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*Rescinds Policy Number: BBG**Issued: 02/28/1979*

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When the Board deems it necessary to contract with private consultants the following guidelines shall be followed:

1. Require the consultant to submit a “proposal” which can be incorporated into a contract if it satisfies the wishes of the Board.
2. The “proposal” should set forth:
  - a. The specific charge to be fulfilled by the consultant; that is building evaluation, population projection, site selection and the like, including any combination of consultant needs.
  - b. The personnel expertise that will be furnished by the consultant.
  - c. The target dates for presentation of progress reports.
  - d. The procedures for the final report to the Board and/or the public in terms of an oral presentation.
  - e. The kind and number of printed copies of the final report.
  - f. The expectations of the consultant with respect to the data and/or the services to be provided by school district personnel.
  - g. The procedures to be used in completing the project.
  - h. The amount and method of payment for services contracted.
3. All proposals should be submitted to the School Board attorney for approval before a contract is signed.