



Policy Title	Consulting Services Policy
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Responsible Office	Assistant Vice President for Financial Management
Contact Information	Office of Procurement and Contracting Phone: 470-578-4355 Email: purchasing@kennesaw.edu Human Resources Phone 470-578-6030 Email: hr@kennesaw.edu Division of Legal Affairs Phone: 470-578-3562 Email: contracts@kennesaw.edu

1. Policy Purpose Statement

This policy provides clarification of Kennesaw State University (KSU or the University) policy and procedures for acquiring consulting services.

2. Background

The Office of Procurement and Contracting (OPC) facilitates acquiring consulting services to help ensure specific objectives, measurements of performance, and performance timelines are included in the resultant agreement. The OPC also ensures consultants are selected in accordance with the state's competitive bidding and selection criteria.

3. Scope (Who is Affected)

This policy affects all KSU employees.

4. Exclusions or Exceptions

There are no exclusions or exceptions.

5. Definitions and Acronyms

Consulting Services: For purposes of this policy, “consulting services” are defined as work or tasks performed by independent contractors (individuals or businesses) who possess specialized knowledge, experience, expertise, and professional qualifications to investigate assigned problems or projects and to provide counsel, review, analysis, or advice in formulating or implementing improvements in programs or services.

6. Policy

- a. External consultants should be retained by the University only in those instances when certain skills are required to conduct University business and the University's faculty and staff are not able or available to provide the necessary service.
- b. Consultants must be selected in accordance with the state's competitive bidding and selection criteria, pursuant to which the consulting fees must be appropriate for the services rendered and the consultant's qualifications.
- c. All consulting agreements must contain specific measurable objectives to include defined performance metrics and a performance period.
- d. A KSU authorized official with signing authority for contracts must approve all consulting services agreements prior to the commencement of work.
- e. Payments to consultants must comply with all applicable requirements governing grants and contracts, Internal Revenue Service regulations, conflict-of-interest policies, and other relevant internal and external policy directives as described within KSU or Board of Regents (BOR) of the University System of Georgia (USG) policies and state law. This includes issuing payment to consultants only after written documentation is provided to KSU as to completion of the contract objective(s).

Procedure

The procedures to engage a consultant or other independent contractor include the following actions:

1. Contact the KSU Office of Procurement and Contracting (OPC) at purchasing@kennesaw.edu. OPC facilitates the determination of whether procurement of consulting services is exempt or requires OPC assistance for bidding. OPC also facilitates procurement in accordance with the state's competitive bidding and selection criteria.
2. Contact KSU Human Resources at hr@kennesaw.edu. The Office of Human Resources works in collaboration with OPC to determine if the appropriate work classification for the consulting services is an independent contractor or a temporary employee.
3. Contact the KSU Division of Legal Affairs at contracts@kennesaw.edu. The Division of Legal Affairs works in collaboration with OPC to facilitate contract review and approval for all contracts, including consulting services agreements. The division logs and reviews contracts in the order received; a contract review normally takes up to five business days. Therefore, contracts should be forwarded well in advance to allow the Division of Legal Affairs sufficient time for review before any agreement is signed by KSU authorized officials.

4. The KSU Office of Finance and Accounting issues payment to consultants once completion of the contract is confirmed and/or the associated purchase order is received.
5. The department requesting the consultant services is responsible for managing and maintaining work product or contract deliverables as stated in the contract.

7. Associated Policies/Regulations

- a. *The Georgia Procurement Manual*
- b. *BOR Policy Manual 7.7 Purchasing*
- c. *BOR Policy Manual 7.9 Contracts*
- d. KSU Contract Review and Approval Policy
- e. KSU Competitive Solicitation Policy
- f. KSU Legal Letter to Contractors/Vendors

8. Procedures Associated with this Policy

- a. *USG Business Procedures Manual* Section 3.0 Purchasing and Contracts
- b. *USG Business Procedures Manual* Section 3.4.1 Authority to Execute Contracts
- c. KSU Contract Review and Approval Process
- d. [KSU Procure-to-Pay Decision Matrix](#)

9. Forms Associated with this Policy

- a. [Contract Review Request Form](#)
- b. [Letter to Contractors/Vendors Regarding Legal Issues Related to Kennesaw State University Contracts](#)
- c. Vendor Registration Form (includes E-Verify validation and Direct Deposit setup)
- d. [Vendor Security and Immigration Affidavit \(for E-Verify validation\)](#)
- e. [Vendor Security and Immigration Affidavit Instructions \(for E-Verify validation\)](#)

10. Violations

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Consulting Services Policy is reviewed annually by the assistant vice president for Financial Management or his/her designee.