

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 1.17 CONSULTANTS TO THE BOARD

- A. In order to pursue its stated mission, vision and values, the Board may, when appropriate, engage the services of qualified professional consultants to provide expert advice, services and training to benefit the Board, the employees, individuals served and other stakeholders in accordance with ORC Sections 325.17 and 325.191.

- B. Before engaging any consultant, the Board will require submission of a written proposal, which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:
 - 1. The specific objective(s) to be accomplished or service(s) to be provided;
 - 2. The specific tasks to be performed;
 - 3. The procedures to be used in carrying out the tasks or any program facilities or services to be used;
 - 4. The target dates for the completion of tasks or length of contract;
 - 5. The method to be used to report results to the Board and/or to deliver product or render any service to the Board; and
 - 6. The fee or rate of pay to be charged and the overall estimated cost to the Board.
 - 7. Steps to take to end the contract before its term, if the project or relationship proves unsatisfactory for either party.

- C. The Superintendent will establish procedures necessary to create an efficient working relationship between the consultant and the Board and/or staff members.