



Contracting for Investment Fund Awards

Typical Parts of Contract

- *CONTRACT*
- GTC-(General Terms & Conditions) *Attachment A*
- Duties of the Contractor(District)-*Attachment B*
- Budget Template-*Attachment C*

Contracting Process

- Meet personally with districts to add detail and finalize submitted annotated budgets as well as discuss the duties, timelines & deliverables that will be part of our contract.
- PSESD PM & District PM email versions of contract to each other for edits before settling on a final draft.
- Agreed on contract will be will be routed for review and signature to PSESD business office.
- Two originals and a self-addressed envelope will be mailed to the fiscal lead of the district. PSESD Program Specialist will email PSESD PM, the district PM and fiscal leads that the contract has been mailed out.
- District approves signs and retains one fully executed contract.
- District mails one original to PSESD with the envelope provided
- District forwards a fully executed contract to PM or other appropriate staff in your district.
- PSESD will email an Invoice template (with contract budget details) to districts to facilitate billing for RTT expenditures.