

NON-INSTRUCTIONAL SERVICES: Purchasing

On-Call Consultant

(Architects, Engineers, [Landscape Architects,] and Surveyors)

1. In accordance with the standards set forth in Policy 3260, the Superintendent or designee will determine the type of on-call services required based on the capital and operating budgets and the anticipated needs of the school system.
2. On-call consultants may be used, but shall not be limited to, professional services related to design, construction, studies, and consultations.
3. Selection Process

On-call consultants shall be selected in accordance with the procedures set forth in Rule 3250 and/or through contracts established by other government agencies. No fewer than two (2) professional consultants shall be selected for any given service.

4. Fees and Services

- a. The fee for services rendered shall be identified and negotiated as stated in Rule 3250.
- b. The duration of a contract for on-call services shall be two (2) years provided that an on-call consultant's services continue to be satisfactory.

[In August of each year, the superintendent or designee shall report to the board of education the number and type of on-call consultants for which selection will be sought.]

The maximum amount to be paid to an on-call consultant shall be \$300,000 during any given contract.

5. Once selected, consultants shall be placed on a list and contacted on a rotating basis. The Superintendent or designee shall retain the right to decline any consultant's services if unable to negotiate an acceptable fee or if the consultant is unable to meet the project's time frame.

Rule

Superintendent of Schools

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