Job Aid for Submitting Short Form Contracts

Short Form Contract Types

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

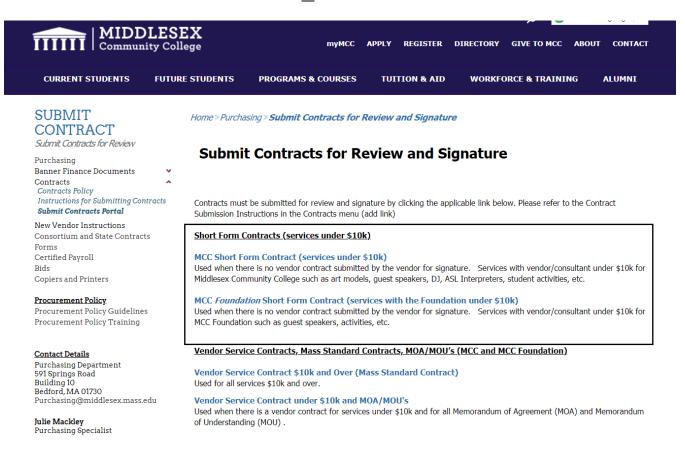
Used when there is no vendor contract submitted by the vendor for signature. Services with vendor/consultant under \$10k for Middlesex Community College such as art models, guest speakers, DJ, ASL Interpreters, student activities, etc.

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

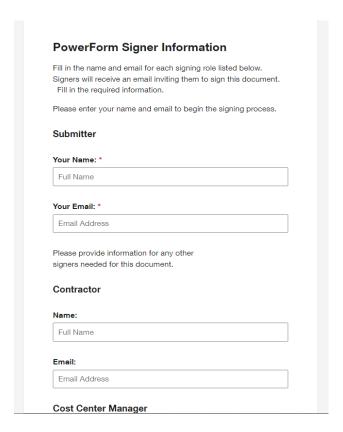
Used when there is no vendor contract submitted by the vendor for signature. Services with vendor/consultant under \$10k for MCC Foundation such as guest speakers, activities, etc.

Create and Submit Short Form Contracts

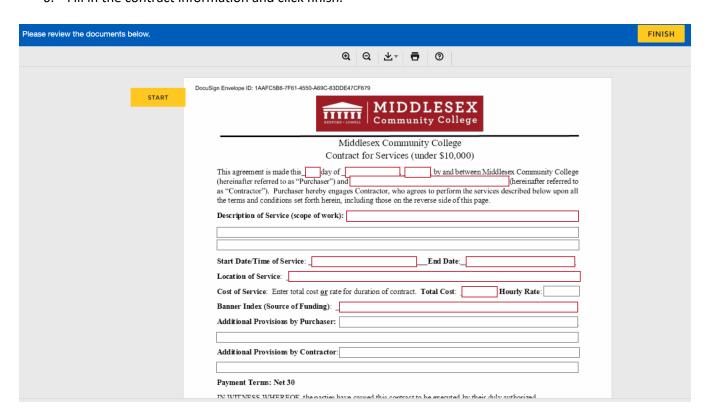
- Go to the Submit Contracts Portal webpage at https://www.middlesex.mass.edu/purchasing/subcontract.aspx
- 2. Click either the MCC Short Form Contract or MCC Foundation Short Form Contract.



- 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).



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



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