Department of Education

Provider Assignment Process Checklist
Assigning a Primary, Secondary, or Tertiary Contract Agency for Committees on Special Education

Primary Contract Agency

The assignment of a contract agency provider begins with searching for a "primary" contract agency first. Student mandates serviced by CSEs are located on the Assistance Not Requested sub-tab and must be moved to the Awaiting Contract Agency sub-tab to begin the agency assignment.

Move Recommendation(s) to the Awaiting Contract Agency sub-tab

- ❑ Navigate to Provider Assignment from the SESIS home page. The **Awaiting DOE Provider** sub-tab of the Awaiting tab is displayed by default, but CSEs should navigate to the **Assistance Not Requested** tab.
  - ❑ Click on the **Search** link to open the Search panel.
  - ❑ Set the filters to display the recommendation(s) you will assign to a Primary Contract Agency.
  - ❑ Click the **Search** button at the bottom of the Search panel.
  - ❑ Place a checkmark next to the recommendation(s) you want to move to the **Awaiting Contract Agency** tab.
    Note: *Assignment Status* is "Assistance Not Requested" for the recommendation(s) you selected.
  - ❑ Click the **Request For Assistance** button.
  - ❑ Click **OK** in the pop-up window to confirm the request for assistance.

Assign a Primary Contract Agency

- ❑ Click on the **Awaiting Contract Agency** sub-tab.
  - ❑ Use the Search feature to display the recommendation(s) to assign a Primary Contract Agency, if not already visible.
    Note: *Assignment Status* is "Requested Contract Agency" for the recommendation(s) you selected.
  - ❑ Place a checkmark next to the recommendation(s).
  - ❑ Click the **Locate Primary Agency** button.
  - ❑ Click **OK** in the pop-up window to confirm that an attempt will be made to locate a Primary Contract Agency.
    Note: The system will display "An attempt to locate a Primary Contract Agency was made" message across the top of the page, and if a primary agency has been identified by the DOE, populate the *Agency* column with the name of the contract agency and change the *Assignment Status* to "Awaiting Contract Agency Provider."

Secondary/Tertiary Contract Agency

When efforts to locate a primary contract agency provider are unsuccessful, the search for a secondary or tertiary contract agency provider may commence.

Search for Recommendation(s) to Assign a Secondary/Tertiary Contract Agency Provider

- ❑ Navigate to Provider Assignment from the SESIS home page. The **Awaiting DOE Provider** sub-tab of the Awaiting tab is displayed by default.
- ❑ Click the **Awaiting Contract Agency** sub-tab.
  - ❑ Click on the **Search** link to open the Search panel.
  - ❑ Set the filters to display the recommendation(s) you will assign a Secondary/Tertiary Contract Agency: Service Type and Language must be the same.
    Note: Select recommendation(s) with the following Assignment Status values: "Contract Agency Rejected," "Contract Agency Timeout," and "Primary Contract Agency Does Not Exist."
  - ❑ Click the **Search** button at the bottom of the Search panel.
  - ❑ Place a checkmark next to the recommendation(s) to which you want to assign a Secondary/Tertiary Contract Agency.
  - ❑ Click the **Locate Sec/Tert Agency** button.

Send Notification to Solicit a Bid

- ❑ In the **Secondary/Tertiary Contract Agency Look-up** screen
  - ❑ Input a **Response Due Date**.
  - ❑ Place a checkmark next to the agencies on the **Secondary/Tertiary Contract Agency Look-up** pop-window to send them an invitation to bid to service the recommendation.
    Note: Agencies must be selected in the order they are listed, i.e. Secondary agencies first, if any, and then Tertiary.
  - ❑ Click the **Notify Agency** button and click **Send** in the pop-up window to confirm that a SESIS Inbox message will be sent to the selected agencies' supervisors.
    Note: The system will display "The batch notification was successfully created…" message across the top of the page and change the Assignment Status to "Awaiting Contract Agency Response."

    The selected agencies will log into SESIS, navigate to Provider Assignment and submit their bids on each mandate. The DOE user will review the submitted bids when the Response Due Date arrives and the bidding has been closed. The system will automatically recommend the highest ranked Contract Agency/Provider, and the DOE user will have the option to award one of the recommended agencies.