



DEALING WITH VENDORS & CONTRACTS

Do not sign any contracts! This protects both you and the PTO. Before you sign up any vendor or service provider, please use this checklist.

1. WHO SIGNS CONTRACTS?



Enrichment	School District
Conference Week After School Activities	School District
Other Activities During School Day	School District
Everything Else	PTO Presidents (Executive Board Co-Chairs)

2. WHAT DOES THE VENDOR NEED TO SEND ME?

You can use the included sample cover email.

- ✓ Complete contract (including price, deposit amount, dates of events)
- ✓ For contract to be signed by the School District, the party should be Hindley Elementary School (leave the name of the person signing blank)
- ✓ For contract to be signed by the PTO, the party should be Hindley Parent Teacher Organization, Inc. (leave the name of the person signing blank)
- ✓ Certificate of Insurance
- ✓ W-9 if the vendor is an individual or a partnership (as opposed to a corporation) and will be paid \$600 or more

3. HOW DO I GET THE CONTRACT REVIEWED AND SIGNED?

- ✓ Send the contract, Certificate of Insurance, and W-9 to Katie D'Acunto and Caroline Jennings.
- ✓ Include the name and contact details of someone at the vendor.
- ✓ Tell your contact at the vendor that Richard Rudl, from the Darien school district, may be in touch with questions or comments.
- ✓ Allow 2 weeks to complete the review and signature process. But notify the PTO Presidents if you have not heard anything within 1 week.
- ✓ If a contract involves the maintenance, collection and/or analysis of data about students, vendor must sign the district's privacy policy (district will handle it with the vendor).

4. HOW DOES THE VENDOR GET PAID?

- ✓ PTO pays the vendor (send invoice, contract and check request form to PTO Treasurer, Vivian Liu).

5. SAMPLE COVER EMAIL TO VENDORS

Dear [Vendor]:

We look forward to working with you! The Darien school district requires us to follow some review and approval procedures in connection with any third party that will be operating on school property. It will really help us streamline the review process if the materials you send us are as close as possible to the district's requirements.

- The other party to your contract should be listed as [committee chairs should fill in Hindley Elementary School or Hindley Parent Teacher Organization, Inc., as appropriate; part 2 of the guidelines explains which to choose].
- Please leave the name and title of the person signing on behalf of party blank, so we can fill it in with the right name.
- Please provide a Certificate of Insurance that covers the relevant date(s).
- If you do business as an individual or a partnership and will be paid \$600 or more, please provide a W-9.
- The school district asks that the Special Provisions section of your Certificate of Insurance contain the language below. If you have questions or concerns about this, or if adding this language will create significant additional costs, the right person to talk to will be Richard Rudl, the district's Director of Finance and Operations. In that case, please let us know whom he can contact at your insurer.

Language for Special Provisions section of Certificate of Insurance

The Town of Darien, Parks & Recreation, Darien Board of Education, Hindley Parent Teacher Organization, Inc., and their respective officials, officers, employees, agents, volunteers, Boards & Commissions shall be named as Additional Insureds, on a primary and non contributory basis on the General Liability and Umbrella policies. Coverage shall include contractual liability and Broad Form Property Damage. A waiver of subrogation in favor of the certificate holder is included on all policies. Policies to included notification to the certificate holder in the event of cancellation or non-renewal. Policies will not exclude coverage for sexual abuse or molestation.