600123



**MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT**

**Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies - CHECKLIST**

**Vendor Name:** AG LINK

***REQUIRED CHECKBOX* for Service Contracts**

- ☐ **MVWSD Independent Contractor for Professional Services Agreement (PSA) completed**
- ☒ If MVWSD PSA is **NOT** used, explanation with corresponding documents is attached. –

☐ **Contract for Professional Services / Special Services**

- ☐ **$50,000 or below**, no further steps required.
- ☐ **$50,001 and above**, completed the following items:
  - ☐ ____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
  - ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

***If it is advantageous for the district to pursue a particular vendor, a justification can be attached.**

☐ **Contract for Services (*NOT* Special Services)**

- ☐ **$50,000 or below**, no further steps required.
- ☐ **$50,001 - $114,500**, completed the following items:
  - ☐ ____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
  - ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- ☐ **$114,501 and above**, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

☐ **Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, and Surveyors**

- ☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document.

☐ **Contract for Waste Services {MOT or CBO}**

- ☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract for Transportation (Bus, Cars, etc.) Services**

- ☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract for Equipment, Materials and Supplies**

- ☐ **$75,000 or below**, no further steps required.
- ☐ **$75,001 - $114,500**, completed the following items:
  - ☐ ____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
  - ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- ☐ **$114,501 and above,** followed the Formal Bid Process in the Purchasing Processes and Procedures document.

☐ **Contract for Technology: Computers, Software, Telecommunications Equipment and Other Technology**

- ☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Public Contract Code §20118.2.

☐ **Contract for Educational Materials {Ed Services}**

- ☐ ____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- ☐ Ensured the Board considers, selects and evaluates items through the District's process outlined in Board Policy and Administrative Regulation 6161.1.

☒ **Contract for Perishable Foods {Child Nutrition}**

☒ ____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)

☒ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

We are using the CDE forms.

☐ **Contract Utilizing a "Piggyback Agreement" with Another California Entity {Business Office}**

☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract Utilizing CMAS / Other "Leveraged Procurement Agreement" via the CA Dept of Gen Svcs {Business Offc}**

☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract Utilizing an On-Line /Out-Of-State "Cooperative Purchasing Agreement" {Business Office}**

☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract for Construction, Repair and Maintenance {MOT or CBO}**

☐ **Up to $75,000**, completed the following items:

- ☐ ____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

☐ **$75,001 - $220,000,** followed the **Informal** Bid Process in the Purchasing Processes and Procedures document.

☐ **$220,001 and above,** followed the **Formal** Bid Process in the Purchasing Processes and Procedures document.

☐ **Lease-Leaseback,** utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all Board-approved procedures pursuant to Educ. Code §17406.

☐ **Design-Build,** utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all procedures pursuant to Educ. Code §§17250.10 et seq. or 17250.60.

☐ **Contract for Energy Services That Will Generate Cost Savings**

☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Government Code §4217.10.

☐ **Emergency Contracts {CBO Only}**

☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

***Both signatures below are required***

| **Approval by Department Head** (Minimum: Manager Level) | | **Approval by Person with Delegated Authority** (Superintendent, CBO, Assoc. / Asst. Superintendent) | |
|---|---|---|---|
| Signature: | Debbie Austin | Signature: | [signature] |
| Date: | May 14, 2025 | Date: | June 13, 2025 |
| Print Name: | Debbie Austin | Print Name: | Rebecca Westover |
| Print Title: | Director of Child Nutrition | Print Title: | CBO |

**For Department:**

*Checklist not required for school sites*

600123

P.O. Box 12
Ballico, CA 95303
Office: 209-634-8448
Fax: 209-634-8704
Email: f2s@aglink.com

Memorandum of Understanding

Date: May 5, 2025
Seller: Ag Link, Inc.
Buyer: Mountain View Whisman School District

The following MOU engages the parties listed above as of the date above for the supply of CA and US Grown produce with the following conditions:

Ag Link, Inc. must provide LOCAL – California grown products.

All products supplied to the District from Ag Link, Inc. must be of USA origin.

Ag Link, Inc. will use the District PO# and spending preferences for tracking orders and providing reports as necessary.

Ag Link, Inc. will help track the district spend and provide reports upon request.

Eligible products available to the District will be listed on Ag Links, Inc. online catalog and can be ordered online or by phone/e-mail. The District will use the respective website link for streamline ordering of eligible items

The District will use PO# assigned for 25-26 school year.

This Memorandum of Understanding will stay in effect until the District reaches its budgeted Program threshold but may continue to purchase with other available funds that support the school nutrition program.

Agreed to by:

Rob Nairn — 5/5/2025

Rob Nairn, CEO
Ag Link, Inc.
Date

6-13-25

District representative
Date