



**THIS TOP SECTION INCLUDING ALL REQUIRED APPROVAL (\*) SIGNATURES IS TO BE COMPLETED BY THE INDIVIDUAL SUBMITTING FOR REVIEW**

After completion of this TOP SECTION, email this form, the contract/document, any related documentation, and the completed Public Disclosure Form to one of the following corresponding email addresses:

- Office of the General Counsel (for non-grant related reviews) via email to Breanne Read at: [bread@washoeschools.net](mailto:bread@washoeschools.net)
- Grants Department (for grant related reviews) via email to: [grants@washoeschools.net](mailto:grants@washoeschools.net)

Today's Date: \_\_\_\_\_ Requested Completion of Review Date: \_\_\_\_\_

\* Name/Title of Individual Submitting for Review: \_\_\_\_\_

School or Department Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contract/Document Title: \_\_\_\_\_

Contract Term Dates: \_\_\_\_\_ to \_\_\_\_\_

**\* Description of Services (required) with name of Vendor/Contractor and other important information:**

WCSD Requestor (Employee) Public Disclosure Form (PUR-F210(A) attached) required completed and signed): \_\_\_\_\_

**\* REQUIRED APPROVAL SIGNATURES (ONLY CERTIFIED DIGITAL SIGNATURES WILL BE ACCEPTED)**

Principal (for schools) or Department Head (for depts): \_\_\_\_\_

Other Dept. (if applicable) (i.e. Curriculum, Assessment, etc.): \_\_\_\_\_

Associate Chief (required for schools): \_\_\_\_\_

Chief Officer (required for departments): \_\_\_\_\_

Chief IT Officer (if applicable for Software/License Agreements): \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE OFFICE OF THE GENERAL COUNSEL OR GRANTS LEGAL COUNSEL**

**At Counsel's request:** Re-route to Purchasing Department for additional comments/concerns? Yes \_\_\_ No \_\_\_

Purchasing Staff Assigned for Review: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Is Vendor/Contractor insurance required? Yes \_\_\_ No \_\_\_ Is WCSD insurance required? Yes \_\_\_ No \_\_\_

Purchasing's Comments/Concerns:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Director of Procurement and Contracts: \_\_\_\_\_

Is a Parent/Guardian Consent Waiver required? Yes \_\_\_ No \_\_\_

Counsel's Comments/Concerns:

Approved as to Form: \_\_\_\_\_ Date: \_\_\_\_\_ \*Re-Draft Required: \_\_\_\_\_ Date Re-Draft Approved: \_\_\_\_\_

*\* If a re-draft is required, a revised contract must be re-submitted for approval.*

General Counsel **or** Grants Legal Counsel: \_\_\_\_\_

**WASHOE COUNTY SCHOOL DISTRICT PUBLIC DISCLOSURE FORM  
WCSD REQUESTOR (EMPLOYEE)**

**THIS IS A REQUIRED FORM TO BE COMPLETED, SIGNED, AND SUBMITTED BY THE WCSD REQUESTOR (EMPLOYEE)**

**WCSD REQUESTOR (EMPLOYEE) FIRST/LAST NAME:** \_\_\_\_\_

I understand that per NRS 281A.020, a public office is a public trust and shall be held for the sole benefit of the people, and a public officer or employee must commit themselves to avoid conflicts between the private interests of the public officer or employee and those of the general public whom the public officer or employee serves.

Furthermore, I understand that pursuant to Washoe County School District (WCSD) Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek and/or accept any gift, work/service, favor, employment, engagement, emolument, and/or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not use their positions to secure and/or grant unwarranted privileges, preferences, exemptions, and/or advantages for the public officer or employee with any business entity.

By signing this form, I certify and acknowledge that I am a WCSD employee and/or a public officer of WCSD and that failure to disclose all facts relative to a conflict and/or potential conflict of interest (ethical standards) concerning the specific solicitation, project, and/or contract to which the VENDOR/CONTRACTOR named above is submitting to WCSD may result in a rejection of said solicitation, project and/or contract submission and/or termination of any resulting contract should the above-named VENDOR/CONTRACTOR be selected and/or awarded. Furthermore, I certify and acknowledge that failure to disclose the existence of a conflict and/or potential conflict of interest may result in disciplinary action, up to and including termination.

By signing this form, I also certify that I have completed the following and have provided true and accurate information to the best of my knowledge:

- A. I certify that I have **NO** private pecuniary or financial interest in either the VENDOR/CONTRACTOR or the INDEPENDENT CONTRACT AGREEMENT.  **AGREE**    **DISAGREE**

**If you DISAGREE and cannot certify, then please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. I certify that, to the best of my knowledge, **NO** current or former WCSD employees, officers, or trustees have a private pecuniary or financial interest in the VENDOR/CONTRACTOR or the awarding of the INDEPENDENT CONTRACT AGREEMENT.  
 **AGREE**    **DISAGREE**

**If you DISAGREE and cannot certify, then please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

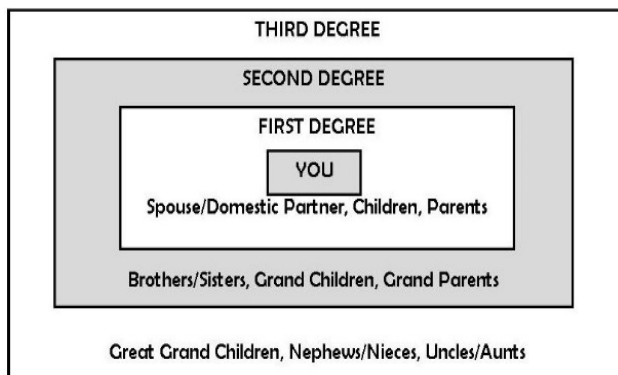
- C. I certify that my family members, to the third degree of consanguinity (refer to the chart below), **DO NOT** have a private pecuniary or financial interest in the VENDOR/CONTRACTOR or the awarding of the INDEPENDENT CONTRACT AGREEMENT.  
 **AGREE**    **DISAGREE**

**If you DISAGREE and cannot certify, then please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**SUPERVISOR OF WCSD REQUESTOR (EMPLOYEE) FIRST/LAST NAME:** \_\_\_\_\_

I understand that pursuant to WCSD Board of Trustees Policy 4505 and per NRS 281A.400, WCSD employees (as public officers) shall not seek and/or accept any gift, work/service, favor, employment, engagement, emolument, and/or economic opportunity, including, but not limited to, unlawful compensation, salary, retainer, augmentation, expense allowance, commission, personal profit, pecuniary interest in the course of performing WCSD duties. In addition, WCSD employees (as public officers) shall not attempt to benefit a significant personal or pecuniary interest of the public officer or employee or any person to whom the public officer or employee has a commitment in a private capacity through the influence of a subordinate. By signing this form, I certify and acknowledge that I am the direct supervisor of the WCSD employee and/or a public officer of WCSD submitting this request and that I, and my family members to the third degree of consanguinity, have no significant personal or pecuniary interest in either the **VENDOR/CONTRACTOR** or the **INDEPENDENT CONTRACT AGREEMENT** submitted by my subordinate employee.

**SIGNATURE OF SUPERVISOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**Responsible:** Purchasing Department

## **PURPOSE**

This Administrative Procedure is for the use of Washoe County School District's (District) Contract Review with NO Exchange of Money Form (AF 3327) for the review and approval of contracts (e.g., agreements, memorandums, End User License Agreements (EULA), Privacy Policies, Terms of Service, and other legally binding documents) where there is no money exchanged between an entity or entities and the District.

## **PROCEDURE**

1. Step One – "THIS TOP SECTION, INCLUDING OBTAINING ALL REQUIRED APPROVALS, IS TO BE COMPLETED BY THE INDIVIDUAL SUBMITTING FOR REVIEW"
  - a. For contracts that do not require an exchange of funds between an entity or entities and the District, the individual submitting for review (Requestor) and approval shall complete the AF 3327 with the following information:
    - i. Today's Date: *(date the form was initiated by the Requestor)*
    - ii. Requested Completion of Review Date:
    - iii. Name & Title of Individual Submitting for Review:
    - iv. School or Department Name:
    - v. Phone #:
    - vi. Contract/Document Title:
    - vii. Contract Term Dates: \_\_\_\_\_ to \_\_\_\_\_
    - viii. Description of Services (required) with name of Vendor/Contractor and other important information:
    - ix. WCSD Requestor (Employee) Public Disclosure Form (Pages 2 and 3) required completed and signed):
2. Step Two – "REQUIRED APPROVALS SIGNATURES (ONLY CERTIFIED DIGITAL SIGNATURES WILL BE ACCEPTED)"
  - a. The following approvals and signatures are required prior to submitting the contract to the appropriate legal counsel as instructed below (Step Two (b)).
    - i. Principal (for schools) or Department Head (for depts):
    - ii. Other Dept. (if applicable) (i.e., Curriculum, Assessment, etc.):
    - iii. Associate Chief (required for schools):
    - iv. Chief Officer (required for departments):

- v. Chief IT Officer (if applicable for software license agreements):
  - b. Upon completion of the AF 3327's TOP SECTION, the Requestor is to email the AF 3327, the contract, and the completed and signed WCSD Requestor (Employee) Public Disclosure Form (Pages 2 and 3), to one of the following corresponding legal offices:
    - Office of General Counsel (for non-grant related reviews) via email to Breanne Read at: [bread@washoeschools.net](mailto:bread@washoeschools.net)
    - Grants Department (for grant related reviews) via email to [grants@washoeschools.net](mailto:grants@washoeschools.net)
  - c. Only certified digital signatures will be accepted on AF 3327. Forms signed in longhand will be returned to the Requestor who submitted the documents for review.
3. Step Three – “THIS SECTION TO BE COMPLETED BY THE OFFICE OF GENERAL COUNSEL OR GRANTS LEGAL COUNSEL”
- a. The Requestor will be responsible for emailing the AF 3327, and all submitted documentation to either the Office of the General Counsel or Grants Department Legal Counsel (Counsel) which will review and notate the following:
    - i. Whether or not a “Parent/Guardian Consent or Waiver” form is required.
      - ❖ If yes, the Requestor will be responsible for obtaining a copy of the District’s “Parent/Guardian Consent or Waiver” form and process accordingly.
    - ii. Counsel will note their findings in the “Counsel’s Comments/Concerns” section which may include acknowledgement and additional review/approval from the Purchasing Department (this is “At Counsel’s request:”). Should this happen, the Purchasing Department will be responsible for providing additional review prior to returning the form and supporting documentation to the requesting Counsel for consideration.
      - ❖ For the additional review actions to be taken by the Purchasing Department, refer to Step Three of procedure PUR-326 Contract Review with Exchange of Money.
    - iii. Counsel will approve “as to form,” date, digitally sign, and return the review form (with any other related documents) and the contract to the Requestor with instructions to email all documents to the Purchasing Department at: [purchasing@washoeschools.net](mailto:purchasing@washoeschools.net) and request signature by the Director of Procurement & Contracts; **OR**
    - iv. Counsel will mark the form as “Re-Draft” and return the form to the Requestor requested the review for additional actions.

- ❖ If a “Re-Draft” is requested by Counsel, the Requestor is responsible for having the contract revised. The revised contract, and any other supporting documentation (e.g., email communications) must be resubmitted to the requesting Counsel for review and approval.
- ❖ If the “Re-Draft” is approved by Counsel, they will complete the “Date Re-Draft Approved” field, digitally sign, and return the form (with any other related documents) and the contract to the Requestor with instructions to email all documents to the Purchasing Department (refer to 3(a)(iv) for email) and request signature by the Director of Procurement & Contracts.

#### 4. Step Four – NOTICE AND EXECUTION OF SIGNATURES

- a. Counsel will forward the contract and related documentation to the Requestor once a final contract has been approved and is ready for execution. The Requestor is to email the fully approved AF 3327 and the approved contract to the Purchasing Department (refer to 3(a)(iv) for email) and request signature by the Director of Procurement & Contracts.
  - i. The Director of Procurement & Contracts has the signatory authority for contracts with no exchange of money on behalf of the District.
- b. If there remain risks that weren’t able to be revised, then the Requestor is to submit any documentation/emails to that effect with the AF 3327 and contract to the Purchasing for signature by the Director of Procurement & Contracts.
- c. Once all final authorized signatures on the contract have been obtained by the Purchasing Department, a copy of the completed AF 3327 with all review-related documentation and a copy of the fully executed contract are returned to the Requestor.
- d. The Purchasing Department does not retain copies of contracts with no exchange of money. Therefore, the Requestor is required to maintain all records and a copy of the fully executed contract.

### **REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan and aligns/complies with the following governing Board Policies and Administrative Regulations of the District:
  - a. [Board Policy 3320 – Procurement](#)
  - b. [Board Policy 3321 – Contract Review and Approval](#)
  - c. [Administrative Regulation 3322 – Contract Review and Approval](#)
  - d. [Administrative Regulation 3323 – Professional Services](#)

## REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Initial release of Administrative Procedure (separated from Administrative Form 3327).
07/25/2024	2.0	Revised to follow instructions outlined in approved Administrative Form 3327 (v.12, dated 11/21/23); removed the word "Document" from the title to only be "Contract"; other revisions for overall clarity of current process, readability, and formatting; re-attached AF 3327.
11/01/2024	3.0	Reformatted the properties in a fillable "Date" field in the corresponding form (AF 3327) that was duplicating in another unrelated "Date" field within the form.