

Lane Education Service District Administrative Rule

Code: **BKA-AR**
Adopted: 6/27/93
Readopted: 10/23/01
Orig. Code(s): BKA-AR

Process for Review of Service Providers

In accordance with Lane ESD policy, the following process will be followed to review services provided by individuals or agencies:

1. Administrative Review
 - a. Each personal services contract covered by this rule will be reviewed by the superintendent and staff annually. The Board will be provided a written summary of the review at its July meeting;
 - b. As part of the review, the superintendent will include recommendations regarding which vendors are due for a formal review during the fiscal year and the timelines and format to be followed;
 - c. For providers of the various ESD insurance programs, this will include a review of the risk management policy (in Section E) by the risk management committee.

2. Formal Review
 - a. The Board agrees it shall formally review all contracts every three years. The timelines for the Board to complete the formal process shall be established at the time it commences the review process. Upon conclusion of the review, the Board shall determine a course of action which may include:
 - (1) Continuance of the contract based on administrative review and recommendations;
 - (2) Request for proposals from qualified agencies and/or individuals, followed by an interview and formal election by the Board;
 - (3) The elimination of an outside provider and the assignment of the responsibilities to a staff member(s).
 - b. The decision shall be based upon the qualifications of the parties, their ability to provide the services as well as their record for providing such services and the needs of the ESD for those services.
 - c. The ESD recognizes certain services, such as those of an auditor, must be provided by an independent contractor.