

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2700-1</b>
<b>SUBJECT:</b>  <b>PROCUREMENT OF PROFESSIONAL SERVICES</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 01/15/87; 06/01/88</b> <hr/> <b>PREPARING OFFICE:</b> <b>SUPERINTENDENT</b>

**I. PURPOSE:**

To outline procedures to be followed in the procurement of professional services.

**II. PERSONNEL AFFECTED:**

All employees

**III. PROCEDURE:**

1. The person requesting professional services shall prepare a description of the scope of work, objectives, and specific purpose.
2. The person making the request will present the description with a list of the possible sources to the superintendent.
3. The Business Office will request proposals based upon the description presented.
4. Proposals will be sent to the Business Office.
5. Each proposal will be evaluated by the appropriate personnel.
6. These proposals will be presented to the Administrative Council for review.
7. The superintendent or superintendent's designee will make a recommendation to the Board.
8. After receiving Board of Education consideration, all vendors will be notified.