

**Contracts and Services to Other Tax-Supported  
and Nonprofit Organization**

**Services Provided to Other Tax-Supported Agencies**

1. Services will be provided as a result of requests by other tax supported agencies.
2. Brochures and other informational items may be sent to such agencies to create awareness as to what services are available.
3. The contract shall minimally include:
  - a. Term of contract;
  - b. Nature of service;
  - c. Amount of money required;
4. Services shall be provided to such organizations on a lower priority basis than those provided under policy.
5. Upon receipt of a request for service the MESD department director or his/her designee shall develop a contract to provide such services.
6. The contract shall be reviewed and revised as necessary by the appropriate MESD department director, who shall forward it to the Superintendent or designee with a recommendation for approval/rejection.
7. The Superintendent or designee approves/rejects the contract.
8. The MESD department director or his/her designee:
  - a. Manages the services according to the approved contract;
  - b. Maintains records of all costs expended in the offering of such services;
  - c. Monitors the contract for proper invoicing.
9. If the contract is rejected by the Superintendent or designee, he/she shall return it to the MESD department director with explanation so that the MESD department director may proceed as appropriate.

**Services provided to the Oregon Department of Education (ODE)**

1. Shall be only within the parameters of the executed contracts between ODE and MESD.
2. The appropriate MESD department director is authorized to commit such services to ODE to fulfill the intent of the executed contract.
3. The Superintendent or designee shall be promptly notified of any services being provided to ODE under the executed contract.