

# Job Aid for Submitting Short Form Contracts

## Short Form Contract Types

1. **MCC Short Form Contract (services under \$10k)**

Used when there is no vendor contract submitted by the vendor for signature. Services with vendor/consultant under \$10k for Middlesex Community College such as art models, guest speakers, DJ, ASL Interpreters, student activities, etc.

2. **MCC Foundation Short Form Contract (services with the Foundation under \$10k)**

Used when there is no vendor contract submitted by the vendor for signature. Services with vendor/consultant under \$10k for MCC Foundation such as guest speakers, activities, etc.

## Create and Submit Short Form Contracts

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

The screenshot shows the Middlesex Community College purchasing portal. The header includes the college logo and navigation links: myMCC, APPLY, REGISTER, DIRECTORY, GIVE TO MCC, ABOUT, CONTACT. Below the header are categories: CURRENT STUDENTS, FUTURE STUDENTS, PROGRAMS & COURSES, TUITION & AID, WORKFORCE & TRAINING, ALUMNI. The main content area is titled 'SUBMIT CONTRACT' and 'Submit Contracts for Review and Signature'. It includes a breadcrumb trail: Home > Purchasing > Submit Contracts for Review and Signature. A left sidebar lists various purchasing-related links. The main content area contains a box with three contract types: 'Short Form Contracts (services under \$10k)', 'MCC Short Form Contract (services under \$10k)', and 'MCC Foundation Short Form Contract (services with the Foundation under \$10k)'. Below this box are links for 'Vendor Service Contracts, Mass Standard Contracts, MOA/MOU's (MCC and MCC Foundation)', 'Vendor Service Contract \$10k and Over (Mass Standard Contract)', and 'Vendor Service Contract under \$10k and MOA/MOU's'. Contact information for Julie Mackley, Purchasing Specialist, is provided at the bottom left.

**CONTACT DETAILS**  
Purchasing Department  
591 Springs Road  
Building 10  
Bedford, MA 01730  
Purchasing@middlesex.mass.edu

**Julie Mackley**  
Purchasing Specialist

3. The link will open a PowerForm in DocuSign for additional informational.
4. Fill in the name and email for the Submitter, Vendor/Contractor and Department Cost Center Manager in the PowerForm Signer Information (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:


Email:

### Cost Center Manager

5. Scroll to the bottom of the PowerForm and click the **Begin Signing** button.
6. Fill in the contract information and click finish.

Please review the documents below. FINISH

DocuSign Envelope ID: 1A AFC5B6-7F61-4550-A69C-83DDE47CF679

  
**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 or 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

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.

1. Submitter
2. Contractor
3. Department Cost Center Manager
4. Director of Procurement