

# 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



# HIRING CONSULTANTS

- ✓ Before you allow consultants on District property or before you allow them to provide services, you must have an approved Purchase Order in place
  - Indemnifies the District
  - No liability without it
  - No contract or agreement to pay without it

# HIRING CONSULTANTS



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