



4.2 Consulting Services

Policy Statement

The purchasing of consulting services follows the same supplier selection process identified in section [3.2.12 Vendor Selection](#) of this manual. Consulting services may be requested by submitting a purchase request or in some cases (in accordance with section 3.1 of this manual) they may be paid for by payment request. Regardless of the method of payment, consulting agreements should only be entered into once it has been determined that the consultant should not be considered an employee of the University. Departments should complete the Independent Contractor Determination Checklist (see Forms/Instructions below) prior to entering into a consulting agreement with a consultant.

Whenever a University department is hiring a consultant, the UGA consulting agreement (see Forms/Instructions below) should be fully executed prior to the start of the consulting. Departments should be aware that if the consultant is paid for the advice rendered, the consultant will not be permitted to bid on any work resulting directly from the consulting services. Advice rendered without payment does not prohibit the consultant from participating in resulting bid opportunities.

It is the responsibility of the benefiting department to ensure that the daily rate paid is reasonable and, if funded by a sponsoring Federal agency - either directly or as flow through from another sponsor - that it does not exceed the maximum approved rate of that Federal agency. The Post Award Accounting Department will monitor the payment process to further ensure that proper rates are used when Federal funds are the source.

Reason for policy

To provide an understanding of how University departments may purchase and pay for consulting services

Procedures

The department should first complete the Independent Contractor Determination Checklist (see Forms/Instructions below) to determine if hiring the individual as a consultant is appropriate. If so, and if the department will be submitting a payment request for payment (per policy 3.1), the department should obtain a properly completed Consulting Agreement Form (Rev. 5/99) which should be executed (signed by the consultant and UGA departmental representative) prior to the start date of any consulting effort. The executed consulting agreement should be included with the payment request.

If the department plans to submit a purchase request for consulting services, the following steps should be followed (based upon the total cost of the consulting services):

Less than \$10,000: Submit a purchase request in UGAmart and attach the consulting agreement which has been signed by the consultant and the UGA department representative.

Between \$10,000 and \$24,999.99: Submit a purchase request in UGAmart, attach three quotes or an explanation as to why pricing from three sources was not possible, and a consulting agreement which has been signed by the consultant and the UGA department representative.

\$25,000 and above: Submit a purchase request in UGAmart and attach either 1) bid specifications and a consulting agreement with Articles I, II, and IV completed or 2) attach a sole source justification explaining the lack of competition and a fully completed consulting agreement which has not been signed by a UGA representative. If a sole source is requested and approved, UGA Procurement will sign the consulting agreement prior to issuance of the

purchase order. The requesting department should still complete all sections of the agreement with the consultant to ensure the departmental needs are represented by the agreement.

The purchase of goods and services within the University System of Georgia is accomplished using University System Service Level Agreements. These agreements may be between UGA and other USG institutions or UGA and the University System Office and may be both sponsored agreements and sales and service agreements. Intra USG purchases of goods/services are exempt from a competitive procurement process and will be addressed through a Service Level Agreement. Please refer to Procurement section [4.15 University System Level Agreements](#) for policy, procedure, and forms related to these agreements.

Forms/Instructions

Consulting Agreement (template to be used between UGA and suppliers/individuals acting as consult not with USG or another USA Institute.

Independent Contractor Determination Checklist

Sole Source/Sole Brand Justification

Service Level Agreement - This is a sample template that has been stylized for an agreement between The University System Office of the Board of Regents of the University System of Georgia (USO) and The Board of Regents of the University System of Georgia by and on behalf of the University of Georgia (UGA). This agreement may be modified accordingly based on who is providing the service.

Service Level Agreement-This is a sample template that has been stylized for an agreement between another University System institution (The Board of Regents of the University of Georgia by and on behalf of USG Institution name) and the University of Georgia (the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia (UGA). This agreement may be modified accordingly based on who is providing the service.

Additional contacts

Robert Currey

Phone Number: 706-542-2361

Policy definitions

Consultant: a person or company who gives specialized or expert advice

Consulting: Non-professional services which involve the rendering of advice only.

Professional - Professional Services, which are limited to those services defined by statute as a "profession" or "professional service". For example, the following services are statutorily defined as "professions" or "professional services": certified public accountancy, actuarial services, architecture, landscape architecture, interior design, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, chiropractic, dentistry "professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry, and osteopathy.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Policy Owner: Procurement

Policy Contact: Robert Currey

Phone Number: 706-542-2361

Responsibilities: It is the responsibility of the benefiting department to ensure that the daily rate paid is reasonable and, if funded by a sponsoring Federal agency - either directly or as flow through from another sponsor - that it does not exceed the maximum approved rate of that Federal agency.

Responsibilities: Post Award Accounting Department will monitor the payment process to further ensure that proper rates are used when Federal funds are the source

Record Retention

For payment processed via **payment request**: Retention for purchase order files may vary by the method of purchase

(competitive, sole source, under the competitive bid threshold).

Record Copy: Procurement

Retention: 5 years, BOR [0472-03-001](#); 7 years, BOR [072-03-009](#)

Related information

[Vendor Selection 3.2.12](#)

[Payments of Invoices Issued Against Purchase Orders 3.2.5](#)

Multiple training resources for processing payment requests are available in the OneSource Training Library:

[Creating a Payment Request](#)

[Creating a Payment Request with Multiple Expense Lines](#)

[Creating a Payment Request with Multiple Accounting Distributions](#)

[Editing a Denied Payment Request](#)

[Approving a Payment Request](#)

[Denying a Payment Request](#)

Date Reviewed: 02/01/2018

[Guns/Firearms](#) | [University System Level Agreements](#) ›

Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

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Date of Approval: 11/13/2019

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