

Questions regarding the payment of consultants shall be directed to the Accounting Office by calling Connie Johnson at 410-222-5236.

2. For consultants using a social security number, the Compensation

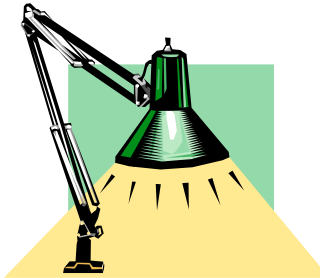
Office requires the following forms for payment:

PF2 - Request for Personnel Action

- GHRS Overtime & Compensation Report - Request for Payment (Blue Form)
 - If paid hourly attach a blank timesheet to the Blue Overtime sheet for time on the job.

Questions regarding the payment of consultants shall be directed to the Compensation Office by calling Jennifer Yates at 410-222-5220.

3. The Purchasing Office will notify you by copy of the approved agreement which office will be paying the invoice. The requesting office is required to send the appropriate payment documents directly to the office referenced when services are received.



Putting a little light on the subject.

ANNE ARUNDEL COUNTY PUBLIC
SCHOOLS * PURCHASING OFFICE

DEBORAH S. GROAT, C.P.M.

TIPS & HOW TO'S

GRANT PROCESSING – PURCHASING ACTIVITIES



GETTING STARTED

Anne Arundel County Public Schools benefits from the funding received through grants. This brochure is intended to provide a quick reference when you are processing your grant contracts and other related procurement services.

TECHNICAL ASSISTANCE

The Purchasing Office recommends that technical assistance be obtained as soon as the need is known. Seeking procurement advice early in the process will ensure legal processing of these services in the time needed. Key points to remember:

1. Grant money is processed in accordance with Board Policy Code.
2. There are two agents for the Board, the Superintendent and Supervisor of Purchasing.
3. The Users Manual, which provides purchasing procedures, is available on Minerva.
4. Training for a procurement card can be obtained by calling Darlene Moran at 410-222-5178.

PURCHASING DOCUMENTS

The Purchasing Office offers two standard *Consultant Agreement* templates used to secure the written contract for services.

- Short form for requirements that are under \$5,000; and
- Long form for requirements that equal or exceed \$5,000.

Templates can be obtained by calling **Vince O'Brien, Senior Buyer at 410-222-5170.**

Allow 10 business days for the Purchasing Office to process Consultant Agreements for approval and signature

The Agreement must be *approved prior to the start of work* by the consultant.

PROCUREMENT METHODS

Typically, the following methods are used when processing consulting agreements: (Contact Vince O'Brien with questions.)

1. **Named partner in a grant:** When a consultant is specifically named in a grant, competition requirements are satisfied. The requesting department is required to provide written justification including reference to the grant title and that the consultant is named in the grant for the services requested.

2. **Competition:** Competition through quotes or a sealed competitive bidding procedure.
3. **Negotiated:** When competition is impossible or impractical, terms and price are negotiated. This requires the approval of the Supervisor of Purchasing prior to use. The requesting department is required to submit written justification to the satisfaction of the Supervisor of Purchasing explaining the nature of the procurement and why it is impractical or impossible.

PAYMENT FORMS

Payment is made in either the Accounting or Compensation Office depending upon the consultant's use of a federal or social security identification number.

1. For consultants using a federal identification number, there are several different payment forms that are acceptable to the Accounting Office.

- Short form agreement uses the Independent Consultant/Contractor Agreement, Request for Payment Form
- Long form agreement uses the Yellow Receiving Copy of the Purchase Order and/or the Supplemental Payment Form.