



North Monterey County Unified School District CONTRACT REQUIREMENTS QUICK REFERENCE DOCUMENT

Board policy [3312](#) & Board Policy [3600](#):

The above referenced Board Policies require that all contracts must be approved and/or ratified by the Board (Policies attached).

In order for contracts to be ready for either Board approval or ratification the following must exist:

- Clear terms and conditions to include the following:
 - Service or services being provided;
 - Length of service/contract term (e.g. from and to dates);
 - Cancellation terms;
 - Itemized cost for services;
 - Indemnification language;
 - Fingerprinting requirement per Education Code 45125.1; ([Exhibit 1](#))
 - If this is a new vendor, be sure to use the new vendor process so the agency can be added to the financial system. This will also require securing the vendor's completed W-9 form;

**Sample Independent Consultant Services Agreement ([Exhibit 2](#))*
- Things to be mindful of:
 - Copy of the agencies Liability Insurance Policy with the district named as an insurer;
 - Copy of Worker's Comp Insurance policy
 - There or very few exceptions that allow the district to pay funds up front. When a deposit or up-front payment is required, that should be captured in the contract language and must be connected to a specialized build or design that can only be used at NMCUSD.
 - Be mindful of bid limits for services – ([Exhibit 3](#))
 - Short Form Master Services Agreement for construction services under \$60k – ([Exhibit 4](#))
 - Construction Master Services Agreement – ([Exhibit 5](#))
 - Scope of Work Exhibit ([Exhibit 6](#))
 - Best practice is to secure three estimates before going with a vendor even if under the required bid limit, this helps ensure the district is getting the best price.
 - Note there are two (2) authorized signers for the district; the Superintendent, or Associate/Assistant Superintendent, Business Services. If you are not one of the noted titles you do not have the



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authority to enter into a contract on behalf of the district, so please do not sign authorizing services.

- **Consent Agenda Rationales:**

- Provide a clear statement for why this service/contract is necessary.
- Brief overview of the process to find an appropriate contractor.
- Include why it can't be covered internally.
- How this contract supports the goal(s) of the district.

Finally, when dealing with vendors, they have a vested interest in gaining the district's business. Your role is to ensure the district is getting the best deal, and the best services for NMCUSD students. This will require planning in advance. Do not rush a contract simply because the vendor wants you to or suggests that the price will go up if you do not get it approved by a certain date.

New process effective immediately: All contracts with the Board approval date must be attached to the Purchase Order in Escape.

As a final step in the process have your supervisor or the CBO-Assistant Superintendent of Business review the contract prior to submission to the Board.