

Selection Process for Contracted Services

Per the Lansing School District board policy, MDE requirements, and the federal law; there is no requirement to seek competitive bids for services. If requested, the Purchasing Department will create a formal bid package based on district policies, state, and federal regulations. Otherwise, the Lansing School District follows the following procedures:

Building Level

1. Issue request for outside contracted services based on some need determined by either the School Improvement Team (SIT) or Instructional Leadership Team (ILT). The principal is involved in this process at all times.
2. Receive and consider all proposals in relation to the way they meet the needs of the building request.
3. Narrow proposals down to only those that meet the objectives of desired services.
4. Select a service provider based on availability, price, and the extent to which the services meet the needs of the school request. This process takes place between the principal and the SIT or ILT.
5. After the service provider is selected, principal completes a contract service agreement between the service provider and the school district.

District Level

6. Contracted Service Agreement is sent to the Department of Improvement and Innovation (DII).
7. The assigned DII staff member reviews contract service agreement for the following:
 - a. Accuracy of budget account number, amount is correct.
 - b. eFinance system is checked to verify enough funds are in budget account number.
 - c. Contracted service is approved by Michigan Department of Education or Grantee
 - d. All areas are completed in detail on the agreement such as type of service, date, time, location, contractors' name, tax id/social security number.
8. After verification of required information, the assigned DII staff member signs and dates the contract service agreement and takes the contract service agreement to the Deputy Superintendent for approval signature.
9. After the Deputy Superintendent approves, the Chief of Operations will sign and date the agreement as well.
10. The fully approved CSA will then be routed to the Finance Department to check the agreement for completeness and accuracy. Once complete, the Business Specialist approves the corresponding requisition and converts it to a purchase order.
11. The CSA is filed with the purchase order for final approval.
12. Once services are completed, the Accounts Payable Department receives invoices and matches them to the appropriate purchase order and CSA. Accounts Payable is to cut checks up to the contracted amount.

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