



Contract Ratification Process

MEETING OF THE BOARD OF EDUCATION



SEPTEMBER 7, 2021

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Presentation Format

- Defining the work.
- WHY are we engaging in this work?
- HOW are contracts, MOUs and MOAs ratified?
- WHAT is the recommendation to meet the Board's needs?

Documents for Ratification Definitions

- Contract:
 - A written agreement, concerning employment, sales, acquiring services or equipment, that is intended to be enforceable by law. The elements of a contract must include the terms.
- Memorandum of Understanding (MOU):
 - A written legal document which completely describes the principles of an arrangement between the two or more parties. The elements of a MOU are Offer, Acceptance, Intention, and Consideration.
- Memorandum of Agreement (MOA):
 - A written document which describes the terms of an agreement. The elements of an agreement are Offer, Acceptance.

Contract Ratification Process



Requirements

- Education Code (EC) Sections 17595 – 17606 defines the roll of the governing board in relation to contracts.
 - Contracts entered into are not enforceable until they are ratified and adopted by the governing board
- Public Contract Code (PCC) sections 20111 – 20118.4 defines when contracting for goods and services must go out for bid. The State Superintendent of Public Instruction annually adjusts the limit by which school district's must go out for bid. The current bid limit for the purchase of equipment, materials, supplies, or services sold or leased to the district is \$96,700.

Contract Ratification

- During a regularly scheduled Board Meeting the Board requested additional information regarding the contract(s), MOUs and MOAs proposed for ratification.
 - What is the need to contract for the service(s)?
 - What is the scope of the service(s)?
 - How do we know the service(s) are effective?

Contract Ratification



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- Each regularly scheduled Board Meeting, a list of contacts, MOUs, and MOAs for services provided to the District that are under the current bid limit are signed by authorized staff and are requested to be ratified and adopted by the Board of Education.
- The list is a summary of the vendor providing the service, the service being received, the department and/or site requesting the service, the terms of the service and the funding source to satisfy the service.
- Contracts are not entered into more than 3 years if a bid for the service(s) was not awarded and not more than 5 years without a new bid for the service(s).

Contract Ratification

- Staff has created a document which may be included in the Board's packet along with the summary of services prior to the regularly scheduled Board Meeting.
- This form would contain more detailed information for each contract, MOU or MOA to be ratified/adopted.

Contract Ratification



Current Document for Ratification

Expense Items

EGUSD Contract #	Agreement With	Services Provided	Term of Agreement	Department	Funding Source	Expense Amount
21-0470	360 Media	Branding, Marketing & Design (Web Development)	03/10/2020 - 06/30/2022	College & Career Connections	CTEIG Funds	\$10,000.00
22-0005	All American Entertainment	Gloria Ladson-Billings speaking engagement on 8/5/21	08/05/2021 - 08/05/2021	Curriculum & Professional Learning	Unrestricted General Funds	\$5,000.00
22-0006	All American Entertainment	Gloria Ladson-Billings speaking engagement on 1/6/22	01/06/2022 - 01/06/2022	Curriculum & Professional Learning	Unrestricted General Funds	\$5,000.00
21-0480	Bellissimo Catering	Weekly cooking classes with all summer school campers based on theme	06/08/2021 - 06/30/2021	Florence Markofer Elementary	Expanded Learning Opportunities	\$7,710.00

Contract Supplemental Document

SECTION A

Agreement With:

360 Media

☐ ICA

Description of Services Provided:

Services for branding, marketing and design for web College, Career & Connections web site.

Rational:

By redesigning the current CCC website this will promote student/parent engagement.

Term: 03/10/2020 - 06/30/2022

Contract Amount: \$ 10,000.00

Thank You

Q & A

Feedback