

**TIMELINE/CHECKLIST OF PROCEDURES FOR  
SUBCONTRACTING (OUTSOURCING) OF THIRD PARTY  
NON-INSTRUCTIONAL SERVICES**

	<b>Action</b>	<b>When</b>	<b>Date</b>
<b>I</b>	Provide notice and give union opportunity to bargain over the decision to subcontract and the impact of the subcontracting	Unspecified; enough time to allow good faith bargaining before Board acts on bids	
<b>II</b>	Give notice of proposed subcontracting and potential layoffs to all affected employees (NOTE: RIF notices at X. likely satisfy this requirement)	Ideally, at least 90 days before approving contract with vendor (and effective date of layoffs) (can combine with RIF notices at X.)	
<b>III</b>	Schedule and provide notice of public hearing (does NOT need to be published in newspaper, just posted)	On or before initial date bids are solicited, and at least 30 days before entering contract	
<b>IV</b>	Prepare bid specs	Unspecified; enough time to allow bidders to study and formulate bids	
<b>V</b>	Provide due advertisement (including newspaper publication)	At least 10 days before bids due	
<b>VI</b>	Receive and open bids	At least 3 days after notice to bidders	
<b>VII</b>	Hold public hearing regarding the proposed subcontracting	Prior to regularly- scheduled Board meeting	
<b>VIII</b>	Prepare and provide Board with specific cost comparison regarding the subcontracting for use in its consideration of submitted bids	During open session of regularly scheduled Board meeting (or in open session of special meeting if union agrees in writing)	
<b>IX</b>	Award contract with third party by formal Board action on bids	At least 90 days after II.; at least 30 days after III; at least a few months in advance of following school year to allow for transition time and RIF notices	
<b>X</b>	Adopt formal RIF notices	90 days before last date of employment of affected employees (could occur prior to awarding of bid, with RIF rescinded/employees recalled if Board determines not to outsource)	

Prepared by: HLERK LLP, 2015

Source: 105 ILCS 5/10-22.34c; 105 ILCS 5/10-20.21.