

CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: OPERATIONS
TITLE: CONTRACTED SERVICES
ADOPTED: JANUARY 19, 2011
REVISED: MAY 20, 2015

818. CONTRACTED SERVICES	
1. Purpose	In the conduct of its operations, the Board recognizes that the Intermediate Unit may enter into the following types of contracts: <ol style="list-style-type: none"> 1. Where the Intermediate Unit provides services to school and nonschool clients in exchange for remuneration. 2. Where the Intermediate Unit receives services from vendors and pays for those services.
2. Authority	It is the intent of the Board that the Intermediate Unit comply with all legal requirements in the management of contracts to provide and receive services.
3. Delegation of Responsibility SC 751 Pol. 610	The Executive Director or designee shall be responsible for keeping Board members informed of contracts in effect and for obtaining approval for those where such approval is required by state or federal law.
4. Guidelines	<u>Contracts Where Services Are Provided</u> Where the Intermediate Unit is providing services, the Executive Director or designee is authorized to develop and enter into contracts on behalf of the Board for services which the Board has adopted pricing policies and which have normal operational intent, subject to Board ratification which shall occur at least twice per school year. All unique services for which no pricing policy exists and which exceed \$5,000 in value must be approved by the Board individually and signed by the Board President or Executive Director. Intermediate Unit employees who provide services in accordance with this policy shall be subject to compliance with the mandatory background check requirements for criminal history and child abuse.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq Pol. 304	

<p>SC 751, 807.1 Pol. 610</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>2. Definition SC 1205.6</p> <p>3. Authority SC 111 23 Pa. C.S.A. Sec. 6344</p> <p>SC 111 23 Pa. C.S.A. Sec. 6303</p>	<p><u>Contracts Where Services Are Received</u></p> <p>In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The Intermediate Unit shall monitor and evaluate such services to assure their effectiveness.</p> <p>Unless otherwise authorized and approved by the Board, the administration shall apply the requirements of the School Code when purchasing services from vendors. All service contracts that exceed \$10,000 shall be approved by the Board in accordance with the requirements of law and Board policy.</p> <p>The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.</p> <p>Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.</p> <p>The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.</p> <p>The Executive Director or designee shall ensure that all contractors submit for each of the contractor's prospective employees prior to employment:</p> <ol style="list-style-type: none"> 1. Report of criminal history record information. 2. Federal criminal history Registration ID number. 3. Official child abuse clearance statement. 4. Employment history review required by law. <p>The criminal history record information and the child abuse clearance statement shall not be required for a contractor's employees who have no direct contact with students.</p> <p>Failure to comply with this policy and the background check requirements by an independent contractor may lead to cancellation of the contract and may subject the</p>
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	<p>contractor to civil and criminal penalties. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current employee and may report the information as permitted by law.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>Independent contractors and their employees shall not be employed until each has complied with the mandatory background check requirements for criminal history and child abuse and the Intermediate Unit has evaluated the results of that screening process.</p>
<p>SC 111, 111.1</p>	<p>Independent contractors and their employees shall report, on the designated form, all arrests and convictions as specified on the form. Independent contractors and their employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.</p>
<p>SC 111 23 Pa. C.S.A. Sec. 6344.3</p>	<p>All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the Intermediate Unit and who have direct contact with children, to notify the contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Employees shall also be required to report to the contractor, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</p> <p>If the contractor receives notice of such arrest or conviction notification that the employee has been listed as a perpetrator in the Statewide database, from either the employee or a third party, the contractor shall immediately report, in writing, that information to the Intermediate Unit.</p>
<p>Pol. 610</p>	<p>Mandatory background check requirements for criminal history and child abuse shall be included in all bidding specifications for contracted services.</p> <p>Language shall be included in all bidding specifications for contracted services notifying independent contractors that failure to comply with this policy and the requirements for background checks and reporting of employee misconduct by an independent contractor shall lead to cancellation of the contract.</p>
<p>SC 1205.6</p>	<p>Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p> <ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.

<p>24 P.S. Sec. 2070.1a et seq</p> <p>Pol. 806</p> <p>SC 1205.6</p>	<p>2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.</p> <p>3. Board policy related to reporting of suspected abuse and sexual misconduct.</p> <p>4. Maintenance of professional and appropriate relationships with students.</p> <p>Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 111.1</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 610, 806</p>
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