

SECTION: OPERATIONS

TITLE: CONTRACTED PROFESSIONAL SERVICES

ADOPTED: May 22, 2007

REVISED:

# SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP

## 818.1 Contracted Professional Services

### Purpose

The Board of School Directors adopts this policy in order to set a process for reviewing contracted services. This includes both the annual review of contracts when they are due for renewal and a cycle of more in-depth reviews that can potentially include a Request for Proposals. Further, the Board recognizes that there are some contracted services for which the regular contact with students (i.e. medical services) establishes a need for careful consideration when contemplating a change. The Board always retains the right to adjust the schedules for review and the process by which they should occur. This Policy supplements, but does not replace, other Board policies applicable to contracted services generally.

### Annual Review of Contracts

In years other than those in which a more in-depth review is called for based on the schedule below, this process shall be followed. The administrator(s) who work with the individuals or firms will assess whether or not the services were satisfactory. This information will be shared with the Board two months in advance of the meeting at which the contract needs to be approved. If the Board concurs that the services were satisfactory, the service provider will be asked to continue and negotiate a new contract for approval. If the services were not up to expectations or the provider does not wish to continue the service, the administrator(s) will develop an RFP for the service.

### Scheduled In-Depth Review of Contracts

Based on the schedule below, contracted services will undergo a more in-depth review. In January of the year of review, the administrator(s) responsible for the particular contracted service will prepare a Request for Proposals (RFP) and share it with the Board. This RFP will be sent to appropriate potential contractors and appropriately advertised unless the Board chooses to award a contract without a search. Interviews will be held and the Board will determine if it wants to be represented on the interview team. The Board will be given an analysis of the RFPs and the interviews, if conducted, as well as the recommendation of the appropriate administrator(s). The Board will use this information to decide to whom the contract will be awarded.

#### Schedule of In-Depth Reviews

Solicitor	Every five years beginning January, 2008
Auditor	Every three years beginning January, 2008
Special Counsel	Every five years beginning January, 2009
Banking Services	Every five years beginning January, 2010
Financial Advisor	Every five years beginning January, 2011
Labor Counsel	Every five years beginning January, 2012

	<p><b><u>Review of Medical and Related Services Contracts</u></b></p> <p>The Board recognizes that contracted providers of medical and related services work directly with students and that continuity of care is important to our students. Therefore, these services will only be subject to an annual review. An RFP will only be issued when the service provider is rated as unsatisfactory or the provider is no longer interested in working with the District.</p> <p>The Superintendent or designee will provide comparative pricing information for each provider at time of original hire and renewal.</p>
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