



## Steps to Complete and Submit District/Charter/Private School Contracts

### Information

#### **A. Login**



1. Go to the following link: <https://ontrac.esc11.net/login.asp?>
2. Enter Login and Password (listed on e-mail sent to the superintendent). You will be instructed to create a new password.

#### **B. Additional District Users**

Currently, district superintendents have accounts already set up in the Contract System; however, the system is designed to allow superintendents to authorize additional users who can access the system and fill out contracts pertaining to their areas of expertise.





*Note: Regardless of whether a district has one or multiple users authorized to access the Contract System, only the superintendent has the capability to submit the final contracts.*

To authorize additional users for your contracts:

1. On the Contract Home Page, click on the *District Accounts* link located at the top center of the screen.
2. Click on the  *Add Login Account for Your District* button.
3. Complete the new account information.
4. Click on the *Submit* button.
5. Repeat steps 1-4 to add additional users.
6. If you need to remove a new user, click the red  next to the user's name.
7. When finished adding users, close the window to return to the Contract Home Page.

#### **C. Contract Headings**

1. There are five titled columns:
  - *Contracts* — Current contracts available for 2023-2024
  - *Start Date* — Date contract becomes effective
  - *2022-2023* — indicates if the district purchased the contract for the 2022-2023 school year (*Yes, No, or a dollar amount*)

- *Total* — if the contract is based on a fixed amount that is not dependent on other variables (such as enrollment), an actual dollar amount will appear.
- *Actions* — Hover the mouse over the icons to view the following action options:
  - The  icon is to view and/or print the actual contract descriptions and fees.
  - The  icon allows the user to enter the contract data fields (options and calculations) and enter information to compute a cost.
  - The  icon prepares the contract for submission by locking it so that no more editing can be done unless the contract is unlocked. This function is not active until the contract has been saved.
  - The  icon allows you print details of your completed contract. This function is not active until the contract has been saved.

## Completing the Contracts



### A. Contract Dependencies







There are several contract categories. One of these categories is the *Master Interlocal Agreement*. Note: Due to changes in provisions of the Texas Government Code pertaining to interlocal contracts, all districts contracting for services with ESC Region 11 must have a Master Interlocal Agreement on file in order to fill out any other service contracts.

Completing the *Master Interlocal Agreement* allows the district/charter/ private school to participate in the cooperatives as well as any new cooperatives approved by ESC Region 11 in the future.

If you attempt to complete a service contract but your district does not have a current Master Interlocal Agreement on file, you will receive a message notifying you that the Master Interlocal Agreement is a prerequisite and must be completed before continuing on with the online contract system.

### B. Contract Instructions

1. To begin, select a contract.
2. If the user needs to print the contract and price list, select the  icon to the right of the desired contract.
3. Click on the  icon to the right of a desired contract to begin entering information in the contract data fields. Review the questions and enter information into the data fields (if applicable). Note: As information is entered into the data fields, fees are calculated and populated in the appropriate columns.
4. Enter *District Contact Information* in the box at the bottom of each contract. This person should be the district representative who can best answer any questions or resolve any issues related to a particular contract.

5. When the data fields are complete, click on the *Save Contract (Don't Lock Yet)* button or the *Save and Lock Contract for Approval* button. This will save any information entered into the data fields of that particular contract. **Note: In order to assist our LEAs with this process, ESC staff members have pre-populated and locked district/charter school contracts with the services purchased last year. Saving and locking a contract indicates that the contract is ready for superintendent approval so that it can be submitted to ESC Region 11; however, districts may click on the padlock icon to unlock any contract and make necessary modifications to it prior to superintendent submission.**
6. Click on the *Contract Home* button to return to the contract home page and work on another contract.
7. Several icons on the contract home page will change when the contract is saved:
  - The  edit icon replaces the  icon. If a user saves a contract and wishes to return at a later time and make changes to that contract, he or she can click on the edit icon to make revisions, print, or lock the contract.
  - The  icon becomes active at this point. The user can print the latest contract document with pricing information.
  - The  icon becomes active at this point. If the user did not click the *Save and Lock Contract for Approval* button, he or she can select this icon  to lock the contract. **When the contract is locked, it cannot be edited unless the user clicks the icon again to unlock it.** Once the contract is locked, the  icon will appear. Selecting this icon will allow the user to view the contract data page, but no revisions are allowed since the contract is locked.
8. When contracts are locked, the *2023-2024 Contract Totals* box, located in the upper left corner of the screen, will track the locked contracts and their dollar amounts.
9. If you would like to see which contract options your district selected for the 2022-23 school year, there are two ways to view that contract in order to review your service selections: (1) On the Contract Home page, you may select the *Previous Year* link at the top center of the screen and then review the selections of the contract you are working on, or (2) When completing a new contract, scroll to the bottom of the contract and click on the *Print Last Year's Contract* button.

### **Printing Contract Signature Sheet for Board Approval**

1. After all contracts selected by the district are ready to submit to the district/charter/private school's board for approval, go to the *2023-2024 Contract Totals* box located in the upper left corner of the screen.
2. Click on *Review/Submit Contracts*.
3. The *Contract Summary* screen will appear.
4. Click on *Print Summary for Board Approval*.
5. A pdf file will appear which lists all contracts locked by the superintendent. There are signature lines for the district/charter/private school's board signatures.

## **Contracts Approved by District/ Charter/Private School's Board**

1. After the board has approved the contracts, the superintendent will re-enter the ESC Region 11 Contract System by clicking on the following link:  
<https://ontrac.esc11.net/login.asp?>
2. Locate the *2023-2024 Contract Totals* box in the upper left corner of the screen.
3. Click on *Review/Submit Contracts*.
4. Click on the *Submit Contract(s) to ESC Region 11* button. The information entered for the contracts will now be sent to ESC Region 11.
5. Mail original contract signature pages to the address listed on the contract signature page. When the contract is signed by the ESC Region 11 Executive Director, a copy will be sent back to the district/charter/private school upon request and an original will be kept on file at ESC Region 11.

## **Mistakes After Contracts Are Submitted to ESC Region 11**

ESC Region 11 will review and verify all contracts submitted by the district/charter/private school. If mistakes are identified, the ESC will notify the district contact person identified on the contract in question. Procedures will be discussed regarding how the corrections can be made in the ESC Region 11 Contract System.