



Contracts - One Page Reference Sheet

Do I Need a Contract?

\$0 - \$25,000 - No, but with the following exceptions

Software licenses of any kind require a contract.

If the vendor interacts with students in any capacity, a contract is required.

If the services provided pose an enhanced risk to MCSD, a contract is required.

\$25,000 or more on a single purchase - Yes, a contract is required.

\$50,000 or more with one vendor through the course of the fiscal year (07/01 - 06/30) - Yes contract is required.

Example: Six \$10,000 purchases between July 1st and June 30th (Our fiscal calendar) totaling over \$50,000.

What Forms do I Need to Use?

All Contracts require this form:

[MCSD Standard Form Contract](#)

Other forms that you may need to fill out -

Online Educational Services require additional procedures.

Examples: PC software, mobile apps, and web-based tools. IE Benchmark, Savvas, Edgenuity, Etc.

For more details, reference procedure:

[Instructional Technology Request Procedure](#)

Requires the following additional form:

[MCSD Online Educational Services Contract](#)

How do I process a Contract that I want to initiate?

1. Determine the correct forms as needed above.

2. Send the forms to the vendor for review and signature.

3. The form must be completely filled out by the vendor completely (Quotes, Certificate of Insurance, etc.).

4. For a current contract that needs to be amended, refer to:

[Purchasing / Procurement Procedures Manual](#)

5. Does your contract need to be competitively bid? Refer to:

[Purchasing / Procurement Procedures Manual](#)

[Bidding - One Page Reference Document](#)

6. Submit your contract.

\$49,999 and less - Submitted through FOCUS.

[FOCUS: Contract Routing Sheet](#)

Add all documentation to the District Sharepoint site here:

[Sharepoint - Contract Routing](#)

\$50,000 and more - Requires Board approval and routed through PEAK [PEAK: Create New Item](#)

Must be submitted 14 days prior to the next available Board Meeting.

IMPORTANT LINKS

[MCSD Standard Form Contract](#)

[Instructional Technology Request Procedure](#)

[MCSD Online Educational Services Contract](#)

[Bidding - One Page Reference Document](#)

[FOCUS: Contract Routing Sheet](#)

[Sharepoint - Contract Routing](#)

[PEAK: Create New Item](#)

[Purchasing / Procurement Procedures Manual](#)