

## K-12 ESEA Common Federal Program Guidance Contracted Services



### Guidance

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

*If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day a **ESEA Contracted Services Extenuating Circumstance Request form** located on [www.FloridaCIMS.org](http://www.FloridaCIMS.org) must be submitted to Assistant Vice-Chancellor, Amanda Meeks at [Amanda.Meeks@fldoe.org](mailto:Amanda.Meeks@fldoe.org) and the Assistant Deputy Commissioner, Janice Brown at [Janice.Brown@fldoe.org](mailto:Janice.Brown@fldoe.org) for review.*

### Reflections-

The following six reflections shall strategically guide and support LEAs in their review of ALL contracted services, not dependent on requested amount.

1. The services shall correlate to the district's strategic plan or professional development plan;
2. The provider shall provide their qualifications including experience, evidence of effectiveness and impact on student achievement so the LEA can project a Return On Investment (ROI);
3. The LEA shall review how the service was funded in previous year(s), if a previous provider and the plan to sustain or narrow the services in the event of a decrease or absence of funds;
4. The LEA shall review the proposed contract or scope of work and confirm it includes the start and end date, the number of days/hours, and the proposed services with a detailed explanation and cost breakdown of each service and how it is reasonable;
5. The LEA shall project the number of participants and their roles (school and district administration, teachers and coaches), as well as the number of students who will benefit from the adult learning; and
6. The LEA shall identify how the services will be embedded into ongoing professional development as well as the plan to build internal capacity to continue to support the learning.