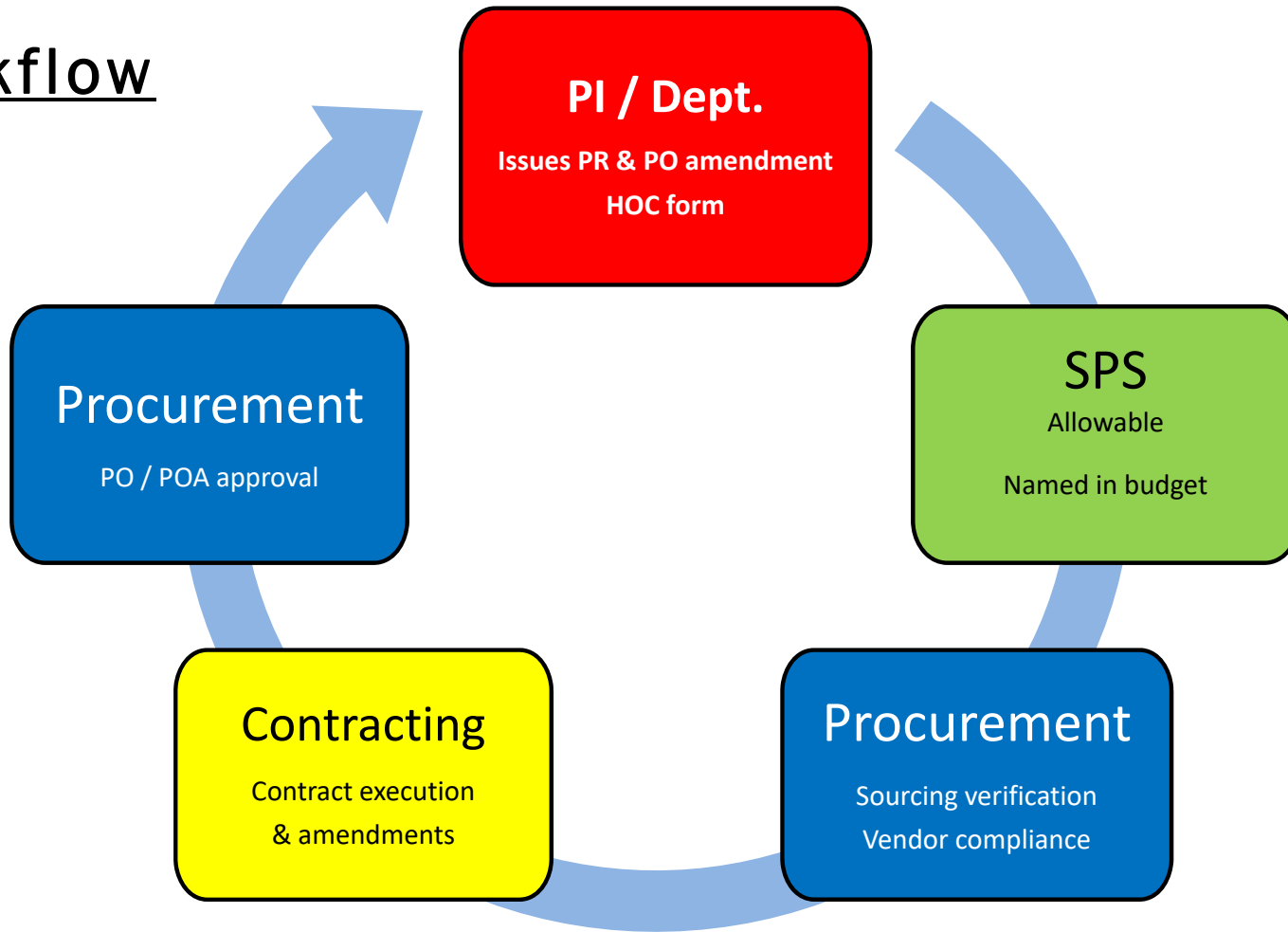


Hiring Consultant – New Process

Starting June 1, 2019:

- Process managed by *Purchase Requisition (PR)*
- *PI* submits *PR* in HuskyBuy via Goods & Services Form
- Commodity Code : 133 Consulting Svcs Grant
- Include as attachments:
 - HOC form
 - Scope of Work
 - Sourcing documents (Quotes or SSJ as prompted via G&S Form)
- Amendments – submit via PO Amendment or new PR as required

New Workflow



Consulting Agreement Detailed Process - Grant Funded Expenditure:

Dept / PI submits Purchase Requisition using **Goods & Services Form** via *Husky Buy* & includes (if PO, then a PO Amendment will be submitted):

- Assign Commodity Code 133, *Consultant Grant Funded*
- *HOC form with Scope of Work (SOW) document included as attachments*
- *Quotes or Sole Source Justification Form (SSJ) for spend over \$10K are included for sourcing portion of Goods & Services Form*

SPS: reviews PR & HOC form to confirm consultant is allowable and in budget; any other dept specific criteria

Procurement: Verifies PR spend threshold for grant period & appropriate sourcing is complete based on threshold:

1. *Micro Threshold under \$10K: 1 quote required*
2. *Simplified Acquisition: \$10K - \$249,999.99: 3 quotes required*
3. *Public Bid: \$250K +*
4. *Sole Source: no spend threshold applies. Must meet 1 of the 4 justifications for federally funded grants:*
 - Product/service is only available from a single source;
 - Public Emergency Procurement;
 - Federal Awarding Agency Authorization;
 - Inadequate competition after solicitation of multiple sources.

Submits Request to Contracting with SOW for agreement draft & execution
Updates PR comments to reflect status

Contracting: Initiates draft agreement, has PI review & approve
Finalizes agreement w/ Consultant
Obtains necessary UConn approval to fully execute contract
Agreements over \$25K go to OGC for review; over \$250K to AG for review
Fully executed agreement is returned to Procurement

Procurement: Updates necessary contract steps in KFS & HB & updates requisition
Approves to PO & submits copy to Consultant & Dept/PI

Amendments: If agreement is still active (has not expired) an amendment to the agreement & PO may be submitted via POA in HuskyBuy, the request should follow the steps above
If agreement has lapsed, then the process starts as new.


Hiring a Consultant – New Form

Available via:

- SPS & Procurement websites

Design Updates:

- Capture all contact info for consultant, PI & dept.
- Identify spend for current & overall grant period
- Scope of Work – obtain more detail at beginning of process



HIRING OF A CONSULTANT FORM

A. Project Information

Project Title:	
KFS Number:	Funding Agency:

B. Principal Investigator/Department Contact Information

PI Name:	Phone:	E-mail:
Dept. Contact Name:	Phone:	E-mail:

C. Consultant Information

Company Name:	Contact Name:	Phone:
Address:		E-mail:

Is Consultant named in the proposal?: NO YES
 Is the Consultant a(n): ENTITY US CITIZEN NON-US CITIZEN
* If NOT a U.S. Citizen and performing work on a project in the U.S., contact Accounts Payable to verify the additional forms required, 860-485-1644/APInquiries@uconn.com.
 Location of Services: IN U.S. OUTSIDE THE U.S.
 Consultant: IS/ IS NOT considered to be an investigator based on the NIH Definition.¹
 Will Consultant engage in non-exempt research involving human or animal subjects?: NO YES

D. Consulting Services

Scope of Work Attached:
Attach a complete Scope of Work detailing the following: 1) detailed explanation of services to be performed; 2) any deliverables/milestones (progress reporting, data collection/feedback, etc.); 3) evaluation/acceptance criteria; 4) other reimbursable expenses; 5) billing frequency (ex. per session, monthly, quarterly, etc.); 6) place of performance; and 7) any other pertinent information.

Dates of Service: _____ to _____ (for Consulting work within the current project period)

Type of Rate: Daily Rate Hourly Rate Fixed Rate Other (include description of other in Scope of Work)

Rate: \$ _____ x No. of Units (days/hours/etc.) _____ + Travel \$ _____ = Total (not to exceed amt.) \$ _____

If a Multi-Year Award: Start Date: _____ End Date: _____ Total Amount: \$ _____ (anticipated for this Consultant)
Total expenditures of \$10,000 and above require competitive sourcing or sole source justification. Attach either 2 additional quotes, or Sole Source Justification form with the Consulting request when submitting the Purchase Requisition.

¹ The Principal Investigator and any other person (regardless of title or position) who is responsible for the design, conduct or reporting of research or educational activities. This may include faculty and research staff (research associates and assistants, postdoctoral fellows, graduate students, visiting scientists engaged in research conducted at the University) as well as Consultants.

How was Consultant selected (complete for expenditures under \$10k only)? Specify how the Consultant was selected, qualifications, other candidates considered, etc.

How was compensation determined? Attach necessary backup such as fee schedules, price lists, quotes, past project detail, etc.)

E. Certification

This certification is required to ensure compliance with Federal and State law. Please review it carefully before signing. Inaccuracies could result in criminal and civil penalties and loss of Federal awards.

1. I certify that neither I, nor my cohabitating partner, nor any member of my immediate family, nor a business with which I or any of the individuals am/are associated (i) has a financial or other interest in this vendor, or (ii) will derive a monetary gain or other tangible personal benefit as a result of the proposed contract with this vendor.
2. I certify, to the best of my knowledge, no other person associated with this Consulting Agreement has a conflict of interest as stated above.

Principal Investigator Signature

Date

Procurement & Contracting Contacts

Procurement:

- Kathleen Kearney – Research Category Manager
Sourcing verification, PO & POA approval

Contracting:

- Kim O'Connor – Research Contracts Specialist
Executes agreements & amendments