edu](mailto:contracts@rscdd.edu) or via phone at 714-480-7586.