

Instructions for Submitting Vendor Contracts for Review and Signature Step-by-Step Guide

All vendor contracts must be submitted through the Contracts Portal for review and signature by an authorized signatory of the College.

There are (2) Categories for Contracts

1. Service Contracts Under \$10k

Option 1: Vendor did NOT submit a contract to be signed. Use MCC Short Form Contract Template.

Option 2: Vendor submits a contract to be signed.

2. Service Contracts \$10k and Over

Option 1: Vendor submits a contract to be signed or College department requests a contract to be created.

Service Contracts Under \$10k

Option 1: Vendor did NOT submit a contract to be signed. The College has provided a contract template (MCC Short Form Contract) to create a written agreement for the services to be delivered. For example, services such as art models, guest speakers, DJ, ASL Interpreters, student activities, etc.

1. Go to the Contracts Portal webpage at <https://www.middlesex.mass.edu/purchasing/subcontract.aspx>
2. Click the applicable MCC Short Form Contract link.

MIDDLESEX
Community College

myMCC APPLY REGISTER DIRECTORY GIVE TO MCC ABOUT CONTACT

CURRENT STUDENTS FUTURE STUDENTS PROGRAMS & COURSES PAYING FOR COLLEGE WORKFORCE & TRAINING ALUMNI

SUBMIT CONTRACT
Submit Contracts for Review

Purchasing
Banner Finance Documents
Contracts
Contracts Policy
Instructions for Submitting Contracts
Submit Contracts Portal

Purchasing Policies
Fiscal Year Close/Open
New Vendor Instructions
Invoice Process and Requirements
Consortium and State Contracts
Forms
Certified Payroll
Bids
Copiers and Printers

Home > Purchasing > **Submit Contracts for Review and Signature**

Contracts Portal for Submitting Contracts for Review & Signature

All vendor contracts must be submitted through the Contracts Portal for review and signature by an authorized signatory of the College.

Please refer to the Instructions for Submitting Contracts by clicking [here](#).

Service Contracts Under \$10k

Option 1: Template to Create a Contract. Used when there is no vendor contract submitted by the vendor for signature. For example, services such as art models, guest speakers, DJ, ASL Interpreters, student activities, etc.

Click the link below to create a service contract.
[MCC Short Form Contract](#)
[MCC Short Form Contract \(MCC Foundation Contracts ONLY\)](#)

3. The link will open a PowerForm in DocuSign for additional information.

4. Fill in the name and email for the Submitter (*person completing contract*), Vendor/Contractor (*company or person who the College is hiring to provide services*), Department Cost Center Manager and Department Admin in the PowerForm Signer Information form (see screen shot below).

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Fill in the required information.

Please enter your name and email to begin the signing process.

Submitter

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.


Contractor

Name:

5. Scroll to the bottom of the PowerForm and click the **Begin Signing** button.
6. Fill in the contract information and click finish. The fields highlighted in red are required.

Please review the documents below. FINISH

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MIDDLESEX
Community College

Middlesex Community College
Contract for Services (under \$10,000)

This agreement is made this day of by and between Middlesex Community College (hereinafter referred to as "Purchaser") and (hereinafter referred to as "Contractor"). Purchaser hereby engages Contractor, who agrees to perform the services described below upon all the terms and conditions set forth herein, including those on the reverse side of this page.

Description of Service (scope of work):

Start Date/Time of Service: **End Date:**

Location of Service:

Cost of Service: Enter total cost per rate for duration of contract. **Total Cost:** **Hourly Rate:**

Banner Index (Source of Funding):

Additional Provisions by Purchaser:

Additional Provisions by Contractor:

Payment Terms: Net 30

IN WITNESS WHEREOF, the parties have caused this contract to be executed by their duly authorized

7. The contract will be automatically routed to the following parties after each party enters their information and signs. All parties will receive a copy of the fully executed contract via DocuSign.
 1. Submitter
 2. Contractor
 3. Department Cost Center Manager
 4. Director of Procurement
 5. Department Admin

Service Contracts Under \$10k

Option 2: Vendor submits a contract to be signed.

1. Go to the Contracts Portal webpage at <https://www.middlesex.mass.edu/purchasing/subcontract.aspx>
2. Click the Vendor Service Contract under \$10k link.

The screenshot shows the Middlesex Community College website's purchasing portal. The header includes the college logo and navigation links like 'myMCC', 'APPLY', 'REGISTER', 'DIRECTORY', 'GIVE TO MCC', 'ABOUT', and 'CONTACT'. Below the header, there are categories for 'CURRENT STUDENTS', 'FUTURE STUDENTS', 'PROGRAMS & COURSES', 'PAYING FOR COLLEGE', 'WORKFORCE & TRAINING', and 'ALUMNI'. The main content area is titled 'SUBMIT CONTRACT' and 'Submit Contracts for Review'. A sidebar on the left lists various purchasing documents and policies, with 'Submit Contracts Portal' highlighted. The main content area is titled 'Contracts Portal for Submitting Contracts for Review & Signature' and provides instructions for submitting contracts. It includes two options: 'Option 1: Template to Create a Contract' and 'Option 2: Submit Vendor Service Contract for review and signature'. The 'Option 2' section contains a link for 'Vendor Service Contract under \$10k', which is circled in red in the image.

3. The link will open a PowerForm in DocuSign for additional information.
4. Fill in the name and email for the Submitter (*person completing contract intake form*) and click Begin Signing.

The screenshot shows a 'PowerForm Signer Information' page. The title is 'PowerForm Signer Information'. Below the title, there is a paragraph: 'Please complete the service contract under \$10k and MOA/MOU Intake Form and attach contract documents and related forms for review by the Procurement Department'. Below this, another paragraph says: 'Please enter your name and email to begin the signing process.' The form is titled 'Submitter' and has two required fields: 'Your Name: *' and 'Your Email: *'. The 'Your Name' field is labeled 'Full Name' and the 'Your Email' field is labeled 'Email Address'. At the bottom of the form, there is a blue button labeled 'BEGIN SIGNING'.

5. Fill in the Contract Intake form and attach the vendor contract and all related documents/forms and click Finish

Please review the documents below. FINISH

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**Middlesex Community College
Service Contract Under \$10k and MOA/MOU's
Contract Intake Form**

All contracts must be reviewed by the Procurement Department. The Procurement Department reviews the legal terms to ensure compliance with applicable laws. The Department submitting the contract is responsible for reviewing and approving the scope of work and contract expectations. Once the contract is executed, it is the responsibility of the department to manage the contract.

Form Instructions: Please complete the requested information below and attach the vendor contract and additional documents as applicable.

Timeline: Please allow at least 2 weeks from today's date for review and signature. If you need the contract sooner please indicate in Request Details.

Today's Date: 2/29/2024

Submitter Name: Christina Kelley **Submitter Email:** kelleyca@middlesex.mass.edu

Counterparty Information (Vendor)	
Vendor's Legal Name:	<input type="text"/>
Legal Address:	<input type="text"/>

6. The contract intake form will be automatically routed to the Purchasing Department for review and signatures.
7. All parties including the submitter will receive a copy of the fully executed contract via DocuSign.

Service Contracts \$10k and Over

Option 1: Vendor submits a contract to be signed or College department requests a contract to be created.

Please Note a Banner Requisition # is required when submitting a contract for review and signature for contracts \$10k and over.

1. Go to the Contracts Portal webpage at <https://www.middlesex.mass.edu/purchasing/subcontract.aspx>
2. Click the Vendor Service Contract \$10k and Over link.

SUBMIT CONTRACT

Submit Contracts for Review

- Purchasing
- Banner Finance Documents
- Contracts
- Contracts Policy
- Instructions for Submitting Contracts
- Submit Contracts Portal
- Purchasing Policies
- Fiscal Year Close/Open
- New Vendor Instructions
- Invoice Process and Requirements
- Consortium and State Contracts
- Forms
- Certified Payroll
- Bids
- Copiers and Printers

Procurement Policy
Procurement Policy Guidelines
Procurement Policy Training

Contact Details
Purchasing Department
591 Springs Road
Building 10
Bedford, MA 01730
Purchasing@middlesex.mass.edu

Karen Tanguay
Purchasing Specialist

Home > Purchasing > Submit Contracts for Review and Signature

Contracts Portal for Submitting Contracts for Review & Signature

All vendor contracts must be submitted through the Contracts Portal for review and signature by an authorized signatory of the College.

Please refer to the Instructions for Submitting Contracts by clicking [here](#).

Service Contracts Under \$10k

Option 1: Template to Create a Contract. Used when there is no vendor contract submitted by the vendor for signature. For example, services such as art models, guest speakers, DJ, ASL Interpreters, student activities, etc.

Click the link below to create a service contract.

[MCC Short Form Contract](#)

[MCC Short Form Contract \(MCC Foundation Contracts ONLY\)](#)

Option 2: Submit Vendor Service Contract for review and signature Used when there is a vendor contract for services under \$10k that needs to be reviewed and signed

Click the link below to submit a contract for review and signature

[Vendor Service Contract under \\$10k](#)

Service Contracts \$10k and Over

Option 1: Submit Vendor Service Contract for review and signature or Submit a Request for Contract to be Created. Used when there is a vendor contract that needs to be reviewed and signed or a request for contract to be created for services \$10k and over. A Mass Standard Contract will be created for all contracts \$10k and over.

Click the link below to submit a contract for review and signature

[Vendor Service Contract \\$10k and Over](#)

- The link will open a PowerForm in DocuSign for additional information.
- Fill in the name and email for the Submitter (*person completing contract intake form*) and click Begin Signing.

PowerForm Signer Information

Please complete the service contract under \$10k and MOA/MOU Intake Form and attach contract documents and related forms for review by the Procurement Department

Please enter your name and email to begin the signing process.

Submitter

Your Name: *

Your Email: *

[BEGIN SIGNING](#)

- Fill in the Contract Intake form and attach the contract and all related documents/forms and click Finish

Please review the documents below.
FINISH

START

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Middlesex Community College Service Contract \$10k and Over Contract Intake Form

All contracts must be reviewed by the Procurement Department. The Procurement Department reviews the legal terms to ensure compliance with applicable laws. The Department submitting the contract is responsible for reviewing and approving the scope of work and contract expectations. Once the contract is executed, it is the responsibility of the department to manage the contract.

Form Instructions: Please complete the requested information below and attach the vendor contract and additional documents as applicable.

Timeline: Please allow at least 2 weeks from today's date for review and signature. If you need the contract sooner please indicate in Request Details.

Today's Date: 1/27/2023

Submitter Name: Christina Kelley **Submitter Email:** kellyca@middlesex.mass.edu

Counterparty Information (Vendor)			
Vendor's Legal Name:	<input type="text"/>	Doing Business As:	<input type="text"/>
Legal Address:	<input type="text"/>	Contract Manager	<input type="text"/>
Contract Manager Phone:	<input type="text"/>	Contract Manager Email:	<input type="text"/>

MCC Requesting Department		
<input type="radio"/> Middlesex Community College <input type="radio"/> Middlesex Community College Foundation		
Contract Manager:	<input type="text"/>	Department:
Phone:	<input type="text"/>	Email:

- The contract intake form will be automatically routed to the Purchasing Department for review and signatures.
- All parties including the submitter will receive a copy of the fully executed contract via DocuSign.