

# Multnomah Education Service District

Code: **KN-AR**  
Adopted: 4/1/81  
Readopted: 10/12/94; 11/7/05; 1/26/09  
Orig. Code(s): 5100-2; 5111-1; 5113-1; 5121-1; 5121-1A; 5131-1A; 5141-1; 5141-1A; 5142-1

## Relations with Government Agencies

### Contracted Service Agreements (Services Purchased by Component Districts)

Upon request and approval of an MESD department director, contracted service agreements will be prepared by department staff using the contract format approved by the MESD Contract Manager.

1. The original and all required supporting documents will be properly recorded in the MESD contract tracking system.
2. MESD department directors are responsible for submitting Orders to Bill to Business Services in accordance with the agreed upon payment schedule. Business Services will invoice each component district accordingly.
3. The contract shall minimally include:
  - a. Term of contract;
  - b. Nature of service;
  - c. Amount of money required;
  - d. A fiscal audit requirement;
  - e. A performance audit requirement.

### Services Provided to Non-Component Districts

1. Services will be provided as a result of requests of non-component districts.
2. The request of the non-MESD component district shall be approved by the Superintendent of that district and the MESD Superintendent or Chief Program Officer.
3. Notwithstanding paragraph 1. in this section, brochures and other informational items may be sent to the non-component districts, upon request, to create awareness as to what services are available.
4. The contract shall minimally include:
  - a. Term of contract;
  - b. Nature of service;
  - c. Amount of money required;
  - d. A fiscal audit requirement;
  - e. A performance audit requirement.

5. Services shall be provided to such organizations on a lower priority basis than those provided to component districts.
6. Upon receipt of a request for service, the MESD department director or his/her designee shall develop a contract for providing such services.
7. The contract shall be reviewed and revised as necessary by the appropriate Cabinet member who shall forward it to the Superintendent or Chief Program Officer with a recommendation for approval/rejection.
8. The Superintendent or Chief Program Officer approves/rejects the contract.
9. 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.
10. If the contract is rejected by the Superintendent or Chief Program Officer he/she shall return it to the MESD department director with explanation so the MESD department director may proceed as appropriate.

#### Services Provided to Non-Public Schools

1. Services will be provided as a result of requests by non-public schools.
2. Notwithstanding paragraph 1. in this section, brochures and other informational items may be sent to such non-public schools 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;
  - d. A fiscal audit requirement;
  - e. A performance audit requirement.
4. Services shall be provided to such organizations on a lower priority basis than those provided to public schools.
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 Cabinet member, who shall forward it to the Superintendent or Chief Program Officer with a recommendation for approval/rejection.

7. Superintendent or Chief Program Officer 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 Chief Program Officer, he/she shall return it to the MESD department director with explanation so the MESD department director may proceed as appropriate.

#### Services Provided to Other Tax Supported Agencies or Non-Profit Organizations

1. Services will be provided as a result of requests by other tax supported agencies or non-profit organizations.
2. Brochures and other informational items may be sent to such non-public schools 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;
  - d. A fiscal audit requirement;
  - e. A performance audit requirement.
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 Chief Program Officer with a recommendation for approval/rejection.
7. The Superintendent or Chief Program Officer 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 Chief Program Officer, 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) shall be only within the parameters of the contract between ODE and MESD.

1. The appropriate MESD department director is authorized to commit such services to ODE to fulfill the intent of the contract.
2. The Superintendent or Chief Program Officer shall be promptly notified of any services being provided to ODE under the contract.