



Tompkins-Seneca-Tioga BOCES
School Improvement Services
555 Warren Road, Ithaca, NY 14850
Consultant Contract for 2013-2014

To be completed by Consultant:

Name:

Company:

Social Security/ Federal Tax ID number:

Address:

City, State, Zip Code:

Phone:

Fax:

Email:

Web site:

I hereby agree to complete the following service(s) for the TST BOCES.

Description of services to be provided:

Description of consultant fees (hourly rate, discounted rate for multiple hours, etc.) and expenses:

Attach a resume or addition descriptive documentation as needed.

X

Consultant Signature

Date

PLEASE NOTE: Districts/Schools are responsible for making arrangements for services with the consultant. TST BOCES is responsible for establishing a Consultant Contract and paying the consultant. **No payments will be made without an invoice from the consultant received by TST BOCES, School Improvement Services.** Invoices must be approved for payment by the Superintendent/Designee of the school district where the work was performed. *The payment process often takes 6-8 weeks as approval of the TST BOCES BOE is required; therefore this form must be returned well ahead of intended date of work for payment to proceed in a timely fashion.*



Consultant Name: _____

To be complete by TST BOCES:

Target population:

- Teacher
- Administrators
- Paraprofessional
- Other

COSER:

- | | | | |
|------------------------------|------------------------------|------------------------------|---------------------------------------|
| <input type="checkbox"/> 001 | <input type="checkbox"/> 417 | <input type="checkbox"/> 506 | <input type="checkbox"/> 518 |
| <input type="checkbox"/> 415 | <input type="checkbox"/> 504 | <input type="checkbox"/> 510 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> 416 | <input type="checkbox"/> 505 | <input type="checkbox"/> 516 | |

Districts that will be paying for the work performed:

TST BOCES **Do Not Exceed \$:** _____

All Component Districts

- Candor
- Dryden
- George Junior Republic
- Groton
- Ithaca
- Lansing
- Newfield
- South Seneca
- Trumansburg
- Other: _____

Purchase Order No.: _____

Contract Dates: _____ to June 30, 2014

For the _____ **TST BOCES Board of Education Meeting**

Director Signature Date

Approved by BOE Date

Director of Administrative Services Date