

REEDSPORT SCHOOL DISTRICT

POLICY: CONSULTANTS TO THE ADMINISTRATIVE STAFF

CODE: CK

For specific assistance or specific services, Reedsport School District 105 may require special services and skills, for limited time periods, that can only be provided by independent contractors through personal and professional service contracts. Therefore, to insure appropriate management practices, the Board of Directors of Reedsport School District 105 adopts the following guidelines relating to all personal and professional service contracts entered into with independent contractors. These guidelines also apply to architectural and engineering contracts.

1. Board of Directors approval is required before any contract is signed or work may begin under a personal and professional service contract. The superintendent is delegated authority to enter into contracts that do not exceed \$2,500 per contractor per fiscal year.
2. Modification or extension of a contract beyond the approved or delegated dollar authority, length of time, or type of service, shall be submitted to the Board of Directors for approval along with a letter of explanation and certification that funds are available and authorized for this purpose.
3. Arrangements for personal and professional services may be made through negotiation with contractors rather than formal advertising. Arrangement records shall provide justification for the contractor's selection and the basis for cost negotiated.
4. Contractors shall not enter into any subcontracts for any of the work scheduled under the contract without obtaining prior written approval from the Board of Directors.
5. A system of contract administration shall be maintained to assure conformance with the terms, conditions, and specifications of the contract and to assure adequate performance and accurate expenditures within the contract period.
6. The terms, conditions, and specifications of personal service contracts shall be specified on Form A-1 "Agreement Between District and Contractor".

END OF POLICY

Legal References: ORS 332.505

Adoption: 7/14/87

Revised: 7/11/90

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