

## 2024/2025 Contract Process at a Glance

### 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 & \$114,500
3. RFP or piggyback bid if over \$114,500
  - a. Send to the board for approval if over \$114,500

### 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