PURCHASING DEPARTMENT

5.0 Consultant Agreements

Consulting services are those provided by a contractor who is not actively involved in the process being studied, but rather provides expert, outside insight about how to complete a task or perform it more efficiently. They possess specialized knowledge, experience, expertise, or professional qualifications that make them ideally suited to provide insights and direction. Generally, consultants are not managed by University personnel and are tasked with analyzing the situation in the manner they deem to be best. After they have collected and analyzed their data, they provide recommendations to the University about how to complete or alter the subject matter in question.

A contract with the consultant should always be put into place prior to the commencement of the project and that contract should clearly define the terms, statement of work, and any deliverables that will be associated with the project. Additionally, the requesting campus department must also provide a formal justification that details the project as well as the reasons why an outside consultant is necessary.

The justification should include, at minimum, the following points:
- Description of the services to be secured;
- How the work relates to the proper functions of the department;
- The benefits expected to be received from the consultant's services;
- Start and end dates of the contracted services;
- Complete cost estimate as well as the funding source;
- Statement that the costs are reasonable and in line with current market conditions for this service;
- Statement on why the work to be performed by the consultant cannot be reasonably accomplished by current State employees;
- Potential sources of consultant services, if any, the department has identified
  - If a particular consultant has been identified as the preferred source then an additional explanation as to why this is the sole or best fit contractor must also be included;
- Any additional information necessary to justify the need for the consultant service.

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