## SUPPLIER RECEIVES EMAIL

Welcome to our new paperless Independent Contractor Agreement (ICA) approval process. We know you will have lots of questions and we have links to our user guides and FAQs for your reference.

Click [Here](#) to access a User Guide for Reviewing and Approving the ICA

Click [Here](#) to review some FAQs

Please review and submit the following Independent Contractor Agreement (ICA) 227 Jarroll & Associates through the Supplier Portal. The DPS Requestor for this contract is Ellen Zachary. Contact Jane Doe at 555-555-5555 with any questions regarding the general contract terms.

**Click [Here](#) to review the contract in the Supplier Portal**

If you have questions regarding the new ICA process, please contact:

**Strategic Sourcing Contract Administration**
- Phone: 720-423-1315 or 720-423-1355
- Email: ICAsupport@dpsk12.org

If you have questions regarding insurance, please contact:

**RISK Management**
- Phone: 720-423-1300
- Email: RiskManagement@dpsk12.org

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1. The supplier will receive an auto-generated email from DPS at the email address provided during supplier portal registration instructing them to review the contract in the Supplier Portal.

2. Login into Supplier Portal or click “Here” in the email, to either:
   - review the terms and submit the ICA for approval
   - review and negotiate the terms of the contract (where allowed)
   - If you click the link in the email, you will be directed to the contract negotiation page
Supplier Reviews Terms, Negotiates and Approves Contract

FINDING THE CONTRACT THAT NEEDS APPROVING

3. On left hand side under Contracts / In Negotiation, click on Approval Needed to view contract(s)

SELECTING THE CONTRACT FOR REVIEWING

4. Select the contract requiring review and click View Contract
   a. Review entire contract in View Contract

5. After reviewing the contract click on Terms Negotiation, upload the following in this tab:
   a. background check
   b. Signature(s)
## Supplier Reviews Terms, Negotiates and Approves Contract

**VIEWING CONTRACT**

<table>
<thead>
<tr>
<th>Contract Terms And Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Information</strong> - To begin press the blue Negotiate Terms button above</td>
</tr>
<tr>
<td><strong>Display Only</strong></td>
</tr>
<tr>
<td>This section is not modifiable. To change the Supplier or General Contract Information, please do so in the Scope of Work Correction Area</td>
</tr>
</tbody>
</table>

**SUPPLIER**
- Supplier - ICtest3
- Address - 1860 Lincoln St., Denver, CO, 80203
- Work - 720-423-3485
- Fax -
- Email - anthony.jarrell@dpsk12.org
- Tax Id - 123-00-1234
- Attention - TBD

**CONTRACT INFORMATION**
- Contract Name - ICtest3
- Effective Date - May 30, 2017
- Expiration Date - June 30, 2017
- Proposed Total Contract Amount - 250,000.00

**Scope of Work Correction Area**
- MODIFICATION AREA - Update information below if Scope of Work and General Contract Information is incorrect. Press the blue Edit Term button below

| Scope of Work Title - InvLinkTest |
| Scope Description - Invoices Approval Link testing |
| Person On Site - Jared |
| Schedule and Work Location - M-F 8a-4p |
| Contract Name - |
| Effective Date - |
| Expiration Date - |
| Proposed Total Contract Amount - |

**Standard Terms and Conditions - Non Negotiable**

**DPS Standard Terms and Conditions**
- Click on the Standard Terms and Conditions and Insurance.rtf documents. These are non-negotiable for all independent contractors with Denver Public Schoo
- S/23 version after Hickman rev
- Standard Terms and Conditions_v4.rtf (application/rtf)
- doc from Risk
- Insurance Requirements Language 2016_JCA WEB FORM_(application/rtf)
- Attachments - Please see each individual Term for instructions

**Term - Background Checks**
1. Click on Criminal Background.rtf document
2. Print, sign and notarize document ???
3. Scan and add sign/notarized document using the blue Add Attachment button below
4. Attached document will be displayed under Attachments To Be Added
- S/8 13:42 version
- Exhibit 1: Criminal Background.rtf (application/rtf)

**Term - Contractor Supplied Statement of Work**
- Please upload a Statement of Work associated with this ICA. Preferred format is .pdf

6. Click on View Contract button to see the details/overview of the contract
7. There are two options for the Supplier; Approve Terms or Negotiate Terms
   
c. **APPROVE** – this is accepting the contract as is. **Before approval can be done**, all documents must be attached (background check, proof of insurance, additional scope of work, and signed and notarized contract). Proceed to step 18 under section How to Attach Documents.

d. **NEGOTIATE** - this allows the supplier to redline existing articles and terms (that allow modification), add articles and terms and delete articles and terms according to the standard DPS policy. Each separate article and term is a separate component that can be accepted.
**NEGOTIATING TERMS**

**Contract 239 Terms Negotiation**

- **Approve Terms**
- **Submit Term Changes**

**Contract Information - To begin press the blue Negotiate Terms button above**

**Edit Article**
- **Delete Article**
- **Restore Article**
- **Add Term**
- **View History**

**Display Only**
This section is not modifiable. To change the Supplier or General Contract Information, please do so in the Scope of Work Correction Area

**S U P P L I E R**
Supplier - ICAtest3
Address - 1860 Lincoln St., Denver, CO, 80203
Work - 720-423-3485
Fax -
Email - anthony_jarrell@dpsk12.org
Tax Id - 123-00-1234
Attention - TBD

**CONTRACT INFORMATION**
Contract Name - ICAtest3
Effective Date - May 30, 2017
Expiration Date - June 30, 2017
Proposed Total Contract Amount - $250,000.00

**Edit Term**
- **Add Attachment**
- **Delete Attachment**
- **Delete Term**
- **Restore Term**
- **View History**

**Scope of Work Correction Area**

**MODIFICATION AREA** - Update information below if scope of Work and General Contract Information is incorrect. Press the blue Edit Term button below

**Scope of Work Title** - InvLinkTest
**Scope Description** - Invoice Approval Link testing
**Person On Site** - Jared
**Schedule and Work Location** - M-F 8a-4p
**Contract Name** -
**Effective Date** -
**Expiration Date** -
**Proposed Total Contract Amount** -

**Edit Term**
- **Add Attachment**
- **Delete Attachment**
- **Delete Term**
- **Restore Term**
- **View History**

12. To begin negotiations, click the blue buttons, where applicable, to alter the terms.
   
   a. **Add Article**
   
   b. **Edit Article** allows supplier to modify the entire contract
   
   c. **Delete Article** Redlines entire contract for negotiations
   
   d. **Restore Article** allows Supplier to repair the entire contract
   
   e. **Add Terms** is the ability to add additional terms to the contract
   
   f. **View History** gives information about the deletion of a term or article
   
   g. **Edit Term** allows Suppliers to add, delete or change specific language within a section of the contract
   
   h. **Add Attachment** is the ability to upload a document to the contract
   
   i. **Delete Attachment** is the ability to remove an uploaded document
attachment from the contract

j. **Delete Term** Redlines term for negotiations

k. **Restore Term** is the ability to restore a Redlined term

13. Please note some articles are not modifiable.

14. At the bottom of the page you will find the links for both the **Criminal Background Check** and the **Signature page**
   
   a. click on the documents
   
   b. Print and sign
   
   c. Scan and upload the documents using the **blue Add Attachment** button
## HOW TO NEGOTIATE

<table>
<thead>
<tr>
<th>Article</th>
<th>1 ICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term And Condition</td>
<td>Scope of Work Correction Area</td>
</tr>
<tr>
<td>New Title</td>
<td>Scope of Work Correction Area</td>
</tr>
</tbody>
</table>

**Modification Area:** Update information below if Scope of Work and General Contract information is incorrect. Press the blue Edit Term button below.

1. Click on **Edit Article** or **Term**
   a. You will be routed to an overview of the term requiring negotiation

## MAKING CHANGES IN EDIT MODE

<table>
<thead>
<tr>
<th>Article</th>
<th>1 ICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term And Condition</td>
<td>Scope of Work Correction Area</td>
</tr>
<tr>
<td>New Title</td>
<td>Scope of Work Correction Area</td>
</tr>
</tbody>
</table>

**Modification Area:** Update information below if Scope of Work and General Contract information is incorrect. Press the blue Edit Term button below.

1. Click into the **New Description** and/or **Comment box** to make edits
   a. Text box will turn yellow indicating it is ready to be modified
   b. Add, delete, or change existing language (where allowed)
   c. When finished click **OK**
   d. Add comment noting change
**REVIEWING CHANGES (REDLINING)**

| Scope of Work Correction Area | 17. Review (Redline) results and entire contract  
| MODIFICATION AREA - Update information below if Scope of Work and General Contract Information is incorrect. Press the blue Edit Term button below | a. Anything highlighted in red has been added or changed |

- **Scope of Work Title** - InvLinkTest
- **Scope Description** - Invoice Approval Link testing
- **Person On Site** - Jared Anthony
- **Schedule and Work Location** - M-F 8a-4p
- **Contract Name** - Jarrell & Associates
- **Effective Date** - 7/1/17
- **Expiration Date** - 6/30/18
- **Proposed Total Contract Amount** - $3,500

<table>
<thead>
<tr>
<th>Edit Term</th>
<th>Add Attachment</th>
<th>Delete Attachment</th>
<th>Delete Term</th>
<th>Restore Term</th>
<th>View History</th>
</tr>
</thead>
</table>

**HOW TO ATTACH DOCUMENTS**

| 18. Find corresponding section within the contract for the documents:   |
| a. Proof of Insurance needs to be uploaded under Term-Certificate of Insurance   |
| b. Signed and notarized background check needs to go attached to Term-Background Checks   |
| c. An additional scope of work needs to be attached to Term-Contractor Supplied Scope of Work   |
| d. Signed and notarized contract |
### Supplier Reviews Terms, Negotiates and Approves Contract

<table>
<thead>
<tr>
<th>Agreement needs to be uploaded under <strong>Term-Upload Signed 4 Page Agreement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>19. <strong>Click on Add Attachment</strong></td>
</tr>
<tr>
<td><strong>a. Click Browse</strong> to view your documents and select the corresponding doc.</td>
</tr>
<tr>
<td><strong>b. Click OK</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To delete an attachment, click on <strong>Delete Attachment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Click on Add I FORGET WHAT IT SAYS, and select the document you would like to remove</strong></td>
</tr>
<tr>
<td><strong>b. Click OK</strong></td>
</tr>
</tbody>
</table>

### Submitting Changes
18. To submit changes to DPS, Click **Submit Term Changes**, 
   a. enter comment regarding the terms that have been added, 
      deleted or changed, and click **OK**
### Supplier Reviews Terms, Negotiates and Approves Contract

<table>
<thead>
<tr>
<th>Contract No</th>
<th>Working Contract ID</th>
<th>Name</th>
<th>Primary Contact</th>
<th>Negotiation Status</th>
<th>Addendum</th>
<th>Terms Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>138</td>
<td>138</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>141</td>
<td>141</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>142</td>
<td>142</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>144</td>
<td>144</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>145</td>
<td>145</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>188</td>
<td>188</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>212</td>
<td>212</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>213</td>
<td>213</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>232</td>
<td>232</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>233</td>
<td>233</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>239</td>
<td>239</td>
<td>ICAtest3</td>
<td>Ellen Zachary</td>
<td>Needs contract administrator approval</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>241</td>
<td>241</td>
<td>Grant Disapproval Testing</td>
<td>Ellen Zachary</td>
<td>Needs supplier approval</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

19. Once submitted the contract will show as “Needs contract administrative approval”, indicated in the highlighted section:
   a. no additional action is required by the vendor at this time.
20. DPS will review the terms, and either:
   a. Agree, Disapprove, or Reject the Negotiated terms
21. Agreed to Terms: Supplier will receive an email to let them know they need to review the agreed upon terms, and either approve, further negotiate, or reject the contract
22. If your contract is Disapproved or Rejected your DPS contact will be notified to make the necessary changes to get the contract Approved

AGREED TO TERMS EMAIL

The Independent Contractor Agreement terms and conditions for contract 239 have been updated by Denver Public Schools and is ready for your review and approval through the Supplier Portal.

Click Here to review the contract in the Supplier Portal.
Click Here to access a User Guide for Reviewing and Approving the ICA
Click Here to review some FAQs

Strategic Sourcing Contract Administration
Phone: 720-423-1315 or 720-423-1355
Email: ICAsupport@dpsk12.org
24. Before approval can be done, attach all necessary documents:
   a. Signed and notarized background check(s)
   b. Proof of insurance
   c. Additional scope of work
   d. Signed and notarized contract

25. Supplier clicks Approve Terms button and enters “approve contract” in the comment section to approve the contract and click OK.

26. The contract is then returned to the DPS Contract Administrator for final approval.
Congratulations! The terms and conditions for the Independent Contractor Agreement 239 has been approved by Denver Public Schools. If you have any additional questions, please contact Ellen Zachary at 555-555-5555.

Once services have been provided please submit your invoice via email, referencing your Service Agreement number, to AccountsPayable@dpsk12.org with a complimentary copy provided to Ellen Zachary.

Click Here to review DPS invoicing requirements.

If you have questions regarding your invoice or payment, please contact:
Accounts Payable
Phone: 720-423-1383
Email: AccountsPayable@dpsk12.org

If you have questions regarding the new ICA process, please contact:
Strategic Sourcing Contract Administration
Phone: Cassie 720-423-1315 or Maria 720-423-1355
Email: ICAsupport@dpsk12.org

If you need additional help regarding this process please contact ICAsupport@dpsk12.org