



Frequently Asked Questions

Mat-Su Borough School District | | PSC Process & Insurance

Have more questions? Contact Business Services at 761-4001.

When do I need a professional services contract?

An approved professional services contract is required before a vendor is authorized to perform services for the District. If the District will only be procuring tangible goods from a vendor, a professional services contract is not required.

Do I need to have a business license?

In general, any vendor must be appropriately licensed to provide the product or service that they are offering to the District. It is the responsibility of the vendor to obtain any required licenses and furnish them to the MSBSD with the proposed professional services contract. For more information on which business licenses may be required, please refer to the State of Alaska Department of Commerce, the Matanuska-Susitna Borough, and the Cities of Wasilla, Palmer, and Houston.



When do I need to complete the Conflict of Interest Affidavit?

If a District employee or their family member (as defined by MSBSD Board Policy 2300) may financially benefit from a proposed contract, the potential conflict must be disclosed on the Conflict of Interest Affidavit by the employee and included with the proposed contract.

Who needs an interested persons report?

Whenever a vendor or employee of a vendor will be providing services directly to students without direct adult supervision by MSBSD Certified Staff, the vendor must include an Interested Persons Report for that individual with the proposed contract.

Why do I need insurance to be a vendor?

The insurance policies purchased by the District do not provide coverage for the services that are provided by your business. The District requires that you have insurance in order to protect the assets of your business and to provide indemnification to the District in the event that there is damage to property, injury to a person, or another type of insurable event occurs.

Why do I need abuse and molestation coverage?

This type of coverage can provide your business with resources for defense in the event that there is an allegation of abuse or molestation that is made against you or your employees. It also serves to indemnify the District in the event that it is included in a lawsuit.

How do I know what risk category I'm in?

The District makes the determination of which risk category to classify your services within based on the information contained in the written scope of work and the responses to questions that have been supplied with the contract. Please refer to the insurance matrix provided by the District as part of the Professional Services Contract to see examples of classifications of services under each risk category.

How was the amount of insurance required determined?

MSBSD worked with an insurance broker to benchmark industry standards to ensure coverage is reasonable and not overly burdensome to vendors.