

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term: PROFESSIONAL CONSULTANTS	Descriptor Number: SS 1	Date Adopted: 4/79
		Revision Adopted: 2/98	

The Director of Schools may occasionally engage the services of qualified professional consultants.

Before engaging any consultant, the Director of Schools will require submission of a written proposal which may be incorporated into a contract or purchase order. The proposal will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for the completion of tasks;
5. The method to be used to report results and/or to deliver any "product."
6. The consultant's billing rates, with estimated hours, or a contract price for the task.

The Director of Schools will establish any procedures necessary for developing an efficient working relationship with the consultant(s) and all parties involved.

The Board must approve any consulting contracts that exceed \$10,000 annually or \$3,000 for a short-term agreement of one month or less.