



Responsible: Purchasing Department

PURPOSE

This Administrative Procedure is for the use of Washoe County School District's (District) Contract Review with NO Exchange of Money Form (AF 3327) for the review and approval of contracts (e.g., agreements, memorandums, End User License Agreements (EULA), Privacy Policies, Terms of Service, and other legally binding documents) where there is no money exchanged between an entity or entities and the District.

PROCEDURE

1. Step One – "THIS TOP SECTION, INCLUDING OBTAINING ALL REQUIRED APPROVALS, IS TO BE COMPLETED BY THE INDIVIDUAL SUBMITTING FOR REVIEW"
 - a. For contracts that do not require an exchange of funds between an entity or entities and the District, the individual submitting for review (Requestor) and approval shall complete the AF 3327 with the following information:
 - i. Today's Date: *(date the form was initiated by the Requestor)*
 - ii. Requested Completion of Review Date:
 - iii. Name & Title of Individual Submitting for Review:
 - iv. School or Department Name:
 - v. Phone #:
 - vi. Contract/Document Title:
 - vii. Contract Term Dates: _____ to _____
 - viii. Description of Services (required) with name of Vendor/Contractor and other important information:
 - ix. WCSD Requestor (Employee) Public Disclosure Form (Pages 2 and 3) required completed and signed):
2. Step Two – "REQUIRED APPROVALS SIGNATURES (ONLY CERTIFIED DIGITAL SIGNATURES WILL BE ACCEPTED)"
 - a. The following approvals and signatures are required prior to submitting the contract to the appropriate legal counsel as instructed below (Step Two (b)).
 - i. Principal (for schools) or Department Head (for depts):
 - ii. Other Dept. (if applicable) (i.e., Curriculum, Assessment, etc.):
 - iii. Associate Chief (required for schools):
 - iv. Chief Officer (required for departments):

- v. Chief IT Officer (if applicable for software license agreements):
 - b. Upon completion of the AF 3327's TOP SECTION, the Requestor is to email the AF 3327, the contract, and the completed and signed WCSD Requestor (Employee) Public Disclosure Form (Pages 2 and 3), to one of the following corresponding legal offices:
 - Office of General Counsel (for non-grant related reviews) via email to Breanne Read at: bread@washoeschools.net
 - Grants Department (for grant related reviews) via email to grants@washoeschools.net
 - c. Only certified digital signatures will be accepted on AF 3327. Forms signed in longhand will be returned to the Requestor who submitted the documents for review.
3. Step Three – “THIS SECTION TO BE COMPLETED BY THE OFFICE OF GENERAL COUNSEL OR GRANTS LEGAL COUNSEL”
- a. The Requestor will be responsible for emailing the AF 3327, and all submitted documentation to either the Office of the General Counsel or Grants Department Legal Counsel (Counsel) which will review and notate the following:
 - i. Whether or not a “Parent/Guardian Consent or Waiver” form is required.
 - ❖ If yes, the Requestor will be responsible for obtaining a copy of the District’s “Parent/Guardian Consent or Waiver” form and process accordingly.
 - ii. Counsel will note their findings in the “Counsel’s Comments/Concerns” section which may include acknowledgement and additional review/approval from the Purchasing Department (this is “At Counsel’s request:”). Should this happen, the Purchasing Department will be responsible for providing additional review prior to returning the form and supporting documentation to the requesting Counsel for consideration.
 - ❖ For the additional review actions to be taken by the Purchasing Department, refer to Step Three of procedure PUR-326 Contract Review with Exchange of Money.
 - iii. Counsel will approve “as to form,” date, digitally sign, and return the review form (with any other related documents) and the contract to the Requestor with instructions to email all documents to the Purchasing Department at: purchasing@washoeschools.net and request signature by the Director of Procurement & Contracts; **OR**
 - iv. Counsel will mark the form as “Re-Draft” and return the form to the Requestor requested the review for additional actions.

- ❖ If a “Re-Draft” is requested by Counsel, the Requestor is responsible for having the contract revised. The revised contract, and any other supporting documentation (e.g., email communications) must be resubmitted to the requesting Counsel for review and approval.
- ❖ If the “Re-Draft” is approved by Counsel, they will complete the “Date Re-Draft Approved” field, digitally sign, and return the form (with any other related documents) and the contract to the Requestor with instructions to email all documents to the Purchasing Department (refer to 3(a)(iv) for email) and request signature by the Director of Procurement & Contracts.

4. Step Four – NOTICE AND EXECUTION OF SIGNATURES

- a. Counsel will forward the contract and related documentation to the Requestor once a final contract has been approved and is ready for execution. The Requestor is to email the fully approved AF 3327 and the approved contract to the Purchasing Department (refer to 3(a)(iv) for email) and request signature by the Director of Procurement & Contracts.
 - i. The Director of Procurement & Contracts has the signatory authority for contracts with no exchange of money on behalf of the District.
- b. If there remain risks that weren’t able to be revised, then the Requestor is to submit any documentation/emails to that effect with the AF 3327 and contract to the Purchasing for signature by the Director of Procurement & Contracts.
- c. Once all final authorized signatures on the contract have been obtained by the Purchasing Department, a copy of the completed AF 3327 with all review-related documentation and a copy of the fully executed contract are returned to the Requestor.
- d. The Purchasing Department does not retain copies of contracts with no exchange of money. Therefore, the Requestor is required to maintain all records and a copy of the fully executed contract.

REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan and aligns/complies with the following governing Board Policies and Administrative Regulations of the District:
 - a. [Board Policy 3320 – Procurement](#)
 - b. [Board Policy 3321 – Contract Review and Approval](#)
 - c. [Administrative Regulation 3322 – Contract Review and Approval](#)
 - d. [Administrative Regulation 3323 – Professional Services](#)

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Initial release of Administrative Procedure (separated from Administrative Form 3327).
07/25/2024	2.0	Revised to follow instructions outlined in approved Administrative Form 3327 (v.12, dated 11/21/23); removed the word "Document" from the title to only be "Contract"; other revisions for overall clarity of current process, readability, and formatting; re-attached AF 3327.
11/01/2024	3.0	Reformatted the properties in a fillable "Date" field in the corresponding form (AF 3327) that was duplicating in another unrelated "Date" field within the form.