

BOARD CONSULTANTS

The board will consider engaging the services of expert consultants when it feels its own resources are too limited to conduct a complete study of an important topic for decision or to supply a required service. Before engaging any consultant, where competitive bidding is not required by law, the board will require submission of a written proposal which can be incorporated into a contract or purchase order if it meets the needs of the board. Proposals must include:

- A. Specific objectives to be accomplished by consultant
- B. Specific tasks to be performed
- C. Procedure to be used in carrying out the tasks
- D. Target dates for completion of tasks
- E. Method to be used to report results to the board
- F. Cost analysis and personnel utilization
- G. Method of payment

The fees must be consistent with budget appropriations and shall require board approval.

Consultants, whether they are temporary, part-time, or full-time workers, shall exercise no administrative authority over the work of employees of the board, but shall act only as advisors in those fields in which they are qualified to offer expert assistance.

All Administrative supervision of employees shall be in the hands of those to whom such responsibility has been specifically delegated.

**Date: Reviewed: 12/15/1999; 11/16/2011**  
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