



USE OF CONSULTANTS

Authority

Town Charter, Article I, Section I

Article I establishes the Board of Estimate and Taxation's powers and duties, and vests the responsibility for the proper administration of the financial affairs of the Town with the BET.

Policy

A request by any Department, Agency, Appointing Authority or Independent Board to engage the services of a consultant for special projects or new initiatives as part of any appropriation request must be submitted to the BET Budget Committee. Such requests include engagement of a consultant to develop long range or comprehensive plans, to develop or oversee capital projects, or to review programs, operations or organizational structure. Consulting services requested by a department, agency or board in the ordinary course of discharging their day-to-day responsibilities are exempt from this requirement. Following review and acceptance, the Budget Committee will forward requests to the Board of Estimate and Taxation for approval. No commitments for or expenditures of funds for such consulting services shall be undertaken without the prior written approval of the Board of Estimate and Taxation.

Procedures

Requests shall clearly articulate the scope and objectives of the study, identify the person who will manage the study or project, list questions to be answered, and include a timetable for completion of the study or draft. Requests for Proposal may be required at the time of submission or with the final report. Major studies should be sub-divided into phases. Periodic progress reports may be required. All requests should be submitted on the form provided, and preferably, should be submitted as part of the annual budget process.

Background

Budgets often include appropriations for consulting expenses. The scope of services, objectives and estimated expense are frequently vague, and have lead to wasted funds or to substantial interim appropriations.

Projects requiring specialized skills, technical expertise or industry knowledge not available from current staff, or those requiring the commitment of such time and duration that adequate staff resources are not available, should be submitted to the BET for approval.