

Business and Operations

INDEPENDENT CONSULTANT SERVICES

SP 3430.00

It is the policy of the County Superintendent that, in some instances, the County Office may contract with independent consultants for the purpose of providing County Office clients with designated services. Typically, independent consultants shall be used only under the following circumstances:

- regular employees lack the expertise needed to provide the specialized service;
- client need and schedule requires that the service be performed before regular employees are available;
- extent of services and the time required would preclude regular employees from meeting the obligations or would seriously impact other services.

The services in question shall not compete or be in conflict with services provided by the County Office.

Examples of services may include:

- landscapers;
- trainers for student and/or staff development; and
- grant evaluators.

Administrators shall identify those individuals, schools, districts or agencies which shall be classified as clients for the purpose of this policy and shall make recommendations to the County Superintendent, who will make the final determination regarding approval of contracts prior to the services being provided.

Department directors shall clarify and implement the steps used to contract with consultants, which will include:

- criteria for selecting contracting consultant;
- process for determining compensation;
- accountability;
- monitoring of consultant services.

Legal References:

Education Code, 25046

Government Code, 19990, 53060

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2002

Date Revised: 10/21/2003

