

Checklist for OTM Form PS1 Request for Services

This checklist must accompany each OTM Form PS1 Request for Services.

Date:		Name of Private School:	
Name and Title of Person Completing the Form:			
Name of Vendor and Brief Description of Requested Services:			

I am submitting the attached OTM Form PS1 Request for Services and attest to the following:

Initial	Requirement
	This request is in alignment with the school's Needs Assessment Worksheet. I will revise the Needs Assessment if needed and provide the revised Needs Assessment Worksheet to Hawaii Department of Education (HIDOE) Educator Quality.
	This activity is supplemental in nature and is not supplanting PD that the private school would otherwise provide absent Title II, Part A.
	The activity is a reasonable and necessary expense.
	The services are secular, neutral and non ideological.
	The services are for teachers, principals and/or school leaders.
	The vendor is not an active or former employee of HIDOE. If the vendor is a former employee, list the date of separation:
	<p>For contracts, I understand that Hawaii Department of Education (HIDOE) as a public agency is required to comply with all State of Hawaii procurement policies and procedures and have reviewed the following:</p> <ol style="list-style-type: none"> 1. Contracts that are \$2,500 or more, I have verified that the vendor is registered and compliant with Hawaii Compliance Express (HCE). (Not applicable if the contract amount is less than \$2,500.) 2. HIDOE may not enter into a contract with a vendor who is an employee of the HIDOE, unless the contract is awarded through a competitive process. <ol style="list-style-type: none"> a. To the best of my knowledge the vendor is not an active or former employee of the HIDOE. b. If the vendor is an active or former employee of the HIDOE, I have disclosed this in my request for services. 3. Parceling of services to avoid a contract are not allowed and will result in the request being ineligible for payment by HIDOE <p>Purchases and services rendered or received prior to approval by the HIDOE are not</p>

	eligible for Title II A funds as purchase orders and contracts may not be created after-the-fact.
	I understand that payment and/or reimbursement for services cannot be made to the private school.

By signing below (hard signature, e-signature, or typed name), I certify that I have accurately reported the information herein. I understand that misrepresentation or falsification of information supplied on this form, or any State of Hawaii or HDOE procurement violations that may result based on the information supplied on this form may result in requested services being deemed ineligible for Title II, Part A. In the event of a procurement violation, Title II, Part A will not be able to honor the payment for the services rendered, or result in the repayment of funds to Title II, Part A by the private school. I agree to retain copies of all documentation related to this request for future reference by Hawaii DOE.

Signature

Date