

## Auditor's Office Quick Guide to the Contracts Policy

### *Or, Contracting for Dummies*

To Contract, or Not to Contract? That is the ~~Inquiry~~ Question.

- When can I use an invoice instead of a more formal contract? ~~Never~~
  - Purchase of goods or services less than \$25,000.
  - Risk Management must be provided proof that the vendor has the required insurance.
- When must I use a formal contract and send it through Civic Clerk? ~~Always~~
  - If the above criteria are not met or;
  - If the service involves contractors working directly with the public, directly interacting with patients, or the service involves an inherently dangerous activity (i.e. construction, lion taming) or;
  - If the department head believes there is risk or complexity warranting legal and risk review and commissioner signature.
- Who can sign contracts?
  - The authority to enter into contracts for the benefit of Missoula County, its departments and entities is generally exercised by the Missoula County Board of County Commissioners. All **independently elected officials** may sign contracts for their departments within their budgeted authority, though all parts of the Contracts Policy must still be followed, including **legal and risk review**, and **recording of contracts**. Department heads may execute invoice-based contracts.
- When must a signed contract be recorded?
  - All contracts over \$10,000 must be recorded with the Clerk and Records Office. Use caution, the Clerk and Recorder folks can be kind of mean. **Just kidding!**
- I heard the maximum contract term has changed. Is this true?
  - You shouldn't believe everything you hear, but this is true. The maximum contract term is now 7 years. There is an exception for some technology related contracts.

**Feel free to contact the Auditor's Office with any questions about procurement. We're always ~~somewhat~~ happy to help!**