

## EANS Program Contracting Process and Checklist

This document consists of two sections, 1. Process Overview, and 2. Program Checklist. This information is for GEER EANS and ARP EANS participants and prospective staff who contract with the Agency of Education.

The following information states what tasks need to be completed to successfully hire educational services providers, or prospective staff, through the contracting process with the Agency of Education. For this process, “educational services providers,” or “prospective staff” means, any person who will be providing educational services, including but not limited to tutoring, intervention support, training, additional support, or substitute teaching through a contract with the Agency of Education. Some of these requirements may involve additional fees, GEER EANS and future ARP EANS participants are encouraged to include these expenses in their total budget request for these contracted services.

### Position Description

The Independent School is responsible for sharing the job/position description, including minimum qualifications for the position, resume, and transcripts with the [GEER EANS Program Team](#) and [Pat Pallas Gray](#).

The AOE will determine if the identified individuals meet the minimum qualifications required for the position. Pre-approval is necessary before the procurement process may begin.

### Staff Qualifications and Records Checks

Next, the prospective staff (applicant) must complete the [EANS Program NCPA Release Form](#), have it notarized, and upload in an email to Shelley Matz at [shelley.matz@vermont.gov](mailto:shelley.matz@vermont.gov). We need the release on file before your scheduled appointment to be fingerprinted. The applicant may schedule an appointment and bring the completed UNSIGNED [Fingerprint Authorization Certification Form](#) to the fingerprint appointment. Individuals may follow this link to find their [local fingerprint authorization center](#) to schedule the appointment to be fingerprinted. Applicants will need to pay the fee associated with the fingerprint check.

This will trigger a records check through [NCPA](#) (National Child Protection Act) and AOE staff will review the results of this check.

In addition, AOE staff will check the prospective staff for clearance in the Adult Abuse and Child Protection Registry. Prospective staff will need to complete the [Elder and Child Abuse Release Form D](#), and email it to [Shelley Matz](#)

Once these checks are complete, and the applicant has been approved, the independent school as well as the applicant will be informed by the AOE and directed to the next step of the contract process with Shelley Matz.

### Contact Information:

If you have questions about this document or would like additional information, please contact: The GEER EANS Program Team at [aoe.geereans@vermont.gov](mailto:aoe.geereans@vermont.gov)

## Insurance Requirements

The following information about insurance requirements is provided to the schools so they have an understanding of the insurance requirements for the prospective staff. Questions about insurance requirements should be directed to [Shelley Matz](#).

The State of Vermont has insurance requirements for contracting with the State. Before a contract can be issued, the prospective staff member must provide the Agency of Education certificates of insurance to show that the following minimum coverages are in effect.

- **General Liability and Property Damage:** With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:
  - Premises - Operations
  - Products and Completed Operations
  - Personal Injury Liability
  - Contractual Liability
  - The policy shall be on an occurrence form and limits shall not be less than:
    - \$1,000,000 Each Occurrence
    - \$2,000,000 General Aggregate
    - \$1,000,000 Products/Completed Operations Aggregate
    - \$1,000,000 Personal & Advertising Injury
- **Additional Insured.** The General Liability and Property Damage coverages required for performance of a contract shall include the following statement on the certificate of insurance: The State of Vermont and its agencies, departments, officers and employees are Additional Insureds for General Liability.
- **Professional Liability Insurance for GEER EANS or future ARP EANS contractors working directly with children.** Contractors must carry professional liability insurance coverage in an amount not less than \$500,000 per claim/\$500,000 aggregate.
- **Automotive Liability.** Contractors shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the contract. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit. Note: The automotive coverage amount could be reduced if contractor has lower coverage.

## Important Reminders

The contracting process MUST begin by August 23, 2021. This can include making initial contact with [Shelley Matz](#) to begin this process.

Please Note: Given the potential for criminal records checks to take several weeks, it is important that independent schools and prospective staff complete all steps and respond to AOE communications in a timely manner. This is to ensure that staff will have fully executed contracts by the desired start date for their positions.

All GEER EANS information can be found at the [AOE GEER EANS website](#). Guidance on the forthcoming ARP EANS program will be provided separately.

For contracting questions or assistance acquiring the insurance coverages, please contact [Shelley Matz](#).

## EANS Program Checklist

This checklist is for the Independent School and the applicant pursuing a contract with the Agency of Education. The independent school is responsible for completing the tasks in **bold**. The independent school is responsible for sharing this document with the applicants. The applicants with the Agency of Education is responsible for completing the tasks not in bold.

- Independent school submits application for GEER EANS and application is executed.**
- Independent school has received this document from the GEER EANS team.**
- Independent school emails the [GEER EANS Program Team](#) and [Pat Pallas Gray](#) with
  - Position title and description**
  - Current resume**
  - Transcripts (unofficial is acceptable)**
- Applicant completes the [Elder and Child Abuse Release Form D](#), and submits to [Shelley Matz](#)
- Applicant completes the [EANS Program NCPA Release form](#), has it notarized, and emails the notarized copy back to [Shelley Matz](#) BEFORE the scheduled appointment to be fingerprinted.
- Prospective staff schedules an appointment at their [local fingerprint identification center](#) to get fingerprinted.
- Applicant will complete, print, and bring the UNSIGNED [Fingerprint Authorization Certification Form](#) to the appointment to be fingerprinted. Applicants are responsible for fees associated with fingerprinting.
- Shelley Matz will inform both the independent school and the applicant when the records check process has been completed.
- Upon a successful records check, the Independent School head and Shelley Matz will begin drafting the contract.
- Applicant submits Certificate of Insurance and W9 to [Shelley Matz](#) before the applicant's contract is fully executed.
- Independent School Head or designated staff ensures that applicants are completing the above steps in a timely manner.**