

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT**Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies - CHECKLIST**

Vendor Name: RoHealth

***REQUIRED CHECKBOX* for Service Contracts**

- ☐ MVWSD Independent Contractor for Professional Services Agreement (PSA) completed
- ☒ If MVWSD PSA is NOT used, explanation with corresponding documents is attached.

☒ **Contract for Professional Services / Special Services** Approved vendor will use attached MOU in lieu of PSA

- ☐ \$50,000 or below, no further steps required.
- ☒ \$50,001 and above, completed the following items:
- ☐ _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 - ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

If it is advantageous for the district to pursue a particular vendor, a justification can be attached.*☐ **Contract for Services (NOT Special Services)

- ☐ \$50,000 or below, no further steps required.
- ☐ \$50,001 - \$114,500, completed the following items:
- ☐ _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 - ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- ☐ \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

☐ **Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, and Surveyors**

- ☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document.

☐ **Contract for Waste Services (MOT or CBO)**

- ☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract for Transportation (Bus, Cars, etc.) Services**

- ☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract for Equipment, Materials and Supplies**

- ☐ \$75,000 or below, no further steps required.
- ☐ \$75,001 - \$114,500, completed the following items:
- ☐ _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 - ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- ☐ \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

☐ **Contract for Technology: Computers, Software, Telecommunications Equipment and Other Technology**

- ☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Public Contract Code §20118.2.

☐ **Contract for Educational Materials (Ed Services)**

- ☐ _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- ☐ Ensured the Board considers, selects and evaluates items through the District's process outlined in Board Policy and Administrative Regulation 6161.1.

☐ Contract for Perishable Foods {Child Nutrition}
☐ _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.) ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
☐ Contract Utilizing a "Piggyback Agreement" with Another California Entity {Business Office}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.
☐ Contract Utilizing CMAS / Other "Leveraged Procurement Agreement" via the CA Dept of Gen Svcs {Business Office}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.
☐ Contract Utilizing an On-Line /Out-Of-State "Cooperative Purchasing Agreement" {Business Office}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.
☐ Contract for Construction, Repair and Maintenance {MOT or CBO}
☐ Up to \$75,000, completed the following items: ☐ _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.) ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
☐ \$75,001 - \$220,000, followed the <u>Informal</u> Bid Process in the Purchasing Processes and Procedures document.
☐ \$220,001 and above, followed the <u>Formal</u> Bid Process in the Purchasing Processes and Procedures document.
☐ Lease-Leaseback, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all Board-approved procedures pursuant to Educ. Code §17406.
☐ Design-Build, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all procedures pursuant to Educ. Code §§17250.10 et seq. or 17250.60.
☐ Contract for Energy Services That Will Generate Cost Savings
☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Government Code §4217.10.
☐ Emergency Contracts {CBO Only}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

Both signatures below are required

Approval by Department Head (Minimum: Manager Level)	Approval by Person with Delegated Authority (Superintendent, CBO, Assoc. / Asst. Superintendent)
Signature: _____	Signature: _____
Date: <u>May 29</u> , 20 <u>25</u>	Date: _____ May 29, 20 <u>25</u>
Print Name: <u>Frank Selvaggio</u>	Print Name: <u>Cathy Baur</u>
Print Title: <u>Director of Special Education</u>	Print Title: <u>Associate Superintendent</u>

For Department: Ed Services	RoHealth contract staffing for IAs, BTs, LVNs
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Checklist not required for school sites

JUSTIFICATION REMARKS

Date: May 29, 2025

Requestor: Cathy Baur, Associate Superintendent
Educational Services

Vendor: Ro Health

Reason: Ro Health Staffing Agreement for 2025-26 school year

Remarks: The district is seeking to contract with Ro Health through their Staffing Agreement to provide contract staffing in the areas of Instructional Assistants, Behavior Technicians and Licensed Vocational Nurses for the 2025-26 school year. The district currently uses Ro Health when it is not possible to fill these positions internally despite ongoing posting and recruitment efforts from the HR Department. MVWSD has had a long-standing partnership with Ro Health who has consistently provided high-quality service therefore was included on the Approved Vendor List ratified by MVWSD Board of Trustees on March 6, 2025.