

# JACKSON PUBLIC SCHOOL DISTRICT

## INTERNAL CONTRACT INPUT FORM

JPS employees should use this form to submit contracts to the District Counsel's office for review. All applicable fields must be completed. Contracts must be submitted to the District Counsel's office two weeks before board material is due in Novus. The following items must be submitted via email to the LegalTeam@jackson.k12.ms.us : 1. Executive Summary in Word Format; 2. Contract in Word Format; 3. Internal Contract Input Form; 4. Any supporting documentation.

Originating Department: \_\_\_\_\_

Date to be presented or  
approved by Board: \_\_\_\_\_

Date approved by Board: \_\_\_\_\_

Date needed: \_\_\_\_\_

### Name & Address of Contracting Party

### Contact Persons

\_\_\_\_\_  
Name of Contracting Party

\_\_\_\_\_  
Contracting Party Name & Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contracting Party Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Contracting Party Email Address

\_\_\_\_\_  
JPS Party Name & Phone

### Type of Agreement:

☐

**Construction**

☐

**Professional Services**

(Architectural, engineering, project/program management, consultant, school reform, etc.)

**Technology**

☐

Hardware license agreement

☐

Software license agreement

☐

**Commodities/Equipment**

☐

**Sale or Lease of Real Property**

☐

**Amendment of Existing Agreement**

Dated: \_\_\_\_\_

☐

**Renewal of Existing Agreement**

Dated: \_\_\_\_\_

Budget: ☐ JPS Funds ☐ Other Funding Source \_\_\_\_\_

Please provide a short explanation of the Project:

\_\_\_\_\_

Please indicate whether other departments are involved:

☐

Yes

☐

No

If so, what are their roles:

\_\_\_\_\_

Please attach a copy of the specifications and proposal, if applicable

Please list all channels of distribution:

\_\_\_\_\_

### APPROVALS:

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Legal Department

Date: \_\_\_\_\_

☐

Project Originator

Date: \_\_\_\_\_

☐

Supervisor/Asst. Supt.

Date: \_\_\_\_\_

☐

Deputy Supt.

Date: \_\_\_\_\_

☐

Superintendent

Date: \_\_\_\_\_

☐

Board President

Date: \_\_\_\_\_

Copies of Executed Agreements: District Counsel (original); Project Originator; Contracting Company (original)