

# Multnomah Education Service District

Code: **DJ/DJC-AR(4)**  
Adopted: 11/16/10  
Revised/Reviewed: 4/07/14

## Personal Services - Class Special Procurements

### I. Highly Specialized Personal Services

1. MESD has identified a continuous need for certain highly specialized categories of personal services because these services:

- a. Require one (1) or more licenses for the individual's profession and skill set;
- b. Are necessary for MESD to deliver uninterrupted direct services to the students and component districts it serves and/or;
- c. Are necessary because MESD has insufficient staff capacity to deliver the quantity of required services.
- d. Are provided by a limited and frequently changing number of vendors.

2. The categories of services covered by this rule are:

Speech and Language Pathologist	Special Education Teacher
Speech and Language Pathology Assistant	Registered Nurse
School Psychologist	Licensed Practical Nurse
Occupational Therapist	Licensed Vocational Nurse
Certified Occupational Therapy Assistant	Certified Nursing Assistant
Physical Therapist	Certified Medical Assistant
Licensed Physical Therapy Assistant	Qualified Mental Health Professional
MESD Certified Care Centers	Mental Health Consultant

3. The Superintendent, Chief Program Officer of Education or School Health Services Director may add other categories as necessary to deliver required services.

### II. Staff Development Consultants, Grant Writers, Student Achievement Assessors and Client Services

1. MESD has identified a need for certain categories of personal services because these services:

- a. Are either:
  - (1) Necessary in order for MESD to deliver services of an immediate nature that directly or primarily support students, component districts, or other agencies from whom MESD has contracted to provide services; or
  - (2) Necessary in order to enable MESD to mitigate immediate legal or financial hazard exposure; or
  - (3) Necessary in order for MESD to take advantage of limited-time funding opportunities (e.g., grant applications).

- b. Necessary because MESD has insufficient staff capacity to deliver the quantity of required services.
  - c. Identified and require selection within shortened time frames that cannot practicably be realized by complying with requirements that are applicable under ORS 279B.055, ORS 279B.060, ORS 279B.065 or ORS 279B.070 or under any rules adopted thereunder.
2. The categories of services covered by this rule are:  
  
Staff Development Consultants  
Grant Writers  
Urgent Services for Students and Families, or  
DHS Clients and Families
  3. The Superintendent, Chief Program Officer of Education or School Health Services Director may add other categories as necessary to deliver required services.

### III. All Contracts Pursuant to this Administrative Regulation

1. Vendors will be selected based upon a reasonable, efficient process developed by the department requiring services. This process will include defined selection criteria.
2. Personal services contracts with vendors providing these services may be issued for one, two or three year time periods.
3. MESD shall annually give public notice of the approval of Class Special Procurements covered by this Administrative Regulation. The notice shall include the types of services to be acquired.
4. This administrative regulation for Class Special Procurements will be reviewed and will be amended, extended or replaced as deemed necessary.