

2024 / 2025 Contract Process

Returning contractors

1. Board approved End of year report
2. Add to program booklet
3. Approved contract request form
4. Direct Services - Created by department or contract office
 - a. Amendment to master contract
 - b. Exhibit b
5. Non-Direct Services – Created by school or site
 - a. Non direct services agreement
 - b. Requisition
6. Board approval

New or No contract in 2024

1. Approved contract request form
2. Approved RFP
3. Add to program booklet
4. Direct Services - Created by department or contract office
 - a. Master contract
 - b. Exhibit b
 - c. Requisition
5. Non-Direct Services – Created by school or site
 - a. Non direct services agreement
 - b. Requisition
6. Board Approval

Software

1. Contract request form if over \$10,000
 - a. Attach quote or license agreement
2. 2 alternate quotes if between \$10,000 & \$114,800
3. RFP or piggyback bid if over \$114,800
 - a. Send to the board for approval if over \$114,800

BOARD LIMITS: CALCULATED PER COMPANY FOR THE FISCAL YEAR, NOT PER CONTRACT

- Consultants whose services total \$50,000 and above for categorical funding must be approved by the Board of Education.
- Board limit for Unrestricted and LCAP funds is \$25,000