

Hiring Consultants



Purchasing & Warehousing

HIRING CONSULTANTS

- ✓ CCF-144 Form must be complete, latest revision, and include:
 - Consultant resume
 - Detailed description of program (i.e. statement of work)
 - Audio/Video taping release form
 - Supplier packet (obtained from Purchasing) if District has not done business with supplier for more than 2 years (if unknown, call Purchasing)

HIRING CONSULTANTS

- ✓ Shopping cart (SC) with CCF-144 and backup
- ✓ Include draft board item or previously approved and valid Board item if
 - Instructional consultant \geq \$25,000.00
 - Non-instructional consultant or professional service \geq \$50,000.00

HIRING CONSULTANTS

✓ Special Requirements:

- Board item in accordance with District Regulation 4371 if the consultant is a District Employee or was a District Employee and terminated employment less than one year ago
- Cannot charge more than 1.35 times departing pay rate unless they can prove:
 - They acquired additional training or education that justifies the additional earnings and CFO approves

HIRING CONSULTANTS

- ✓ Signatures and initials on CCF-144 form
 - Initials of the GDA Grant Coordinator/Writer if commodity or service is grant funded
 - Associate Superintendent's signature if daily (8 hour equivalent) rate exceeds \$2,500.00
 - CFO signature if rate exceeds \$3,000.00 per day

HIRING CONSULTANTS

- ✓ Eight hour equivalent \leq \$3,000.00 unless:
 - Service is required for operation of the District
 - Grant or project is specifically designed for use of consulting services, and provides funding for that sole purpose
 - CFO signs the CCF-144

HIRING CONSULTANTS

- ✓ Three thousand dollar daily rate includes:
 - Consulting fees
 - Materials
 - Travel and expenses
- ✓ Travel and expenses shall be in accordance with District expense guidelines
- ✓ Consultants must agree to “General Conditions for On-site Services” issued with PO

HIRING CONSULTANTS

✓ Donated Services

- CCF-144 with associated backup required with shopping cart
 - indemnification
 - Ensure subject matter is appropriate
 - use \$10.01 for shopping cart unit price

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For questions, additional information, or face-to-face training, complete a training request form