Procedure for Contracting with Independent Consultant/Professional Services

A) All consultants will submit the District approved agreement for services when contracting services with any department in the District, including Exhibit A, B, & W-9 completed forms.

B) The department requesting contracted services will identify the District representative responsible for negotiating and monitoring the consultant contract. All contracts should be reviewed by an assistant superintendent. Contracts must signed by a District representative with the appropriate level of purchasing authority. (See Board policy DJA)

C) Consultants who are or who have ever been members of PERA should be hired as District employees and complete all required new hire paperwork. PERA retirees working for or through an incorporated business may be hired using the independent contractor form if receiving a 1099 rather than a W-2 is an important consideration for the contractor.
D) If a consultant is or has ever been a member of PERA and does not need a 1099, the identified District representative must complete a recommendation to hire and submit to Human Resources for approval prior to services beginning.

E) Before entering into an agreement all required paperwork be completed and approved. The entire contract should be scanned and attached to the purchase requisition before a P.O. # will be assigned.

F) Payment schedules must be tied to deliverables and documented as received before payment will be processed.

G) A copy of the Independent Contractor contract will be kept on file in the office of the department which contracted the consultant services. A signed copy of Exhibit A documenting deliverables received should be sent to Accounts Payable each time to approve payments on this contract.