

Third-Party Contract Checklist

Did you . . .

- 1. meet all **consultation** requirements in a timely manner including providing a **genuine** opportunity for the PNPs to express their views including using a third-party contractor?
- 2. review **Title I, Part A compliance guidelines** pertaining to services to eligible PNP students?
- 3. complete the **Affirmation of Consultation and Equitable Services worksheets**?
- 4. review and follow **State and LEA contract and RFP guidelines**?
- 5. write the RFP that fully describes **details of expected Title I, Part A services and all other conditions**?
- 6. follow State and LEA **review process in selecting contractors**?
- 7. ensure the contractor understands and follows **invoicing and documentation requirements**?
- 8. design and implement a process to monitor Title I, Part A PNP services that ensures compliance?
- 9. ensure the contractor understands the written consequences if services are noncompliant or unsatisfactory?
- 10. design and implement a process to review assessment of student progress and to evaluate the contracted services?