

Signature Authority Policy

On occasion, Oasis Charter Public School may choose to hire outside contractors and consultants for the reasons of specialized skills and knowledge, as well as to allow for financial segregation of duties. Under this policy:

- Oasis Charter Public School ensures contractors perform in accordance with the terms, conditions, and specifications of their contracts. The Executive Director plays the primary role in contract monitoring, and the Board provides additional oversight.
- Contracts are in written form and must contain a clear description of what services are to be purchased by the School, amount to be paid, and duration of the contract.
- The Executive Director has the authority to enter into agreements with outside contractors whose scope or cost of services has been determined and approved in the annual budgeting process including contracts that are below \$10,000 and not in the budget. The Board reviews by approving or disapproving or requesting additional information of all contracts at or above \$10,000 that are not in the budget.
- Modifications to contracts must be approved by the Executive Director and the Board, ensuring that the modifications are within the scope of the engagement and in line with budget assumptions.
- Conflicts of interest must be considered before engaging any outside contractor or consultant.
- No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.
- The officers, employees, and agents of Oasis Charter Public School shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.
- The Board is consulted and Board approval is obtained before any contracts are executed where conflicts of interest could be perceived.
- For contracts values above \$150,000, Oasis Charter Public School will seek fee estimates from at least three contractors. Oasis Charter Public School will seek more than one fee estimate for contracts between \$10,000 and \$150,000 to ensure cost savings.
- The most updated Federal bid law must be observed when expenses are paid by federal grant funds.