

INSTRUCTIONAL-RELATED OUT-OF-DISTRICT CONSULTANT
(c) COMPANY NAME

District Policy and Regulation 2310 provides guidelines for consulting services that exceed \$10,000 in cost. The (a) _____ proposes to purchase (b) _____ services from (d) _____ (at an approximate cost of or for an amount not to exceed) \$ _____ effective _____ through _____.

The Purchasing Department has reviewed the request for purchase and has determined that contracting for these services maybe exempted from the competitive bidding process in accordance with Nevada Revised Statute NRS 332.

Insert paragraph describing the qualifications of the company, desired deliverables, which shall include the hourly or daily rate, or cost for each deliverable.

If approved, a contract will be executed by the Purchasing Department to include District indemnification and any necessary insurance requirements. The company must agree to all District contract requirements prior to providing services. (If Supplier will be on District property or interacting with students or their families, this paragraph shall be included, if not, this paragraph will not be included.)

Discussion and possible action on the request for the purchase of (b) _____ from (c) _____ (at an approximate cost of or for an amount not to exceed) \$ _____ to be paid from Unit _____, FY _____, Account _____, Object _____, Grant _____, Fund _____, (d) (with no impact to the general fund), is recommended.

- (a) Department, Region, or Division Name
- (b) Short Description of Services (ie programming services, teacher training)
- (c) Company Name
- (d) Include if grant, federal, or bond funds are being used

Verbiage in blue is instructional only and should be completed and deleted. After Purchasing has reviewed the requisition and draft board item, a non-compete review form will be provided to the requestor. The requestor shall submit the board item with the review form to his/her region or division head.

Division Head
Date