



Guidelines

- ✓ Consultants will be processed in accordance with School Board Policy 3320, Section G for professional services. (See #3 below)
- ✓ Read and follow School Board Policy 3400 outlining reimbursement for incurred travel expenses.
- ✓ A Consultant Agreement and W-9 Form are required for all NEW consultants and must be signed by the Principal or Administrator. "New Consultants" are vendors who have not performed a business transaction with the School Board of Broward County, Florida (SBBC) in the past. Consultant Agreement and W-9 Form must be attached to the requisition for processing.

Processing Consultants

1. Consultants employed within budgeted programs for workshops or other services shall be compensated at the rate(s) provided on the Consultant Agreement form. Travel expenses shall be paid as provided in School Board Policy 3400.
2. Consultant services which have travel and other expenses must be processed on a separate requisition line. **Do not combine the costs for consultant services and travel expenses. This form is not to be used to purchase consultant training materials; training materials must be purchased on a separate requisition.**
3. The requirement for competitive solicitations or prior School Board approval is hereby waived as authorized by chapter 6A-1.012 (F.A.C.) State Board of Education Administration rules for the purchase of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to s218.391; legal services including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. **Purchases in excess of \$50,000 for services which competitive solicitation have been waived require School Board approval.** Department will need to prepare an Agenda Item Form (ARF) and, if applicable, a written agreement with the ARF.
4. **Consultant Services on a Bid/RFP or Agenda Item:** Consultant Services, which have been formally bid or presented to the School Board, may be processed for the appropriate budgeted dollar amount. Bid/RFP must be stated on the requisition for processing. A copy of the Agenda Item must be attached the requisition for processing.