

Board Policy Document

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## **BUSINESS PROCEDURE**

### ***Series 800***

**Policy Title:        Process for Developing a Request for Proposal  
                                 (RFP) to Outsourcing**

**Code Number:     AR813.1**

The District should explore outsourcing of services in its effort to efficiently use district funds.

Written notice will be provided to each department directly affected. The following process will be used when considering contracting services.

- I. A summary of the current program will be prepared and submitted with any discussion of contracted services. The following shall be included:
  - A. Current FTE, description, and the location of these services
  - B. Areas, buildings, or services provided services and those not provided services under the current program
  - C. A financial break-down of the resources committed to provide the current program
- II. An opportunity for proposals
  - A. Administration developed
    1. FTE needed and location of personnel, i.e. building or route

First Adoption:     January 226, 1999  
Revision Adoption: April 29, 2003  
Legal Reference:

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2. Discussion of duties or responsibilities and any area not to receive services if applicable
  3. A financial break-down of all resources needed to fund proposal
- B. Internal proposal from departments/individuals involved or employee- directed grant
1. FTE needed and location of personnel, i.e. building or route
  2. Discussion of duties or responsibilities and any area not to receive services if applicable
  3. A financial break-down of all resources needed to fund proposal
  4. If a grant, then an explanation of continuance after the grant ends

C. Outsourcing

Request for proposal-both staff-directed and developed or committee- directed and developed-to solicit agencies or individuals outside of the district to provide a proposal

Development of the RFP

The administration or a committee working with the administration may develop an RFP. A clear statement shall establish the result desired from the RFP.

1. Employees impacted shall be notified not less than ten (10) days prior to any board meeting at which this might be introduced, and provided the opportunity for input into the RFP. This may include being invited to a committee

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meeting or asked for written comments on the RFP before it goes out.

2. The RFP shall clearly define the expected results and allow the bidder the flexibility to bid alternatives.
3. The district may reject all, part, or any aspect in the RFP as not acceptable in seeking out services.

### III. Pre-Bid Meeting

The administration will present the RFP to potential bidders in a pre-meeting whenever new services are up for bid or the potential of a misunderstanding exists on the language in the RFP.

- A. Pre-bid meeting to clarify RFP
- B. The bidding process used for RFP
- C. Modification of RFP if necessary
- D. Put RFP out for bids

### IV. Acceptance of the bid

All policies on bidding awards will be followed and submitted to the superintendent of schools or Board of Education when required by policy.

- A. Discussion with Board of Education

The administration will review the process and all written proposals with the Board of Education (when required) along with the finalized RFP.

- B. Action by the Board of Education

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A final recommendation will be submitted to the Board of Education when required by policy.