

## **Lewis Center for Educational Research**

**BP 3312.2: CONSULTANTS TO THE BOARD/ORGANIZATION**

**Adopted: September 12, 2011**

**Revised:**

The Governing Board may approve the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but is not limited to:

1. Conducting fact-finding studies, surveys and research.
2. Providing counsel or services requiring special expertise.
3. Assisting the Board in developing policy and program recommendations.

Before engaging any consultant, the President or designee will submit a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals 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 to the Board and/or to deliver any "product" (e.g., long-range plan, codified policy manual, etc.) to the Board.