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Contact Person: Executive Director Finance and Support Services

POLICY 726 CONFLICT OF INTEREST WITH CONSULTANTS

I. PURPOSE

To limit the risk of conflicts of interest between our contracted consultants and the development of requests for proposals.

II. GENERAL STATEMENT OF POLICY

A consultant engaged by the District to develop a Request for Proposal (RFP) will not be allowed to submit a proposal for that RFP. This prohibition also applies to companies related to the consultant. A company is related to the consultant if the company is owned by:

- the consultant
- a family member of the consultant (parent, sibling, in-law, and children)

III. REQUIREMENTS OF CONSULTANTS

- A. Terms of a consultant's duties must be agreed to prior to the start of employment. Pay rate and length of assignment must be agreed upon in advance.
- B. Consultants who work directly with students must complete a background check through Human Resources prior to employment.
- C. Consultants may not access private student data unless written into the agreement and a release signed by District authorities.