

**Sample BEP Promotion Policy**

*The sample promotion policy below was developed over the summer of 2016 by a task force of the NCSAB Randolph-Sheppard Committee to serve as a guideline for best practices. The task force was chaired by Daniel Frye, NCSAB Randolph-Sheppard Committee Chair, and included representatives of BEP directors and blind vendors. The sample policy includes a statement of purpose, criteria for promotion, and a checklist of additional elements that should be included in the promotion policy to make it as complete and useful as possible. The sample policy was approved by the NCSAB Executive Committee in October 2016, and distributed to NCSAB members and guests at the NCSAB conference on November 4, 2016.*

Statement of purpose:

This policy serves to ensure that the most qualified vendor has the opportunity to operate facilities that become available in the state.

Authority:

This policy is published in compliance with 20 U.S.C. §107d-4 and 34 C.F.R. 395.3(iii).

Criteria for promotion:

1. Eligibility Criteria:

* Individuals will be selected to operate a facility from those who are licensed on or before the closing date of applications as determined by the facility announcement.
* Applications will not be considered for individuals:
  + who have sustained a severe disciplinary action within one year prior to the date of the vending facility announcement. A severe disciplinary action is a suspension or worse.
  + not in compliance with any rule or regulation of BEP;
  + delinquent in payments to the SLA;
  + delinquent in filing a timely and complete application with the SLA;
  + who are vendors not current with payments for liability insurance coverage.

1. Selection Criteria:

* An applicant for the position of vending facility manager must sign a "Release of Information" form, allowing a review of the applicant's records.
* The selection panel shall review and evaluate each application on the basis of:
* the information the applicant provides in the application, including a business plan tailored to the available location;
* the information the agency provides regarding the applicant's performance as a trainee or manager;
* the results of a personal interview that the selection panel conducts with each applicant;
* the level of business engagement in the B.E.P. program. The following activities may be considered when evaluating engagement:
  + Timely submission of all required reports
  + Attendance at the Statewide Annual Meeting
  + Participation in additional Commission and Committee sponsored trainings;
* Only in the event of a tied score will seniority in the B.E.P. program determine the selection.

Checklist for a complete policy:

1. Vacancy Announcement
   1. What is the timeframe for posting vacancies?
   2. How will the agency ensure that all licensed vendors learn about the vacancy?
   3. How will the agency ensure that the announcement will be accessible to all vendors?
2. Deadline for Application Submission
   1. What is the timeframe for accepting applications?
   2. How should applicants submit the applications?
   3. Who in the agency is responsible for accepting applications?
3. Selection Panel
   1. How many seats should the selection panel have?
   2. Which stakeholders should be represented on the selection panel?
   3. How will the agency guard against potential conflicts of interest?
4. Criteria for Different Vending Facility Types
   1. Does the agency issue separate licenses or credentials for different types of facilities?
   2. Should eligibility for promotion be tied to skills or credentials relevant to facility type?
5. Assignment of Vendors to Vacant Facilities
   1. How will the agency ensure that a vacancy is filled when no eligible or acceptable vendors apply?
   2. Will the agency allow for interim managers who are not licensed vendors in the program?
6. Transition Planning
   1. How will the agency ensure an efficient transition of vendors?
   2. What does the successful applicant need to do to prepare to manage his/her new facility?
      1. Are there inventory preparations that need to be outlined?
      2. Are there financial preparations that need to be outlined?
      3. What staffing/training requirements should be considered?
7. Procedural Considerations
   1. Has the BEP engaged in active participation with the Vendors’ Committee?