



Title IIA Contracted Services

Description:

Vendor or individual is brought in to the private school or other facility for the purpose of providing supplemental professional development to the private school staff.

Requirements:

- The training must be supplemental and not replace core training available through the use of the private school's funds. Training should go beyond what is already in place to meet the needs of students and staff and should align with the private school's needs assessment. However, professional development in other areas, allowable under Title IIA, may be approved.
- Contractors funded with Federal dollars must be selected through an informal competitive process (contracts under \$25,000). This process should involve contacting at least three vendors, and documenting the selection criteria. While cost should be taken into consideration, it does not have to be the determining selection factor. Occasionally a contract may be considered sole source.
- Vendor or individual must have a valid Washington state business license.
- Personal Services Contracts must be approved by the Seattle School District's accounting department prior to the start of services. The approval date is rarely the start date on the contract. **Important:** If services begin prior to the contract approval date, the District is not obligated to pay the contractor.

Process:

- At least **four weeks** prior to start of services, private school sends Request for Contractor Services form to Seattle School District private schools office (SSD Accounting office requires two weeks for processing).
- The Seattle School District private schools office determines the following:
 - if services provided are allowable under Title IIA
 - if process used to select contractor complies with procurement policies relating to Federal funds
- Once determination is made that services provided are allowable under Title IIA and the selection process aligns with Federal procurement policies, the Seattle School District private schools office sends contract documents to vendor or individual.
- Vendor returns signed contract documents to the Seattle School District.
- Upon contract approval, the Seattle School District notifies private school that services may begin.

Invoicing

Contractor will create an invoice and will submit it to the Seattle School District private schools office. The invoice must contain/be accompanied by the following:

- Approval signature or e-mail from private school principal or person with first-hand knowledge that services were provided
- Sign-in sheet
- Professional Development Evaluation Form