

9.6.2023

Welcome to the FY 24 Student Enrichment Vendor Meeting!



*Please share your **name & organization** in the chat and indicate how many years you have been working with the District.*

Student Enrichment Vendor Meeting

Meeting Agenda

- Welcome
- Purchase Services Catalog
- Solicitation of Services
- Background Checks
- Invoice Processing
- Risk Management

**Please type any questions you may have in the chat*



Purchased Services Catalog

The catalog is a document given to Principals which provides the approved vendors for each service area. It is organized by vendor and lists each program and description. Schools may not utilize any vendors or programs that do not appear in this catalog.

- Any requisitions entered for vendors or programs not listed will be denied.
- The District will continue to reassess all programs offerings throughout the year and continue to augment this catalog accordingly.
- Vendors should not commence working in a school without a purchase order. Principals are not authorized to provide verbal or email authorization to proceed.
- Questions regarding your purchase orders should be directed to the school or directed to Procurement.Questions@detroitk12.org

Solicitation of Services

- As an approved vendor, your pricing attachment submitted with your proposal will be published in the Purchased Service Catalog.
- While vendors are not prohibited from meeting with school-level leadership to promote their programming or assist with developing plans, if concerns are brought to the District regarding unsolicited advancements, vendor contracts may be cancelled.
- Principals can only use vendors who are published in the catalog.
- DO NOT perform any services without a valid PO, even if given a verbal authorization to proceed by a District employee.

Background Checks

- All vendors must have a current background check on record and a valid DPSCD badge before engaging with students.
- DPSCD Office of Public Safety will make contact to approved vendors with information on how to schedule and complete their background check.

Vendor Expectations

- All vendor staff should be at the school by the designated time as communicated by the Principal. Vendors are expected to implement structured programs each day the designated start time.
- Vendors are expected to manage any staff absences and communicate any shifts to the Principal. The vendor is required to maintain a 1:15 staff-to-student ratio during all program blocks.
- All vendor staff working in schools must have successfully completed the LiveScan and must wear their DPSCD badges.
- Vendors should bring their own supplies for activities. DPSCD equipment is not available for vendor use.
- Vendors are expected to ensure the spaces they use for programming are returned to their original condition before leaving.

Invoice submission tips

- All vendor invoices should only be submitted after the services have been completed for that specific period.
- If this a program for the entire school year, invoices should be submitted every 30 days.
- All invoices must have the following information: invoice date, invoice number, description of services, date services were completed, how the amount billed is calculated, company contact information in case there are issues that need to be addressed, purchase order number.
- Vendors should submit an invoice and supporting documentation to the Principal and clerical of the school and copy accounts.payable@detroitk12.org.
- The subject line should be "Vendor Name and PO number 0124xxxxxx".

Invoice submission tips

- All invoices must be **submitted no less than 30 days** after the conclusion of the program. Services incurred outside of the contract period are considered unallowable and will not be reimbursed.
- All vendors will be paid within the payment terms set forth in the purchase order agreement. District payment terms are 45 days from receipt of accurate invoice.
- All vendors are encouraged to sign up for ACH payments with the district to avoid delays in waiting for paper checks.
- All vendors are must keep a running total of amounts billed to the District. This provides the vendor a real time balance of their purchase order and helps avoid going over the purchase order amount.

Risk Management

The Risk Management department is responsible for protecting the assets and resources of the District from financial and physical losses. The department is committed to providing a safer workplace for its employees and safer premises/operations for its students and visitors.

Incident / Accident Incident Reporting

During Student Enrichment activities, incidents may occur. The Partner agrees to follow the procedures below.

What happens when a participant is injured during Student Enrichment Activities?

- Complete the Student Enrichment Incident report via Qualtrics (link to follow)
- Include names and contact numbers for all witnesses, if any.
- Secure Witness Statements from anyone that was at the scene.
- Take any necessary photos.

Depending on the severity of the incident, i.e., serious injuries... Please contact the Office of Risk Management P&L Claims Unit at (313) 870-4809 or (313) 320-3853.

It is important that all information be gathered at the time of the incident so that we can effectively investigate the incident.

ALL incidents must be reported within 24hours.



Incident / Accident Incident Reporting

Duties in the event of injury:

In case of injuries to participants, they should receive basic first aid. If injuries warrant additional care, 911 should be called immediately to the location, and parents must be notified.

Complete the Incident Report to include how, when, and where the incident took place. Include names and phone numbers of all witnesses.

If the incident requires immediate assistance, please contact the following individual;

Jasmine Stallworth, DPSCD Risk Management, email:

jasmine.stallworth@detroitk12.org fax, (313) 870-4809 or cell(313) 320-3853.

Please remember to complete the online incident report for all incidents.



Incident / Accident Incident Reporting

Other Information

All parent/guardian contacts and follow ups will be handled by the principal.

For ALL Police/Emergency incidents, any on-site personnel should call DPSCD Police at (313) 748-6000.

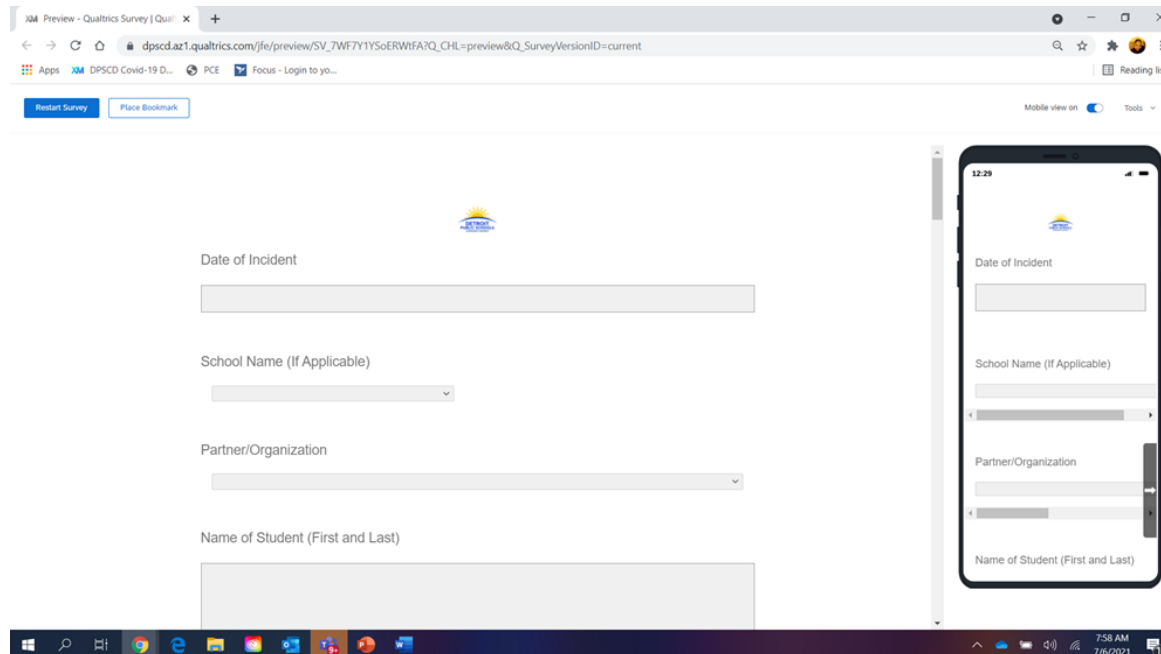
Investigation Process

Once the vendor completes the incident report, an investigation will be conducted, interview witnesses and staff. All investigations must be concluded within 72 hours of its occurrence. Once the investigation is complete, the information will be shared with DPSCD Office of Risk Management. The Office of Risk Management will follow up with the Partner if more information is needed.

Incident / Accident Reporting inside DPSCD Locations

Use the following link to report all incidents.

https://dpscd.az1.qualtrics.com/jfe/form/SV_7WF7Y1YSoERWtFA



The screenshot displays a Qualtrics survey form titled "Preview - Qualtrics Survey [Qu...]" in a web browser. The browser's address bar shows the URL: https://dpscd.az1.qualtrics.com/jfe/form/SV_7WF7Y1YSoERWtFA?Q_CHL=preview&Q_SurveyVersionID=current. The form includes a "Restart Survey" button and a "Place Bookmark" button. The survey content features the Detroit Public Schools Community District logo at the top, followed by four input fields: "Date of Incident" (text box), "School Name (If Applicable)" (dropdown menu), "Partner/Organization" (dropdown menu), and "Name of Student (First and Last)" (text box). A mobile view preview is shown on the right side of the form, displaying the same fields in a mobile-optimized layout. The Windows taskbar at the bottom shows the time as 7:58 AM on 7/6/2021.

Risk Management

Jasmine Stallworth

Office of Risk Management- Finance

O (313) 870-4809

M (313) 320-3853

jasmine.stallworth@detroitk12.org

Questions?

