

All Personnel

**CONTRACTING FOR PERSONAL CONSULTING SERVICES**

1. Consultants who perform personal services shall only be employed when it is deemed that such services cannot be "adequately" provided by existing employees of the district.
2. Staff is encouraged to investigate and examine the abilities and availability of employees of the County Office of Education to provide such services.
3. If it is determined that the services cannot adequately be provided by employees of the district or the County Office of Education, the district shall follow legal procedures as identified under Public Contract Code Sections and Government Code Section 53060, and/or recruitment procedures as described in Governing Board policy.
4. Applications and/or responses to a request for a proposal shall be reviewed by the Board and/or designee. Selection will be made based on qualifications including but not limited to educational background, training, evidence of successful related experience, magnitude and complexity of previous work and/or programs completed, and consideration of fees.
5. Personal consulting services utilizing funds derived from the federal government, or monies expended from funds received from the state that are a result of federal grants or projects, or other monies not received from the state (i.e., private funds such as grants, etc.) which identify specific consultant requirements are excluded from this process.
6. Consultants who perform personal services are required to complete and submit the Consultant/Personal Services form (CVESD #A130(37) Rev. 3-87) to the Personnel Office prior to rendering service and/or an appropriate performance agreement.
7. When the fee for consultant services equals or exceeds a total of \$500 for the school year, prior Board approval is required.