Common Reasons for Disapproval Contracts

Not Following the Basic Requirements

1. 7 Day Rule for Advertising – 5 Days In-Between
2. Competitive Bidding when needed - $20K Aggregate
3. Completing the Contract/Extension Form – All Blanks
4. Dates & Signatures
   • Agreement Date – On or Before 1st Day of Service
   • Superintendent – On or after the Agreement Date
   • All Three Parties Must Sign – Board President, Contractor, Superintendent

5. Not Responding to SED Questions – (Missing July 1st Deadline)
6. Piggybacking on a Cooperatively Bid Contract
7. Not Sending in within 120 Days of First Day of Service:
   • Advertisement or Affidavit of Publication
   • Copy of Bid Specifications
   • Bid Tabulation (also on back of Contract Form)