

# Hancock County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Consultants</b>	Descriptor Code: <b>1.303</b>	Issued Date: <b>04/09/15</b>
		Rescinds:	Issued:

- 1 The Board may occasionally engage the services of qualified professional consultants.
- 2 Before engaging any consultant, the Board will require submission of a written proposal which can be
- 3 incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will
- 4 detail:
  - 5 1. The specific objectives to be accomplished by the consultant;
  - 6 2. The specific tasks to be performed;
  - 7 3. The procedures to be used in carrying out the tasks;
  - 8 4. The target dates for the completion of tasks; and
  - 9 5. The method to be used to report results to the Board and/or to deliver any “product” to the
  - 10 Board.
- 11 The director of schools will establish procedures necessary to develop an efficient working relationship
- 12 between the consultant and the Board and/or staff members.

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#### Cross References

Bids and Quotations 2.806  
Purchase Orders and Contracts 2.808