

Spring Independent School District

Spring ISD Services Contract/Signature Routing Process Submitter User Guide

- I. How to Submit a Form
- II. How to Correct a Form
- III. How to Check the Approval Status



How to Submit a Spring ISD Services Contract/Signature Routing Form

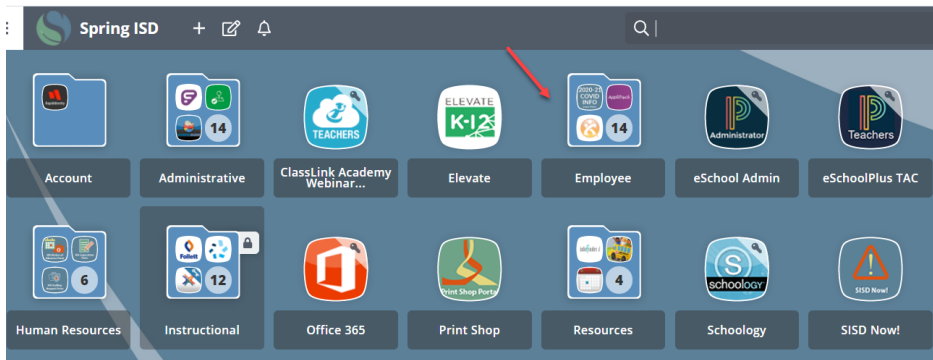
I. How to Submit a Form

The online Spring ISD Services Contract/Signature Routing form automates and streamlines the approval process, these the general steps:

- Form Submitted
- Technology Approval
- Assistant Sup Approval
- Chief Approval
- Grant/Title I/Fed Funding Approval
- Procurement Approval
- HR Background Check
- Finance Approval
- Legal Approves Contract
- Chief of Staff Requests Signature
- Superintendent Signs Contract
- Signed Contract Filed into Laserfiche
- Signed Contract is Emailed
- End Event

Follow the instructions below in order to submit a new form.

1. Go to my.springisd.org, click on Employee



2. Click the Financial Services icon



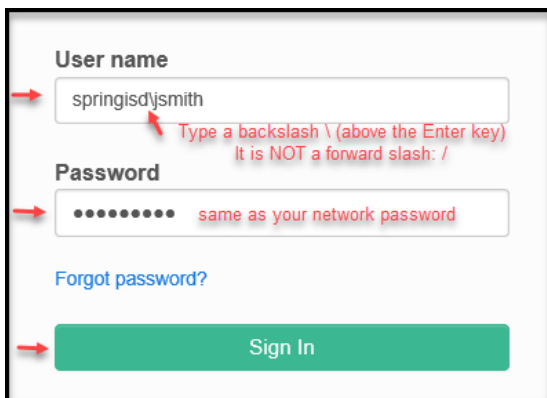
How to Submit a Spring ISD Services Contract/Signature Routing Form

- Click on **Laserfiche Forms Sign In**

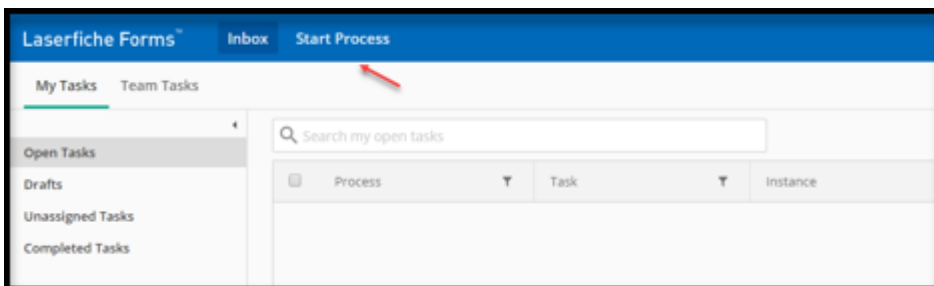


Or click go <https://forms.springisd.org/forms/>

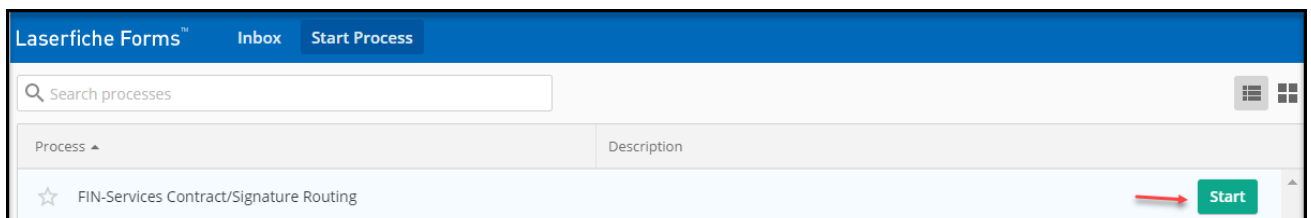
- Enter your Laserfiche username and password and click Sign In.
 - Your username is the same as your network username preceded by **Springisd**
 - Your password is the same as your network password.



- Click Start Process.



- Click on Start.




How to Submit a Spring ISD Services Contract/Signature Routing Form

7. Select one of the two available options:
- Spring ISD Services Contract
 - All Other Signature Routing.

Fill out the form in **sequential** order, some fields will appear or disappear according to our selections. Fields marked with a **red asterisk** are **required** fields.

Services Contract/Signature Routing
Spring Independent School District. Accounts Payable Department
16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6095



Type of Approval *

Spring ISD Services Contract
 All Other Signature Routing

SERVICES CONTRACT REQUEST FORM (A1) ▲

General Information ▲

School/Department Requesting the Service(s) or Product(s) *
21ST CENTURY

General Description of Service(s) or Product(s) Requested
Various after-school programs in association with Project S.A.F.E (21st Century Community Learning Center Grant. Math Tutoring and STEAM.

District location(s) where services to be provided (If multiple locations, then list each location involved) *
The following (8) project S.A.F.E schools: Eickenroht ES, Bammel ES, Hoyland ES, Salyers ES, Major ES, Ponderosa ES, Wells MS, and Dekaney HS.

Date(s)/date range services to be provided
October 2020 - June 2021

Vendor-Provider Information ▲

Email-Address info@mathamaticstutoring.com	Vendor/Company Name * Math-A-Matics Tutoring, LLC
Contact Name Dawn Brown, Managing Member	
Vendor Phone Number * 832-598-7245	

Funding Information ▲

Anticipated amount to be paid to Service Provider over full term of Contract *
\$ 49,875.00

Will the service(s) or product(s) be paid utilizing Title funds? *

Yes
 No

Budget Unit * N/A <small>Type N/A If not Applicable</small>	Account Code * N/A <small>Type N/A If Not Applicable</small>
--------------------------------------------------------------------------	---------------------------------------------------------------------------

How to Submit a Spring ISD Services Contract/Signature Routing Form

Purchase of Technology

Contract for Hardware/Software? *

Yes No

Board Approval

Does this contract require Board Approval?

Yes
 No

Procurement Method

Procurement method: *

- One (1) Vendor Quote (Contracts valued under \$10K)
- Three (3) Vendor Quotes (Contracts valued between \$10K & \$50K)
- Interlocal Agreement
- Purchasing Cooperative Contract
- District-Determined Professional Service
- Contracts valued \$50,000 and Over
- Sole Source Purchase

Interlocal Agreement Comments

Interlocal Agreement Comments

Harris County Department of Education (HCDE Vendor # 62990211)

LOCAL GOV'T OFFICER CONFLICTS DISCLOSURE STATEMENT. FORM CIS (Pg A3-A4)

[LINK TO TEMPLATE \(A3-A4\) LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT \(FORM CIS\)](#)

Does a Conflict of Interest Requiring Disclosure Exist? *

Yes
 No

Upload the document to be signed

SERVICES CONTRACT (B1-B9) OR SIGNATURE DOCUMENT UPLOAD

Reference Document (Orig) *

Reference Document (1st Rev)

Reference Document (2nd Rev)

Reference Document (3rd Rev)

Provider Information (C1)

How to Submit a Spring ISD Services Contract/Signature Routing Form

Provider Information (C1)

[MathAMatics \(Services Contract Packet Section C1\).pdf](#) 246.04KB

INDEPENDENT CONTRACTOR STATUS QUESTIONNAIRE

Will the provider be rendering services as an independent contractor (self-employed or single person entities) *

- Yes
- No

Upload Independent Contractor Questionnaire (C7)

[MathAMatics \(Services Contract Packet Section C7\).pdf](#) 249.68KB

Will the Service Provider be rendering services beyond one (1) school day ("continuing duties")?

- Yes
- No

Will the Service Provider be in the presence of a district staff member at all times?

- Yes
- No

Upload Section C (Provider Documents)

[MathAMatics \(Services Contract Packet Section C\).pdf](#) 1.82MB

FINGERPRINT DETERMINATION

Criminal history review requirements: Per Texas Education Code, Chapter 22, Spring ISD is required to review the criminal histories of a contractor who has, or will have, **continuing duties** related to a services agreement with the District **AND direct contact with students**. Spring ISD considers "continuing duties" to result from services spanning more than one (1) school day and "direct contact" to result from any activity that may provide **substantial opportunity for verbal or physical interaction with students and that is not supervised by a professional district employee at ALL times** (e.g. unsupervised coaching, tutoring, or other unsupervised services).

Will the Service Provider have an opportunity to be in direct contact with students, as defined above? *

- Yes
- No

How to Submit a Spring ISD Services Contract/Signature Routing Form

- Enter your employee ID and press the tab key, the rest of the information auto-populates. Click Accept and then **Submit**.

SUBMITTER (Acceptance & Digital Signature)

◦ By applying my electronic signature to this form, I affirm that I am authorized to provide the information requested on this form, and to the best of my knowledge, the information I have provided is accurate, correct and complete.

Date	Emp ID *	First Name	Last Name	School/Dept	Title	Accept *
Date captured on form submission	<input type="text"/>	<input type="text"/>	auto-populate	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Accept

The first approver will receive an email notification requiring any of the following actions:

- Approval:** The form is routed to the next approver
- Needs Correction:** The forms is sent back to the submitter (an email notification is sent)
- Rejection:** The form is terminated and the submitter will receive a notification (the same form cannot be re-submitted)

OR

- If you need to continue filling some information later, click Save as Draft.

SUBMITTER (Acceptance & Digital Signature)

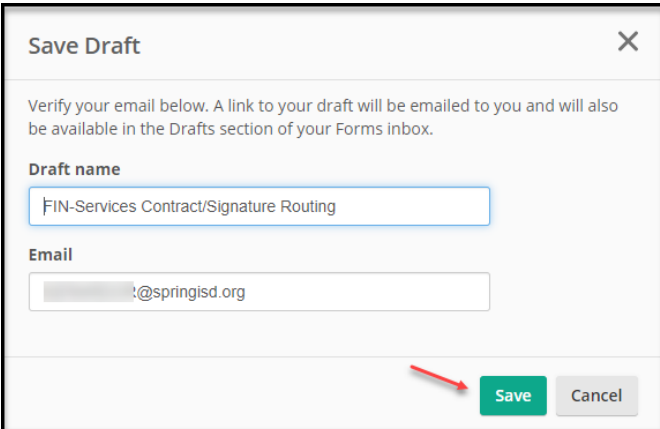
◦ By applying my electronic signature to this form, I affirm that I am authorized to provide the information requested on this form, and to the best of my knowledge, the information I have provided is accurate, correct and complete.

Date	Emp ID *	First Name	Last Name	School/Dept	Title	Accept *
Date captured on form submission	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Accept

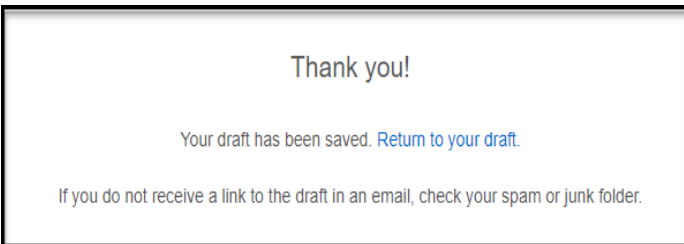
← Continue at a later time

How to Submit a Spring ISD Services Contract/Signature Routing Form

9.1 Click **Save**. You will receive an email with the link to the draft. Click that link to access the form again.

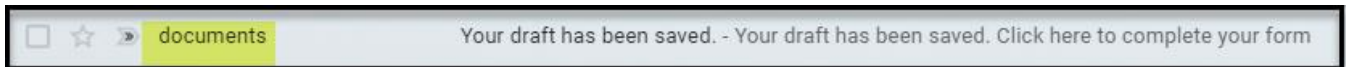


A dialog box titled "Save Draft" with a close button (X) in the top right corner. Below the title, there is a message: "Verify your email below. A link to your draft will be emailed to you and will also be available in the Drafts section of your Forms inbox." There are two input fields: "Draft name" containing "FIN-Services Contract/Signature Routing" and "Email" containing "[:@springisd.org]". At the bottom right, there are two buttons: "Save" (highlighted in green) and "Cancel". A red arrow points to the "Save" button.

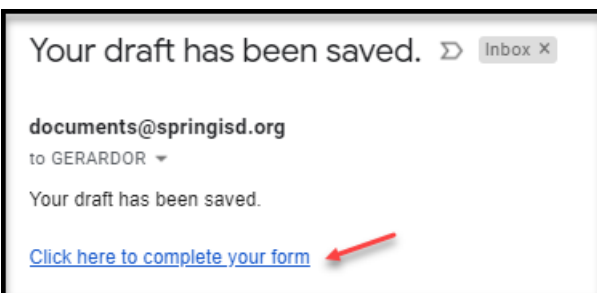


A confirmation screen with the text "Thank you!" centered at the top. Below it, it says "Your draft has been saved. [Return to your draft.](#)" At the bottom, it says "If you do not receive a link to the draft in an email, check your spam or junk folder."

9.2 When you are ready to continue filling the form out, open the email from '**documents**'



9.3 Click on the link.



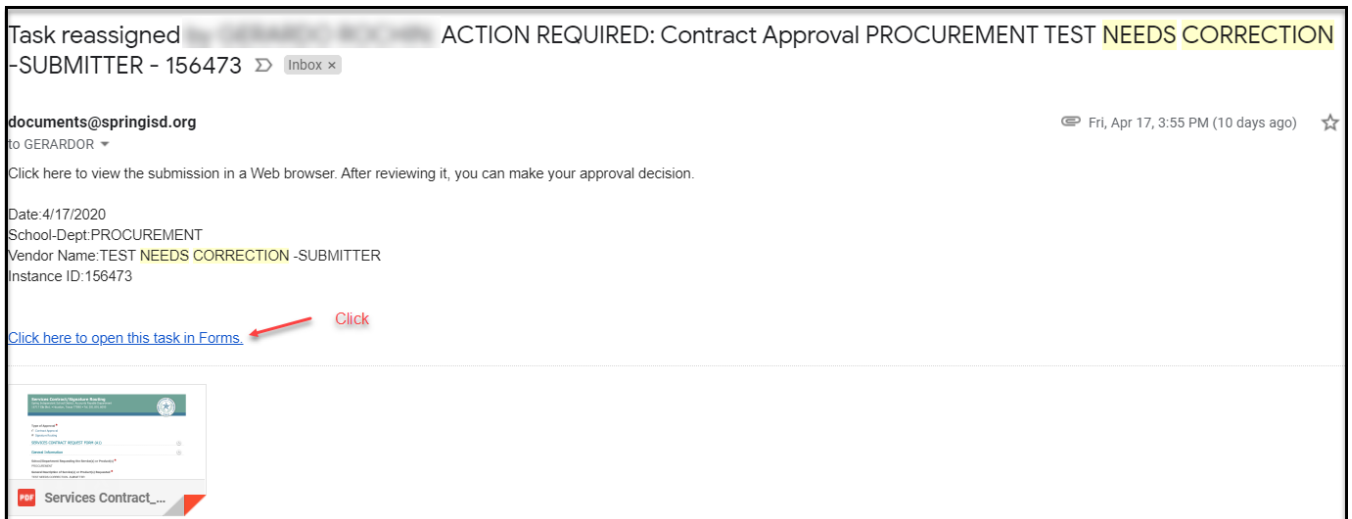
An email preview showing the sender "documents@springisd.org" and the recipient "to GERARDOR". The body of the email says "Your draft has been saved." followed by a blue hyperlink "Click here to complete your form". A red arrow points to the hyperlink.

How to Submit a Spring ISD Services Contract/Signature Routing Form

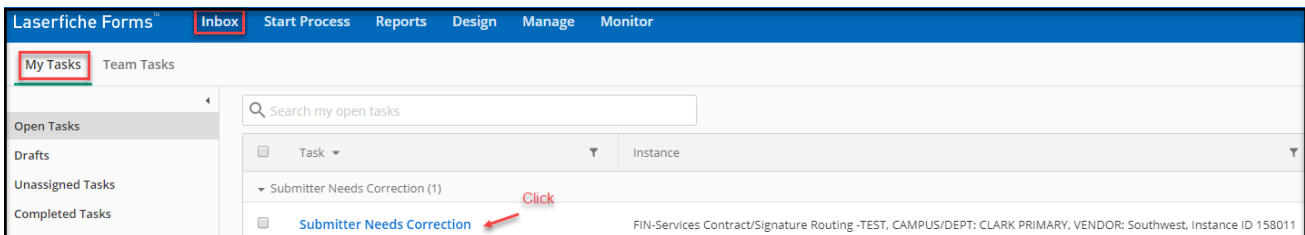
II. How to Correct a Form

When an approver sends a form back for correction, you will receive an email notification.

1. Open the form by clicking the link in the email.



Or open the form from your Laserfiche Inbox



2. Read the comment and take care of the indicated correction.



How to Submit a Spring ISD Services Contract/Signature Routing Form

3. Re-submit the form by clicking on Updated Correction.

SUBMITTER (Acceptance & Digital Signature)

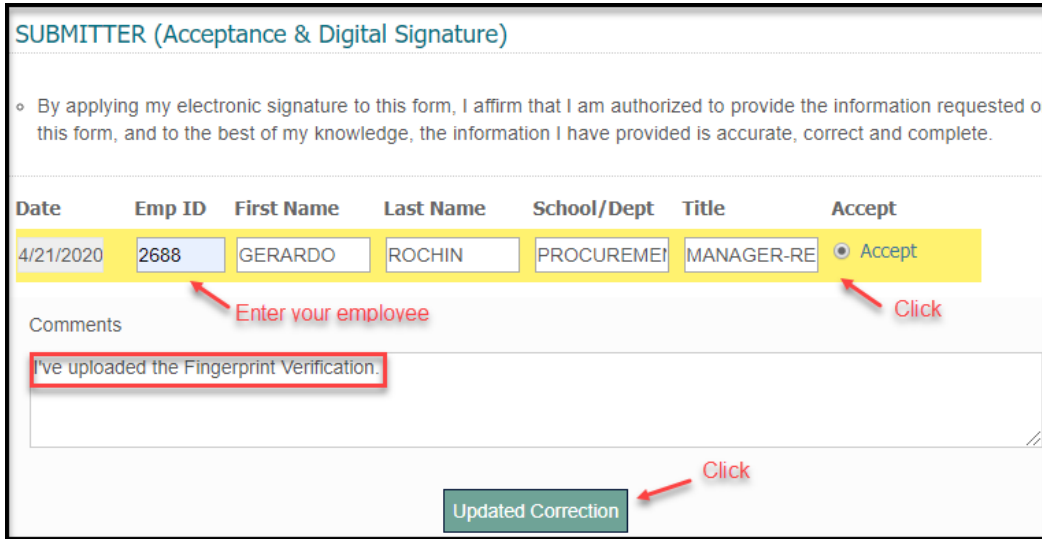
By applying my electronic signature to this form, I affirm that I am authorized to provide the information requested on this form, and to the best of my knowledge, the information I have provided is accurate, correct and complete.

Date	Emp ID	First Name	Last Name	School/Dept	Title	Accept
4/21/2020	2688	GERARDO	ROCHIN	PROCUREMENT	MANAGER-RE	<input checked="" type="radio"/> Accept

Comments

I've uploaded the Fingerprint Verification.

Updated Correction

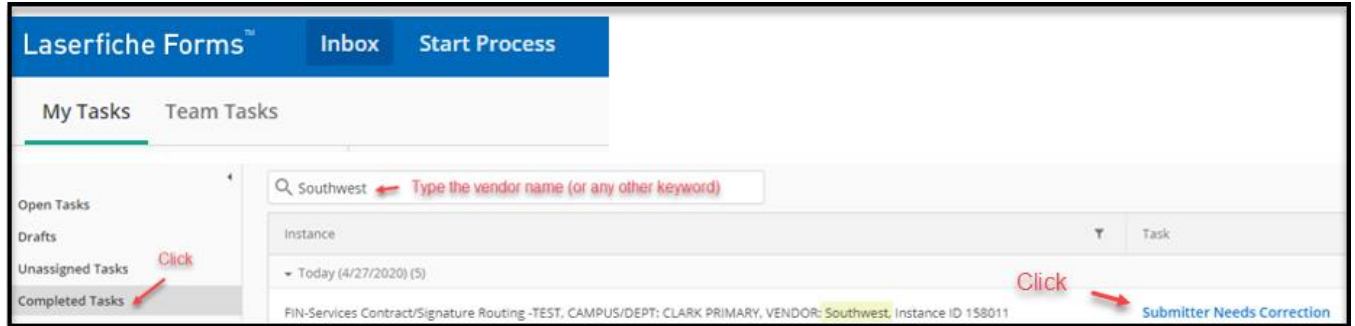


4. The form will be immediately routed to the approver that required the correction.

How to Submit a Spring ISD Services Contract/Signature Routing Form

III. How to Check the Approval Status

1. Click on **Completed Tasks**



2. Click on **Action History**, all the tasks appear in chronological order since the submission.

