



## California County Superintendents Educational Services Association

*Promoting, influencing, and advocating for high-quality education.*

### CCSESA Contract Request

#### **Directions:**

CCSESA Steering Committees and their respective subcommittees are required to request approval by the CCSESA Executive Director for all contractual obligations. The Committee Chair should complete this form to state the request and provide the necessary information for the CCSESA staff to develop a formal agreement. All contracts must be signed by the CCSESA Executive Director and must name CCSESA as the contracting entity.

**No Committee may authorize a person to begin work as an independent contractor until a signed agreement has been executed and the appropriate documentation has been submitted.**

For expense reimbursements such as travel stipends, mileage, or conference chair costs, please have your Treasurer submit a [Non-Staff Expense Reimbursement Request Form](#) or [Payment Request Form](#) as appropriate.

#### **When to use this Form:**

- Any independent contractor work that the Committee is seeking (i.e., event speakers, editors for publications, technical work such as web development, publishers, researchers, etc.).
- An independent contractor is defined as follows:
  - A person, company or corporation who is not an employee of CCSESA;
  - Independent contractors do not earn any rights, benefits, or protection that accrue to the employees of CCSESA;
  - Is hired to provide services to the Committee for a specific period of time or to provide a specific product.
- **HOTEL CONTRACTS:**
  - For events that include a room block (reserved number of guest rooms) committee should contact Derrick Guzman, Helms Briscoe, to perform the research and negotiate hotel contracts. He can be reached at (415) 312-4629 or [dguzman@helmsbriscoe.com](mailto:dguzman@helmsbriscoe.com). Committees should not make contact with specific hotels directly without speaking with Derrick first.
  - The Committee will work with Derrick Guzman on a hotel agreement for events at a hotel. Committees need to provide this form as well as the hotel agreement, in order for CCSESA to sign and finalize the agreement. Please note, the Committee is financially liable for the total value and associated fees of the hotel agreement in both the case of the event being held, or in an unforeseen cancellation.

#### **Other Required Documentation:**

- Independent Contractors must complete and sign a W-9 form to be submitted with this request. Omitting the W-9 form with the contract request will be allowed by exception only; check with the CCSESA office if you have trouble obtaining the form.

#### **TIMEFRAME FOR SUBMITTING REQUEST:**

Ideally, requests for contracts should arrive at the CCSESA office at least 60 days prior to the start of the contract so that CCSESA Staff can draft the agreement. At least 2 weeks should be allowed for CCSESA staff to review and approve the final agreement.



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The following information must be submitted by the Steering Committee Chair.

<b>Committee Requesting the Contract &amp; Main Contact:</b>	
<b>Name of Contractor:</b>	
<b>Business Entity (the agency/entity that is filing the W-9 for this agreement)</b>	
<b>Address, phone, email for Contractor:</b>	
<b>Purpose of the Contract:</b>	
<b>Briefly State Qualifications of Contractor (why did you select this Contractor):</b>	
<b>Funding Source for the Contract: <i>Be sure to inform the Committee Treasurer of this obligation prior to submitting</i></b>	Committee has budgeted for this expense Committee will raise funds to cover the expense (i.e., event, publications sales, etc). State the means of fundraising: Committee has approved the use of reserve funds Other (please specify):
<b>Contract Term:</b>	
<b>Scope of Work (briefly describe the work expected):</b>	
<b>Contractor Obligations (describe in detail the work that the contractor will be required to complete):</b>	
<b>Fee Schedule</b>	
➤ <b>Total fees over term of Contract:</b>	
➤ <b>Payment plan: include requirements for payment (report of work completed, Certain obligations met, etc.)</b>	
➤ <b>Invoices will be sent for approval to:</b>	<i>Committee Chair who will then send the invoice to the Treasurer for processing.</i>
➤ <b>Are other expenses (i.e., travel) covered in addition to the total fees for services? Up to what amount?</b>	<i>If yes, CCSESA reimbursement template must be used.</i>



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<b>Termination – does the Committee require more than 30 days notice in the event that either party terminates the contract?</b>	
<b>Requested date for Contract Execution:</b>	

*By signing below, the Steering Committee Chair certifies that this person/company is an independent contractor and not an employee of CCSESA. In addition, work for this project will not commence until the contract is signed by both the CCSESA Executive Director and the Independent Contractor.*

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**Date**

**Signature of Sub-Committee Chair  
or  
Conference  
Chair  
(required)**

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**Date**

**Signature of Steering Committee Treasurer (if applicable)**

**Submit your Request:**

Return this completed form and the completed W-9 form to **Tiffanie Floyd**, via email to **[tfloyd@ccsesa.org](mailto:tfloyd@ccsesa.org)**. If you have any questions, contact Tiffanie directly at (916) 446-3095.