GENERAL SCHOOL ADMINISTRATION

Employment of Educational Consultants

Cost is an important criterion and all things being equal, the most qualified person living within or closest to Prince William County should be selected. At least three (if possible) persons, in the expertise desired, shall be considered for the services with the best qualified being selected. A purchase order with the proposal and criteria for selecting the best qualified shall be initiated for approval and encumbrance of funds.

The person responsible for the special program will be granted the authority to select the consultant who, he/she feels, will best achieve the goals of the program. Such selection, however, is subject to the approval of the appropriate supervisor, director, and associate superintendent. The Prince William County School Board shall approve any stipend exceeding $2,500, and a contract shall be entered into between the School Board and the consultant. The budget holder is authorized to pay up to $300 per day (exclusive of expenses). Consultant fees above $300 per day must be approved by the appropriate associate superintendent.

Expenses and Reimbursement

1. Travel

   a. Expenses will be paid only for direct travel.

   b. Air travel - class of travel reimbursement will be limited to the cost of tourist accommodations, unless only first-class accommodations are available.

   c. Automobile - travel by automobile will be reimbursed according to the following schedule:

       Within a radius of 200 miles of Prince William County - prevailing approved rate.

       Beyond a radius of 200 miles of Prince William County -
will not be separately reimbursed because such costs are included in the air fare allowance.

d. Automobile rental from Washington, D. C. is recommended for consultants arriving by air travel.

2. General Expenses

All other reasonable expenses such as meals, hotel accommodations, fees, and other expenses falling in the general category of subsistence, which is directly related to the assignment will be paid subject to the approval of the appropriate supervisor, director, and associate superintendent. Expenses for items such as cocktails, personal telephone calls, shoe shines, etc., are not reimbursable. No special allowances will be paid for stopovers en route, which are of personal nature, or for leaving one's official station earlier than necessary to reach Prince William County to provide the agreed upon service.

3. Reimbursement

a. To secure reimbursement for service provided and for travel expenses, the consultant must submit an invoice for his/her time and expenses to be paid per the agreement.

b. No expenses will be billed directly to the Prince William County Public Schools. The consultant will pay and then request reimbursement.

c. All travel receipts must be attached.

d. The information is sent to the project director for whom the service was provided, or to some other official of the Prince William County Public Schools made known to the consultant.

e. The obligation of the Prince William County School Board for reimbursing expenses under these procedures shall cease two months after the date the expenses were incurred.
Evaluation of Service

The selector of the consultants will be responsible to see that an evaluation of the consultant's performance is made. An evaluation of each consultant study will be submitted to the appropriate supervisor, director and associate superintendent.

Procurement of Services

In the procurement of consultant services all applicable purchasing regulations shall be followed.

The appropriate associate superintendent shall be responsible for the implementation of this regulation.