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

Rev. August 17, 2020
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

Rev. April 27, 2020
3. Click on Laserfiche Forms Sign In

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

4. Enter your Laserfiche username and password and click Sign In.
   a. Your username is the same as your network username preceded by Springisd\ 
   b. Your password is the same as your network password.

5. Click Start Process.

6. Click on Start.
How to Submit a Spring ISD Services Contract/Signature Routing Form

7. Select one of the two available options:
   a. Spring ISD Services Contract
   b. 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.

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### Services Contract/Signature Routing
Spring Independent School District: Accounts Payable Department
16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.391.6095

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#### Type of Approval *
- ◯ Spring ISD Services Contract
- ◯ All Other Signature Routing

#### SERVICES CONTRACT REQUEST FORM (A1)

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#### 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 (6) project S.A.F.E schools: Eickenroth ES,
  Eammel ES, Hoyland ES, Salyers ES, Major ES, Ponderosa ES, Yolls MS, and Dekaney HS.
- **Date(s)/date range services to be provided**
  October 2020 - June 2021

#### Vendor/Provider Information

- **Email-Address**
  info@mathematicstutoring.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** *
  $ 45,675.00
- **Will the service(s) or product(s) be paid utilizing Title funds** *
  ◯ Yes
  ◯ No

- **Budget Unit** *
  N/A
  Type N/A if not applicable

- **Account Code** *
  N/A
  Type N/A if not applicable

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Rev. April 27, 2020
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 GOVT OFFICER CONFLICTS DISCLOSURE STATEMENT. FORM CIS (Pg A3-A4)

Does a Conflict of Interest Requiring Disclosure Exist? *
- Yes
- No

Upload the document to be signed

SERVICES CONTRACT (B1-B9) OR SIGNATURE DOCUMENT UPLOAD

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Provider Information (C1)

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

**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

**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

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

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

9. If you need to continue filling some information later, click Save as Draft.
9.1 Click Save. You will receive an email with the link to the draft. Click that link to access the form again.

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

9.3 Click on the link.
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.

Rev. April 27, 2020
3. Re-submit the form by clicking on Updated Correction.

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