

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5200

TITLE: CONSULTANT ENGAGEMENT

BASED ON POLICY: 5.20 PROFESSIONAL SERVICES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

I. Purpose:

To establish a procedure for the contracting of all paid consultants

II. Procedure:

- A. Any South Florida State College (SFSC) employee desiring to retain a consultant will complete the Professional/Consulting Services Agreement form and obtain appropriate approvals. The Professional/Consulting Services Agreement form can be located on the purchasing page of the College website under "Doing Business with SFSC."
- B. Employees that perform services for the College are not eligible to be hired as consultants.
- C. The Professional/Consulting Services Agreement and W-9/W-8 are to be prepared and executed in advance of the event. Both should be forwarded to the Purchasing Department so that a purchase order may be issued except as noted in D.
- D. Consultants who perform work for one day or less and receive payment for services (not including reimbursements) of \$100 or less may be paid on a Request for Funds form. The pre-negotiated consultant form and a signed IRS W-9 or W-8 form must be attached as support. A dean or director may approve this type of consultant expenditure provided that budget is available for payment.
- E. Vice presidents have the authority with a properly completed Professional/Consulting Services Agreement form, an IRS tax form, and sufficient budgeted funds to approve the contracting of consultants plus regular travel and per diem allowance.
- F. The originator of the Professional/Consulting Services Agreement form will be responsible for forwarding to the Business Office a properly approved itemized invoice that has been submitted by the consultant when the consultant has satisfactorily completed the specifications of the agreement.

HISTORY: Last Revised: 10/6/20

Adopted: 8/1/89

Reviewed: -

Revised: 2/6/02, 6/1/05, 4/28/09, 10/6/20