

BUSINESS PROCEDURE

Series 800

Policy Title: Process for Developing a Request for Proposal (RFP) to Outsource/Contract District Services to other Agencies or Private Companies

Code Number: AR813.1

The District may explore the process of outsourcing or contracting services to other agencies or companies in its effort to efficiently use district funds.

Written notice will be provided to the director of each department directly affected by the possibility of outsourcing/contracting of services, prior to the district officials' exploration of outsourcing. The following process will be used when considering contracting services:

- I. A summary of the current program will be prepared and submitted to the superintendent of schools regarding any discussion of contracted services. The following shall be included in this written report:
 - A. The current FTE used by the district to provide the service and a description and the location of these current services.
 - B. Buildings, departments, and areas currently receiving these services.
 - C. A financial review of the district resources committed to provide the current program under consideration of outsourcing/contracting.
- II. The process to develop Requests for Proposals from potential contracted agencies or companies.
 - A. The superintendent or designee will outline the process to develop Requests for Proposals regarding the potential contracted services. The proposals will include, but not be limited to:
 1. The amount of FTE required by the contracting agency and locations for placement of personnel in the district, i.e. building or route.

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Legal Reference:

Board Policy Document

2. A review of the expected duties and/or responsibilities of an contracted personnel.
 3. A review of the expected financial requirements of the contracted services.
 4. The process shall clearly define the expected result of moving toward contracted services and allow the bidder the flexibility to bid any necessary alternatives.
- B. The process for any internal proposal from departments/individuals involved in grant applications must include
1. The amount of FTE required or provided, and the expected location of personnel, i.e. building or route.
 2. Discussion of duties or responsibilities to be included in any eventual job description.
 3. A review of the expected financial requirements of the contracted services in order to fund this proposal.
 4. The process shall clearly define the expected result of moving toward contracted services and allow the bidder the flexibility to bid any necessary alternatives.
 5. If the proposal is for a grant application, the proposal shall include an explanation of how the District may be able to continue or delete the program once the grant funding ends.

III. Review of any Proposals to Contract or Outsource Services

- A. The superintendent will review any proposal components in comparison to the current expenses and services listed under the summary in sections I and II. Any recommendations for change will then be submitted to the board for review.
1. Employees potentially impacted by the superintendent's recommendation to the board shall be notified no less than ten (10) days prior to any board meeting at which this might be discussed. These employees will be provided the opportunity for input into the recommended action.
 2. The District may reject all, part, or any aspect in the RFP's as not acceptable in seeking out services.

Board Policy Document

B. Acceptance of the bid

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