

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

SUBJECT: Contracts

All contracts between the County Office of Education (County Office) and outside agencies shall conform to standards required by law and shall be prepared under the direction of the County Superintendent or designee. (cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the County Office for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990) (cf. 0410.3 - Nondiscrimination in Programs and Activities)

The County Office shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

Contracts for Non-Nutritious Foods or Beverages

Effective July 1, 2007, the County Office or a County Office school/program shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises. (Education Code 49431, 49431.2) (cf. 3554 - Other Food Sales)

In accordance with the dates specified in law, the County Office or a County Office school/program shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.

Before the County Office or a County Office school/program enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food as defined in law, the County Office shall ensure that the County Office has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The County Superintendent or designee shall develop the County Office's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically

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evaluated and revised to keep pace with the changing responsibilities of management. (cf. 3100 - Budget) (cf. 3400 - Management of Assets/Accounts)

2. Procedures to ensure that County Office personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for County Office proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on County Office facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the County Office as a gift. The gift may be accepted by the County Office in accordance with County Office policy and administrative regulation.

To ensure that funds raised by the contract benefit County Office schools/programs and students:

1. The County Superintendent or designee may involve parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.
2. Prior to ratifying the contract, the County Office shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the County Office's vision and goals. (cf. 0000 – Concepts and Roles) (cf. 0100 – Mission statement)
3. The contract shall specify that the contractor report, on a quarterly basis, to the County Superintendent or designee the number of food items or beverages sold and the amount of money raised by the sales.
4. The County Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fund-raising activities.

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5) (cf. 3311 - Bids)

The County Board shall hold an annual public hearing to review and discuss all existing and potential contracts for the sale of foods and beverages on campus, including those sold as full meals or through competitive sales, fundraisers, or vending machines. The County Board shall hold a public hearing for any contract not discussed at the annual public hearing. (Education Code 35182.5) (cf. 9322 - Agendas/Meeting Materials) (cf. 9323 - Meeting Conduct)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the County Office; the availability of fresh fruit, vegetables, and

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grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5) (cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the County Office or a County Office school/program from making any part of the contract public. (Education Code 35182.5) (cf. 1340 - Access to County Board of Education and County Superintendent of Schools Records)

Contracts for Electronic Products or Services

The County Office shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the County Office: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing. (cf. 9320 - Meetings and Notices)
2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.
3. Makes a finding that the County Office cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.
4. As part of the County Office's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

Contracts for Digital Storage and Maintenance of Student Records

The County Office may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the County Office that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other County Office employee, and do not include de-identified information (Education Code 49073.1)

Any such contract shall contain all the following: (Education Code 49073.1)

1. A statement that student records continue to be the property of and under the control of the County Office

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2. If applicable, a description of the means by which students may retain possession and control of their own student-generated content, as defined in Education Code 49073.1, including options by which a student may transfer student-generated content to a personal account
3. A prohibition against the third party using any information in the student record for any purpose other than those required or specifically permitted by the contract.
4. A description of the procedures by which a parent/guardian or a student age 18 years or older may review personally identifiable information in the student's records and correct erroneous information.
5. A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of student records
6. A description of the procedures for notifying the affected parent/guardian, or the affected student if age 18 years or older, in the event of an unauthorized disclosure of the student's records
7. A certification that a student's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced, except that these requirements shall not apply to student-generated content if the student chooses to establish or maintain an account with the third party for the purpose of storing that content
8. A description of how the County Office and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act, 20 USC 1232g
9. A prohibition against the third party using personally identifiable information in student records to engage in targeted advertising

Contracts for Personal Services

In order to achieve cost savings, the County Office may enter into or renew a contract for any personal service that is currently or customarily performed by classified employees, if the contract does not displace school County Office employees and meets other conditions specified in Education Code 45103.1. To enter into or renew such a contract, the County Board shall ensure that the County Office meets the numerous conditions specified in Education Code 45103.1.

In addition, the County Office may enter into or renew any contract for personal service without meeting the conditions described above, if any of the following conditions exists: (Education Code 45103.1)

1. The contract is for new County Office functions and the Legislature has specifically

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mandated or authorized the performance of the work by independent contractors.

2. The services contracted are not available within the County Office, cannot be performed satisfactorily by County Office employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the County Office.
3. The services are incidental to a contract for the purchase or lease of real or personal property, including, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The County Office's policy, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary County Office hiring process.
5. The nature of the work is such that the criteria for emergency appointments, as defined in Education Code 45103.1, apply.
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the County Office in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay that would result from using the County Office's regular or ordinary hiring process would frustrate their very purpose.

LEGAL REFERENCE:

5 CCR 15500 Food sales in elementary schools

5 CCR 15501 Food sales in high schools and junior high schools

5 CCR 15575-15578 Requirements for foods and beverages outside the federal meals program

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.1 Personal services contracts

45103.5 Contracts for management consulting service related to food service

49073.1 Contract requirements for digital storage, maintenance and retrieval of student records

49431-49431.5 Nutritional standards

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

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LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>