

## **Proposal for Services – Policy Manual**

This Proposal for services is between Business & Communications Strategies, LLC (Consultant) the Brick Township District Board of Education (Board) to review, revise, reformat and update of the Board's District Policy Manual.

It is understood that the scope of the work will include, but not be limited to, Consultant preparing, formatting and providing recommended policies by NJSBA, existing Board policies and appropriate policies that other districts have found to be useful.

It is also understood that the manual will be presented in the following form:

1. Consultant will provide one (1) hardcopy, complete with binder.
2. Consultant will provide and make available an OnLine File Folder® to house the completed policy manual in an electronic format.
3. Consultant will provide a link to the completed policy manual for posting on the district website.
4. Consultant will convert the policies to Adobe Acrobat® format for the electronic copy of the manual housed in the OnLine File Folder®
5. Policies will be presented in draft form via email by section (series) for Board review.

The fee for this service is \$8,400.00. This fee includes 2 meetings with the Superintendent of Schools and/or the Board. Additional meetings shall be billed at a rate of \$100 plus \$50 per hour of meeting time.

At the discretion of the Board, Consultant will bill the Board over as many as three budget years (without interest charges.) In the event that the Board desires the Consultant to bill over three budget years, payments will be made as follows:

1. \$2,800.00 after all sections have been delivered to the Board in draft form.
2. \$2,800.00 when the final drafts of all sections are accepted by the Board or 6 months from delivery of all sections, whichever comes first.
3. \$2,800.00 during the first month of the following budget year or 12 months have elapsed from the date of delivery of all of the sections in final draft form, whichever occurs first.

Format of pages will be as presented by the Consultant. Any changes in format required by the Board will be completed by the Consultant at the rate of \$50.00 per hour. Format will be agreed to by the Board before Consultant begins project. Should the Board desire special title block graphics, such as district logo, additional charges may apply.

Consultant agrees to make revisions, corrections, and additions or provide entirely new policies at no charge for a period of 6 months after Board acceptance of the final drafts. Consultant also agrees to reformat any existing Board of Education Policy during this same 6-month period.

Board agrees to provide Consultant, when requested, copies of all documents necessary for Consultant to review and utilize for the purpose of producing new policy manual, including, but not limited to all current Board policies, student code of conduct, etc.

Board agrees to provide the Consultant with a list of specific policies in its existing policy manual it deems important to maintain, even if those policies are not typical in other districts.

### **Process Recommendation:**

- Consultant will work with the Board Policy Committee and/or Superintendent of Schools and/or his/her designee following the audit to ensure that Board expectations are met.
- Board Members/Policy Committee/Superintendent of Schools will indicate policies of concern or need.

*No  
Interest  
Charge*

- Board will provide one copy of policy manual to Consultant, which will be considered to accurately reflect current policies in Microsoft Word® format if available.
- Consultant will use recommended language, district language and/or sample policies to revise and/or create new policies.
- Specific required language will be provided to Consultant.
- Policy Committee and/or Superintendent of Schools/designee will review first drafts and advise Consultant of any changes, or corrections required
- Each section will be shared with entire Board for additional review.
- The Board will approve final draft of each section.
- Policies will be placed in sequence following NJSBA numbering system.
- Each policy and section will be prepared to best reflect the district's position and practices.
- All necessary photocopies will be made by the district personnel or at Board expense.

Board retains the right to order specific language for any policy it wishes to have developed or revised.

This agreement can be amended, altered or withdrawn be either party with 30 days notification.

Declarations

Consultant declares and affirms that he is an Equal Opportunity Employer and that he does not practice discrimination as described in the New Jersey Administrative Code.

Consultant declares and affirms that he is an independent contractor, organized as a Limited Liability Company under the laws of the State of New Jersey and that he is not an employee of the Brick Township Board of Education

This agreement can be amended, altered or withdrawn be either party with 30 days notification.

This agreement contains no automatic self-renewal clause and may be amended, altered or withdrawn be either party with 30 days notification.

For Brick Township Board of Education

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Dated: \_\_\_\_\_

For Business & Communication Strategies, LLC



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Greg B. Peterson, President

April 26, 2013  
Dated: \_\_\_\_\_