



CONTRACT GUIDE

We Lead. We Serve.



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).

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

- **Contracts:** Current contracts available for 2026-2027
- **Start Date:** Date contract becomes effective
- **2026-2027:** indicates if the district purchased the contract for the 2026-2027 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:
 -  View and/or print the actual contract descriptions and fees.
 -  Allows the user to enter the contract data fields (options and calculations) and enter information to compute a cost.
 -  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.
 -  Allows you print details of your completed

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. To print the contract and price list, select the  next to the desired contract.
3. To begin entering information, select  next to the desired contract and complete the contract data fields. Review each question and enter the appropriate information (if applicable).
 - **Note:** As information is entered, fees will automatically calculate and populate in the appropriate columns.
4. Enter the District Contact Information in the box at the bottom of each contract. This should be the district representative who can best answer questions or resolve issues related to that specific contract.
5. When all data fields are complete, select **Save Contract**. This will save the information entered for that contract.
 - **Note:** To assist LEAs, ESC staff have pre-populated and locked district/charter school contracts with the services purchased last year. Saving and locking a contract indicates it is ready for superintendent approval and submission to ESC Region 11. Districts may unlock a contract to make modifications prior to superintendent submission.
6. Select **Contract Home** to return to the main page and work on another contract.
7. Once a contract is saved, several options on the Contract Home page will update:
 - The  option becomes available. This allows users to return later to make revisions, print, or lock the contract.
 - The  option becomes active, allowing users to print the most current version with pricing information.

- The  option becomes available if the contract has not already been locked. Locking the contract prevents further edits. If needed, the contract can be unlocked to make changes prior to submission. When locked, the contract may be viewed, but revisions are not permitted.
8. When contracts are locked, the 2026-2027 Contract Totals box in the upper left corner of the screen will track locked contracts and their corresponding dollar amounts.
 9. To review your district's 2025-2026 contract selections, you may:
 - Select the Previous Year link at the top center of the Contract Home page, or
 - Scroll to the bottom of a new contract and select Print Last Year's Contract to review prior service selections.

Printing Contract Signatures 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 2026-2027 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 2026-2027 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 ESC11 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 ESC11.

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.