

### **BOARD CONSULTANTS**

The Board will consider hiring 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. The fees must be consistent with budget appropriations and shall require Board approval. All consultants must be registered with the State of New Jersey as required by law.

Professional services contracts shall be issued in a deliberative and efficient manner that ensures that the District receives the highest quality services possible at a fair and competitive price, or through a shared services agreement.

The Board shall minimize the cost of using consultant (defined in N.J.A.C. 23A-9.3(c)14) by establishing in the budget a maximum annual amount for such activities. The Board shall be notified if it becomes necessary to exceed the maximum appropriated for public relations and, upon notification, may adopt an increase in the amount through formal Board action.

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 advisers 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 who such responsibility has been specifically delegated.

The kinds of assistance sought from consultants may include, but will not necessarily be limited:

- A. Conducting fact-finding studies, surveys and research;
- B. Providing counsel or services requiring special expertise;
- C. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board.

Proposals will detail the:

- A. Specific objectives to be accomplished by the consultant;
- B. Specific tasks to be performed;
- C. Procedures to be used in carrying out the tasks;
- D. Target dates for the completion of tasks;
- E. Method to be used to report results to the Board and/or to deliver any "product" (e.g. long-range plan, codified policy manual, etc.) to the Board;
- F. Cost of consultant's services.

The Board will not contract for vague services such as undefined "management studies." The Superintendent or the Business Administrator/Board Secretary will establish procedures necessary to affect an efficient working relationship between the consultant and the Board and/or staff members

**BOARD CONSULTANTS (continued)**

**Legal References:**    N.J.S.A. 18A:11-1  
                                  N.J.S.A. 53:32-44  
                                  N.J.A.C. 6A:23-5.2

General and mandatory powers and duties  
Business registration for providers of goods and services  
Public relations and professional services

**Cross References:**    \*3320  
                                  \*3327

Purchasing procedures  
Relations with vendors

**Key Words**

Consultants, Consultant Proposals

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