

School District BCBA Contracting Checklist

Use this planning resource before drafting an RFP, comparing vendors or proposing a direct-support scope.

Define the district need

- ☐ Identify the campuses, age ranges and service settings to be covered.
- ☐ Separate direct student work, FBA work, BIP work, training and consultation into deliverables.
- ☐ Estimate service volume and necessary observation, meeting and reporting time.
- ☐ Define communication with special education and campus leadership.

Qualifications and safeguards

- ☐ Verify BCBA credentials and all state-specific professional authorizations.
- ☐ Confirm school-specific screening, onboarding and contractor requirements.
- ☐ Set approved secure channels for records and student information.
- ☐ Clarify consent, parent/guardian communication and district approval processes.
- ☐ Define emergencies, safety escalations and areas outside contract scope.

Deliverables and accountability

- ☐ Specify assessment methods, documentation expectations and review timelines.
- ☐ Define BIP implementation coaching and follow-up requirements.
- ☐ Identify responsible district staff and contractor points of contact.
- ☐ Agree on how performance of contracted work will be reviewed.
- ☐ Specify transition and handoff expectations if the engagement ends.

Procurement readiness

- ☐ Prepare a consistent evaluation rubric for vendor experience and fit.
- ☐ Determine required insurance, references and contract language.
- ☐ Check procurement policies and applicable federal/state requirements.
- ☐ Identify the authorized district signer and practical start date.

This checklist is educational, not legal advice or proof of IDEA/FERPA compliance. Adapt it to your district policies, counsel and state requirements. Never share student-identifiable information through public booking fields or ordinary email.