



TO: MUSD Departments and School Sites

FROM: Purchasing Department

SUBJECT: Agreements with Consultants/Vendors & Independent Contractors

Thank you for your interest in creating a partnership with a new or existing vendor!

Below you will find a short summary of the Purchasing Contract/Consultant Agreement process and possible insurance requirements that will need to be met prior to doing business with a vendor.

Any vendor, independent contractor, or business who will provide services on MUSD property or to an MUSD student will require a written agreement whether the service is provided at no cost or if payment is required. Most agreements and contracts will also require Board approval prior to the first day of service. If they are new to the District, they'll also need to be added to Galaxy.

Once received by the Business office, it could take 4-6 weeks before an agreement can be recommended for Board approval when a vendor is responsive, longer if the vendor is unable to provide what is requested. Board meetings are held once per month. Please take Board meeting dates into consideration and plan ahead!

Different types of services that require a written agreement and Board approval prior to the first day of service include:

- Contractors/Service providers for Maintenance & Operations/Transportation (Board approval dependent on dollar value)
- Agreements for ongoing services
- Assemblies, Special Speakers, Photographers, Professional Development providers
- Independent Consultants and companies who will provide individual or specialized services to students or families on and off campus



Insurance requirements could include the following depending on the services that will be provided:

- Commercial General Liability Coverage Requires: Additional Insured Endorsement, Primary Non-contributory Endorsement & Waiver of Subrogation (Required coverage)
 - \$1,000,000 per occurrence \$2,000,000 aggregate
- Business Auto Coverage Requires: Additional Insured Endorsement, Primary Non-contributory Endorsement & Waiver of Subrogation (dependent on services provided)
 - \$1,000,000 per accident
- Workers' Compensation: Statutory Limit as required by the State of California with the Waiver of Subrogation (Mandatory if the vendor has employees)

*Additional insurance that may be required depending on services being provided to the District:

- Umbrella/Excess Liability Coverage with Additional Insured Endorsement: \$5,000,000 total preferred coverage
- Professional Liability – may need to include cyber liability: \$2,000,000 total preferred coverage
- Sexual Abuse or Molestation: \$1,000,000 total preferred coverage per occurrence

Please contact us with any questions or specific situations you may have.

The Purchasing Department is here to support you!

Nora Marquez, Director of Purchasing (951) 672-1851 ext.49150 or nmarquez@menifeeusd.org
Saipelia (Lia) Brekke, Buyer (951) 672-1851 ext. 49151 or saipelia.brekke@menifeeusd.org