Standard Operating Procedure: OperationsAuthor: SED

Department: Operations Division Issue Date: 04/11/12

SOP #: 14-01-d10 Revision Date: 12/08/2014

1. Procedure Name: JLA Line-of-Sight for One Time Vendor Services
2. Basic Procedure:

Purpose of this procedure is to standardize the methodology for administering one time vendor services with respect to compliance with the Jessica Lundsford Act (JLA), 1012.468(2)(a) F.S. and School Board Rule 6GX 17-5.12.

Pursuant to SBR 5.12 (4)(B) Line-of-sight may be used for individual contractors providing training or educational resource presentations provided they are escorted by Responsible District Staff Member (RDSM) to and from the delivery venues and remain under constant supervision throughout their lecture/training delivery obligation. Departments utilizing such individual contractors must request approval from the Protection Services Division in writing prior to their arrival. Furthermore, these exempted individual contractors must be checked against the national sexual offender database by the RDSM.

The provisions set forth in SBR 5.12(4)(B) and the following procedures shall be used for one time visits only. It is incumbent upon contracting district departments to inform contractors and service providers that they should take advantage of visits to secure appropriate credentialing if there is an anticipation of subsequent visits.

A. Responsible District Staff Member

1. Prior to execution of contract a RDSM shall be identified that will retain the subject contract service provider in line-of-sight at all times while escorting the provider/contractor to and from venues and at all times, under constant supervision, throughout the delivery obligation. The RDSM shall be of the same sex as the service provider to afford ability to remain in constant supervision.
2. The RDSM shall be identified on the One Time Vendor Line-of-Sight Notification Form (attachment 1).

B. Notification – Purchasing

1. If the department requesting the contract wishes to use the line-of-sight provisions for a one time service provider the requesting department shall provide the Purchasing Department with a completed One Time Vendor Line-of-Sight Notification Form prior to the execution of the contract. The notification form shall accompany the contract at time of submittal whenever possible.
2. It is the requesting department’s responsibility to ensure all portions of the Notification Form are complete including identification of the RDSM and affirmation that the service provider has been checked against the national sexual offender database for both the state of Florida and the state in which the organization resides.

C. Notification – Protection Services

1. Prior to contractor arrival the department requesting the contract shall request approval from the Protection Services in writing by forwarding a completed One Time Vendor Line-of-Sight Notification Form to the Protection Services Division Manager.
2. Contingencies/Variations:
3. Contract service provider un-identified until shortly before service delivery.

In the event a contractor is unable to identify who will be delivering services until shortly before the actual service delivery date the following procedure shall apply:

1. In the event the service provider is unable to identify the name and sex of the contractor who will be delivering service until shortly before service delivery, notification to both Purchasing and Protection Services must still occur in accordance with the provisions of this procedure.
2. It is the responsibility of the Department Head of the requesting department to ensure that prior to delivery of service the Notification Form and database screening are completed and forwarded to the necessary departments and that all requirements set forth in the pertinent School Board Rule(s) have been satisfied.
3. Under no circumstance shall any service provider be allowed to render services under line-of-sight provisions in advance of the full completion and approval of the One Time Vendor Line-of-Sight Notification Form and necessary provisions thereof.