

Contract Review Guidelines

For purposes of this workflow, a contract is any agreement for goods or services generated by a party outside of the ESD. Internally created contracts such as MOAs and Personal Service Contracts do not apply.

Contract Referral/Secondary Review

If your contract contains any of the following components, a secondary review is required.

1. Does the contract exceed your authorized purchasing threshold?
(Note: to determine this, you must calculate the total cost over the life of the contract.)

Position	Spending Authorization Limits
Superintendent	\$ 300,000
CFO/CIO/CHRO	100,000
Program Managers	25,000
Program Staff	5,000

Send contract to:

businesshelp@hdesd.org

2. Does the contract interact or link with any part of our tech environment? Is any staff or student PII (personally identifiable information) shared?

Send contract to:

techhelp@hdesd.org

3. Is the contract for the use of a physical space? ie: renting a classroom, reserving a banquet hall, etc.

Send contract to:

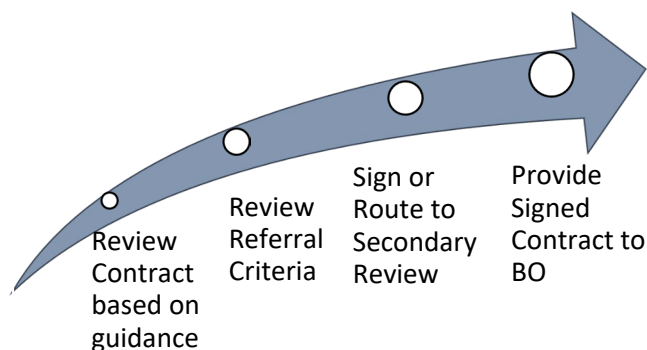
businesshelp@hdesd.org

4. Is the contract for the use or lease of vehicle(s)?

Send contract to:

businesshelp@hdesd.org

Contract Workflow



Contract Review Guide

- ✚ Is the ESD the contract holder? (The ESD should be the named party in the contract, not the specific program you're working on behalf of).
- ✚ Is vendor insurance needed? ie: is there a possibility that a vendor mistake could trigger the need for an insurance claim?
- ✚ Is there an outlined process for mid-contract changes?
- ✚ How is the contract terminated? Do we have the ability to terminate mid-contract? Do you foresee that we may need that option?
- ✚ Have you thoroughly reviewed the ESD's obligations? Do you feel confident that all obligations can be met?
- ✚ Have you reviewed the payment terms? Are there any unique requirements, such as additional systems or methods the business office should be aware of?