Grants Programs: FY2015

MEMORANDUM

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| To: | EEC Special Education Entitlement Grantees |
| From: | Sandra Sherriff Director of Contracts and Procurement |
| Date: | 07/25/2014 |
| Subject: | State Finance Regulations - Required Forms |

This notice is to request your assistance in complying with state requirements.

The Department of Early Education and Care (EEC) is establishing a "Master Service Agreement" (MSA) process to require school districts that are grant recipients to complete a Commonwealth Standard Contract Form and an accompanying signature verification document. Both documents will be on file with the Office of the State Comptroller in order to be able to process grants or contracts to your organization.

The original standard contract form will be executed as a multi-year rate agreement with no maximum obligation covering all federal entitlement grants awarded by the Department. The initial rate agreement period will be for ten years.

EEC requires all grantees to complete the Commonwealth of Massachusetts - Standard Contract Form. This form is published and issued jointly by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR), and the Operational Services Division (OSD) for use by all Commonwealth Departments for New Grants/Contracts and Grant/Contract Amendments or Renewals. The policies, procedures, and legal references outlined therein have been incorporated by reference in the Office of the Comptroller regulations, 815 CMR 2.00: Grants and Subsidies.

This Contract Amendment/Renewal will have a new end date of August 31, 2024.

* Enclosed you will find a "Commonwealth of Massachusetts Standard Contract Form" (SCF) for your agency. Most of the relevant information has already been filled in and you need only to complete those sections preceded by an "'. Please review it for accuracy. It must then be signed by the Chief Executive Officer as the authorized designee of the governing board of the organization. Only the signature page must be returned. Do not return the five (5) page instruction section.
* In addition, you must complete and return the enclosed "[Contractor Authorized Signatory Listing Forms](file:///S:/Admin%20&%20Finance/PS%20Contracts/ContractSpecialist/contractor%20signatory%20form.docx)," which must be notarized.
* All documents have to be filed with the Office of the State Comptroller prior to any Fiscal Year 2015 grants and/or contracts being processed.

Please be sure to keep a copy of these signed documents for your records.

All three forms, each with original signatures, must be returned to:

Commonwealth of Massachusetts  
Department of Elementary Education and Care  
Grants Management, Attn: Gloria Hickey  
51 Sleeper Street

Fourth Floor  
Boston, MA 02210

If you have any questions, please email Gloria.Hickey@massmail.state.ma.us

Again, thank you for assisting the Department in complying with these state requirements.