

### Purpose

To outline the steps for hiring a consultant or outside contractor paid via grant funding, ensuring compliance with UConn Procurement and Uniform Guidance (CRF 200.320) requirements.

### Scope

Applies to all departments and Principal Investigators (PI) submitting Purchase Orders (PO) for grant-funded consultant services.

#### 1: Determine Commodity Code

- If the work matches an existing commodity code (e.g., Videography, Translation, Website Development, Writing/Editing, Survey Services), assign that commodity code and follow any specific procedures required.
- If not, use default **Commodity Code 133: Consultant Grant Funded**.

#### 2: Submit Purchase Requisition

- Use **Goods & Services Form** in HuskyBuy.
- Assign **Commodity Code 133**
- Include:
  - **Hiring of Consultant (HOC) Form** showing individual spend budgeted for all grant years.
  - **Scope of Work (SOW)** detailing tasks and deliverables and payment schedule.
  - **Competitive Sourcing or Sole Source Justification (SSJ)** back up.

#### 3: Competitive Sourcing Requirements

To determine the level of competitive sourcing required, look at the **total budget amount the contractor may earn over the entire grant period**. Competitive sourcing is required when no other publicly bid contract is available for the supplier & services required:

| <b>Competitive Sourcing Threshold</b><br>(using sponsored funds) | <b>Requirement</b>                                                                                                                         |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Micro Purchase: &lt; \$25K</b>                                | 1 quote from selected contractor<br><i>If total value remains under \$2500, verify with Procurement other options for initiating work.</i> |
| <b>Simplified Acquisition: \$25K–\$349,999</b>                   | 3 quotes                                                                                                                                   |
| <b>Public Bid: \$350K+</b>                                       | Procurement-led<br>Contact Procurement at award notification                                                                               |
| <b>Sole Source</b>                                               | Allowed when PI demonstrates no other contractor can perform work. See allowable types.                                                    |

#### **Sole Source Types:**

- Only available from a single source. PI details steps taken to verify no other contractors can perform the services via Sole Source Justification (SSJ) Form.
- Public emergency procurement.
- Federal Sponsor mandates use of specific contractor. Provide details from grant application or obtain written approval from Sponsor and submit with Purchase Requisition and SSJ Form. Or review with Procurement before submission.
  - “Named in Grant” is not considered sponsor approval of a sole source.
- Inadequate competition after solicitation.

#### **4: Review and Approval Process:**

- **SPS:** reviews submitted HuskyBuy Purchase Requisition, and confirms consultant is allowable and budget supports PO value.
- **Procurement:**
  - Verifies need for formal agreement, if Dept/PI have not confirmed already.
  - PO + SOW may be used in place of a formal agreement.
  - Verifies SOW details with PI team & confirms Contractor’s approval

- Moves request to Contracting when agreement required (allow 30–60+ days).
- Approves PO and transmits to Contractor.
- PI/Dept to provide ~ 30 days for PO approval, factor additional time in for agreement execution and additional approval steps.

#### **Additional Approval Steps**

- **OGC Review:** Required for agreements > \$25K (1–2 weeks).
- **Attorney General Approval:** Required for agreements > \$500K (4–6 weeks).
- **BOT Approval:** Required for **PO values** ≥ \$1,000,000 (~ 2 months).

#### **5: Department Responsibilities:**

- Verifies total budgeted spend and sourcing requirements, completes sourcing steps or loops in Procurement when needed.
- Finalizes draft SOW with contractor (tasks, deliverables, payment schedule).
- Ensure submission of PR/POA provides sufficient time for approval before work commences, or contacts Procurement ahead of submission to review timelines.
- Validates billing is accurate and aligns with terms of the SOW/Agreement.
- Submits **PO Amendments** in timely manner to:
  - Add funds
  - Memorialize changes to tasks/deliverables as they occur
  - Extend term
  - Change Account number assignment
  - Make any other changes as required
- Notifies Procurement immediately for termination/cancellation procedures.

#### **6: References**

- HuskyBuy Knowledge Base for Commodity Codes & HuskyBuy Job Aides  
(<https://kb.uconn.edu/space/FPB/26666663970>)
- Procurement Forms  
([https://purchasing.procurement.uconn.edu/procurement\\_forms/](https://purchasing.procurement.uconn.edu/procurement_forms/))