Strategic Sourcing and Contracts (SS&C), Department 5552
2351 Cardinal Lane, Bldg. M, San Diego, CA 92123
858-522-5808

What is Strategic Sourcing?
An approach to supply chain that formalizes the way data is gathered so that an organization can leverage its purchasing power to find the best possible values in the marketplace.
SS&C uses this approach to make strategic decisions on how to leverage services.

When Do You Need A Contract?
- A Company or Vendor wants the District to sign a document.
- When there is an Agreement, Contract, or MOU that infers an obligation, an accepted offer, or an exchange for goods or services for money or other considerations.
- If a purchase requires a Vendor/Contractor to be on District property for an extended period of time.
- When a Vendor/Contractor is interacting with children for a long period of time; possibly unsupervised.
- You want to spend money to hire a person or company.
- Power to Contract can be executed only by Strategic Sourcing and Contracts Officer and Chief Operations Officer.
- All Contracts MUST be approved by the Board of Education in a public meeting.

Revised August 1, 2019
Contact your Strategic Sourcing & Contracts (SS&C) point of contact to assist with the processing of contracts, agreements, and amendments, and purchasing supplies and professional services. The department is knowledgeable with State and Education code. The employees are educated and experienced in contract negotiations.

1. **Step 1**
   - Complete the 3 page Contract Intake Form and submit a Scope of Work. Accurate and completed forms help expedite the process. Email these completed items to your point of contact by the scheduled due date. Ensure all signatures are received prior to submission to your point of contact.

2. **Step 2**
   - The SS&C point of contact will perform the following tasks: Initiate a contract number; start a contract file; review all terms, conditions, insurance and negotiate cost; and, submit the contract for Legal, Labor and Board of Education approval. Implementation can be anywhere from eight (8) to twelve (12) weeks depending on complexity of agreement and services, also taking into account the workload of the SS&C point of contact.

3. **Step 3**
   - Upon completion of the contract, SS&C will coordinate and process the contract for legal services review. Legal Services submits all final contract, scopes of work and insurances to the Board Services Office 3 weeks prior to the requested board meeting. All contracts requiring signatures must be approved by the Board of Education.

4. **Step 4**
   - After Board of Education approval, the Agreement will be emailed through DocUSign. Original Agreements are dispensed only when requested.

5. **Step 5**

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NOTE: When procuring (buying) goods and services, the district must follow procurement policies. Purchases above $10,000 must have at least 2 quotes attached to the request.

**FOR ADDITIONAL TRAINING**

Please register for Contracting and Procurement sessions on the ERO

https://ero1.eschoolsolution.com