Contract – Intergovernmental Agreement

GENERAL DESCRIPTION: This procedure applies to the selling of services to other governmental agencies or the purchasing of services from other governmental agencies.

PRIMARY RESPONSIBILITY: Superintendent

REFERENCE OR AUTHORITY: Board Policy DJ – CESD Purchasing, Board Policy DJC – Bidding Requirement and District’s Public Contracting Model Rules

OVERVIEW: All agreements between CESD and other government agencies should have a legal agreement defining the scope of work, terms of agreement, compensation and standard terms and conditions. When Clackamas ESD provides the service, the CESD Standard Intergovernmental Agreement (IGA) should be used. In those cases where CESD is purchasing a service and no agreement is available from the provider, CESD should use its approved agreement.

No service shall commence until all District approvals have been secured as required by District policy. The CESD Board has designated the superintendent as the person to sign all contracts.

PROCEDURAL STEPS:

1. The requesting manager will request approval according department procedures.

2. If approved by the department director, the director will work with the superintendent.

3. If authorized by the superintendent, the department director or designee will work with the superintendent or designee in developing the Intergovernmental Agreement (“IGA”) and forward a draft to the Chief Finance Officer or designee for review.

4. The superintendent or designee will process as follows:
   a. At the superintendent’s discretion, present IGA to CESD Board for review.
   b. Obtain authorized signature from superintendent.
   c. Maintain tentative agreement.
   d. Send cover letter and IGA to participating government agency, with copy to department originator.
5. If applicable, the superintendent or designee will create a requisition in Lawson – Requisition Self Service (RSS) with the appropriate program accounting information, scan, and attach to the requisition all supporting documents, and release for approval according to the electronic approval process flow.

6. Once approved by the government agency, a final agreement will be maintained by the superintendent, with a copy forwarded to the originator.

7. All addendum requests shall be forwarded to the superintendent or designee for processing as defined in Step 4 above.

8. If service requires billing, the department originator shall work with the Chief Finance Officer on procedure and time frames for generating all billings.