

Board of Education

Use of Consultants

The Board may contract with an individual or firm, expert in a particular skill or discipline, to perform a specific service or provide advice, instruction or assistance in connection with that skill or discipline.

Consultants shall serve the Board under the terms of their contract for the period required to complete the consultation services or until the Board determines that such consultation services are no longer required.

The "Budget Attachment", also referred to as "Budgeted Contracts Over \$25k-Attachment A", is a list of budgeted supplies, equipment and services, which must: a) be purchased via contract and; b) have been included within the tentative annual budget. To be presented as a part of the Budget Attachment, contracts must also meet the following criteria: (1) the District previously participated in a contract with the same vendor; (2) for the same or similar services and/or products; and (3) the lapse in time from the expiration date of the prior contract does not exceed 24 (twenty-four) months. Consultant contracts not included in the Budget Attachment require prior approval by the Board for amounts in excess of \$25,000, irrespective of whether such consultant is hired pursuant to the terms of an approved grant application.

When the expenditure or estimate for consultant services for a particular project is \$25,000 or less, the expenditure will be reported to the Board as part of a regular monthly report but prior approval is not required. If a consultant is engaged for more than one project during the course of a year and each service costs less than \$25,000 but the aggregate of the costs of all services exceeds \$25,000, prior approval of the Board shall be required unless the expenditure is included in the Budgeted Contracts Over \$25k-Attachment A.

All consultant agreements must include a provision requiring the consultants to comply with the District's Travel Regulations in effect during the term of the contract.

The Superintendent shall submit a report each month of all expenditures made pursuant to the provisions of this policy showing a list of consultants approved, contract terms, the fee thereof, and the school, department, division, or section of the Board for which each request for a consultant was made. Details will be on file in the Finance Office.

The Superintendent shall develop procedures to implement this policy that include, at a minimum, the following:

- an evaluation of qualifications and credentials of the expert prior to engagement;
- the needs of the District that will be met as a result of the service;

- development of a detailed work plan by the consultant; and,
- a method of evaluation of the work of the consultant by District staff.

LEGAL REF.:

CROSS REF.: 4.50, 4.60

Adopted: January 14, 1997

Revised: July 10, 2012
June 22, 2021