The purpose of this document is to guide Local Educational Agencies (LEAs) in strategic planning for the review and implementation of contracted services for services at the district or school level (for traditional, charter and private schools) in alignment with the K-12 ESEA Common Federal Program Guidance. The LEA shall provide this request for review of extenuating circumstances.

**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.*

**Provider Information**

In the box below identify the provider and evidence of effectiveness of their services.

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| **Provider/ Evidence of Effectiveness** |
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**Supporting Evidence for Request**

In the box below provide answers to the following six reflections for review as a part of the cost analysis that is submitted for a request due to an extenuating circumstance:

1. Provide how the services are correlated to the district’s strategic plan or professional development plan;
2. Provide the qualifications of the provider including experience, evidence of effectiveness, and impact on student achievement (if a previous provider) to project Return On Investment (ROI);
3. Provide how the service was funded in previous year(s) if a previous provider and the district plan to sustain the services in the decrease or absence of funds;
4. Provide the proposed contract or scope of work that 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 to determine reasonableness;
5. Provide the number of participants and their roles (school and district administration, teachers and coaches), as well as how will the learning benefit students; and
6. Provide the plan on how the service will be embedded into ongoing professional development as well as the plan to build internal capacity to continue to support the learning.

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| **Supporting Evidence for Request** |
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**Contact Information**

For follow-up questions or to schedule a conference call the following LEA contact is the lead on this request.

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| **Name and title of person who is the lead for this request** |
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| **Contact information: email, phone number** |
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