

## VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

***TITLE: Contracts with Third Party Vendors***

**POLICY NUMBER: OP005**

### **Policy Statement:**

VSDB will purchase quality services for VSDB efficiently and at competitive prices through contracts with third party vendors when it is not feasible for the VSDB to provide these services internally. VSDB adheres to all Commonwealth of Virginia procurement regulations and guidelines in securing service contracts on behalf of the VSDB.

When services are obtained from a third party vendor on a contractual basis, they will be provided by professionally qualified personnel. The Contract Officer will ensure that third party services to VSDB students (i.e. educational, therapy, medical, etc.), are provided by individuals/vendors who meet Virginia Licensure or certification requirements for the service being provided. The Department Head will ensure that the contract solicitation includes the licensure or certification requirements in Virginia. Once a service contract is awarded, the Contract Officer will forward copies of the licensure or certification of the third party vendor to the Human Resources Office to be retained on file. The Human Resources Office will conduct a criminal history background and a child protective services check for those individuals who will be providing direct care services for students. The third party contractor will not be allowed to work with students alone until all background checks have been completed and results received. All third party vendors are to adhere to policy S063 Student Records Policy which references FERPA regulations.

### **Procedures:**

1. All requests for services will be evaluated to determine whether it is more feasible to provide by internal VSDB staff or to purchase through a third party vendor.
2. In the event a decision is made to contract with a third party vendor to purchase services, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual will govern.
3. The Director of Operations is designated as Contract Officer for the school.
4. All services and functions of VSDB will be evaluated on a continuing basis to ensure that VSDB services provided by third party vendors adhere to all Commonwealth of Virginia procurement regulations and guidelines in securing service contracts on behalf of the VSDB.

***Rescission:*** Effective Date: July 1, 2004; Revised: October 25, 2017

BOV Approved: May 11, 2018