

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, CA 93305  
*Office of the Assistant Superintendent, Business Services*

Dept./School: \_\_\_\_\_

Contact: \_\_\_\_\_

Consultant: \_\_\_\_\_

Dates of Svc: \_\_\_\_\_

**Consultant Agreement Informational Memorandum**

The information requested below must be completed and submitted to the Office of the Assistant Superintendent, Business Services along with your completed Consultant Agreement. Please attach any additional backup information as needed.

1. Biographical information on each presenter including their qualifications
2. A comprehensive description of the program/activities to be presented; i.e., scope of work (goals, objectives, purpose)
3. Schools participating in the event including employee groups
4. Expected outcomes