

Evaluation of Consultants, Independent Contractors, and Service Providers

Each consultant, independent contractor, and service provider who contracts with the District shall be evaluated. The evaluations shall be objective and based on established goals and objectives and shall be conducted at the end of the contract term for contracts that have terms less than two years and at the end of the fiscal year for contracts that have terms longer than two years. The evaluation shall be based on job performance and measurable goals and outcomes. The evaluation will be the major factor in deciding whether the consultant, independent contractor, or service provider is offered a new contract. A written evaluation report shall be utilized. The department or school utilizing the consultant, independent contractor, or service provider shall perform the evaluation. Said department head or principal shall be responsible for completing the evaluation report. The evaluator shall include in his/her report input from customers/consumers and staff members who have worked with the consultant, independent contractor, or service provider.

The written evaluation shall include a description of the work/service performed and if the consultant, independent contractor, or service provider adhered to the scope of services that are outlined in the contract. The evaluator shall describe why or why not he/she was satisfied with the consultant's, independent contractors, or service provider's performance. The evaluation shall also include the evaluator's recommendation for contract renewal.

SOURCE: Jackson Public School District, Jackson, Mississippi

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September 13, 2022

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