

Appendix C – Sample Professional Services Contract

RIO RANCHO PUBLIC SCHOOLS
500 LASER ROAD
RIO RANCHO, NEW MEXICO 87124
(505) 896-0667 x160 (Telephone)
(505) 891-1357 (Facsimile)

PROFESSIONAL SERVICES CONTRACT

This agreement made and entered into this ___ day of **July, 2009**, by and between the Rio Rancho Public Schools District, hereinafter referred to as the "**District**", and _____, hereinafter referred to as "**Contractor.**"

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. **Scope of the Work.** The **Contractor** shall provide services as specified in Appendix A – Evaluation Point Summary of the RFP.
2. **Coordination.** The **Contractor** shall work at the direction of Happy Miller, MA, Ed.S., of the RADA Department or his/her designee.
3. **Compensation.** The **District** shall pay the contractor for services rendered, plus New Mexico Gross Receipts Tax, an amount not to exceed \$_____, which would be the total sum for completion of all items described in the scope of work submitted for input. The **Contractor** shall be responsible for securing all licenses, fees, etc., required for the performance of this work.
 - A. The **Contractor** shall be responsible for all expenses including, but not limited to travel and lodging and/or mileage, and all other taxes.
 - B. Payments will be made based on approved invoices, and in accordance with the payment procedures of the Finance Department of the **District**.
4. **Terms and Conditions:** This Agreement shall begin on July 1, 2009 and extend through June 30, 2010. Parties to this contract reserve the right to cancel this agreement upon ten (10) days advance written notice.

WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

By: _____
V. Sue Cleveland, Superintendent of Schools
Rio Rancho Public Schools
500 Laser Road
Rio Rancho, NM 87124

By: _____
Contractor Name & Title
Business Name _____
Address _____
City, State and Zip _____

Federal Tax ID # or SS # _____