



## Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
6000	Fiscal Management Goals	Regulation
Policy	Policy Title	
6741-R	Contracting for Professional Services Regulation	

The following sets forth the procedures for the procurement of professional services in a manner that protects the integrity of the process, ensures the prudent use of taxpayer dollars and provides a high quality standard of service, in accordance with law and regulation. Professional services are defined as services requiring special skill and/or training, such as legal services, medical services, auditing services, property appraisals or insurance.

### **Best value:**

The Assistant Superintendent for Business will explore service providers for optimizing quality of work, cost, effectiveness and efficiency. The basis for best value shall reflect, whenever possible, objective and qualify able analysis.

The Superintendent will recommend to the Board of Education the best value service provider, with a verbal or written qualitative analysis for their consideration to appoint.

Service providers appointed by the Board of Education need not be subject to the Request for Proposals process. Those service providers obtained through a request for proposal process are subject to article IV of this regulation.

### **General Municipal Law § 104-b and 2 NYCRR §§ 315.2, 315.3**

This regulation does not require competitive bidding, but rather the Assistant Superintendent for Business will ensure that a there will be one or all of the following reviews for credentials to include:

1. reviewing trade journals;
2. checking professional listings; and/or
3. inquiring of other districts or other appropriate sources.

## **Services Obtained through Request for Proposals**

If it is determined that a Request for Proposals (RFP) is in order to create a greater competition for the performance of services the Assistant Superintendent For Business or designated staff will prepare a comprehensive, written RFP, which will contain critical details of the services sought. The RFP will specify that the proposal include the structure of the relationship between the district and the provider, including, if applicable, the terms of the retainer, the hourly fees and other associated costs.

In reviewing the RFPs, the district will consider, at a minimum, the following factors:

1. the suitability of the individual/firm for the district's needs;
2. the special knowledge or expertise of the individual/firm;
3. the credentials and applicable certifications of the individual/firm;
4. the quality of the service provided by the individual/firm;
5. cost;
6. the staffing available from the firm or the time available from the individual;

## **Five-year Renewal:**

The Assistant Superintendent for Business and or the appropriate staff member district will create a monitoring list of service providers sorted by initial year of service. Thus at least every five years the professional service obtained through a RFP process shall be renewed through the RFP process.

The written proposals submitted by applicants shall be maintained for at least six years.

## **Reorganizational Meeting**

The District Clerk shall cause particular professional service providers to be reappointed annually. They are:

1. Attorney
2. Physician
3. Public Relations
4. Insurance brokers
5. External Auditor
6. Internal Auditor
7. Other professional service providers not obtained through the RFP process.

Adopted: June 21, 2013