

Greendale Schools **Contract Management**

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Disclaimer: This presentation is not legal advice, so please contact your school attorneys if you have specific questions about your school contracts.

WASBO Ethical Standards

- **Do not** accept items of services of substantial value from a vendor/potential vendor.

Contract Management

How many contracts do you manage in your schools / department?



Process for Contract Management

- Always Be Building Relationships with Your Vendors
- Get Copies of Contracts
- Review Your Board Purchasing Policy. [Greendale Example](#)
- Maintain Vendor List
- Complete Vendor Reference Checks
- Ask People You Trust for Vendors

Organizing Contracts

Sample from Greendale Schools

- Digital Copy of Contracts
- Start and End Dates
- Contract Amounts
- Vendor Contact
- Liability Insurance
- Responsibility for Overseeing

Organizing Contracts

- System Feedback?
 - What Do You Like / Not Like?

Organizing Contracts

- Schedule Time to Review
- Easily Sort Upcoming Contracts for Renewal / Bid

RFP/Bid Process

- Follow **Board Policy**
- Bid openings in public when appropriate
- Clarify what is covered with vendors when appropriate
- Thank all vendors for participating when they bid

Contract Review

- Ensure contracts are reviewed **before** signing
- Ask for Help from Your Administrative Team
- If needed contact an attorney (before signing)
- Review language for opting out at end of contract, build into your RFP process.
- Consider Opt Out language should you receive poor service.

Contract Review

- Are there agreements we can eliminate by doing work differently?
- Group Discussion

Vendor Management

- Group Discussion - Discuss a time you've had a challenge with a vendor.
 - How did you try to resolve?
 - What worked/didn't work?

Vendor Management

- Issues will happen
- Timely, open communication regarding issues
- Calm, cooperative approach
- Clear communication on the outcome