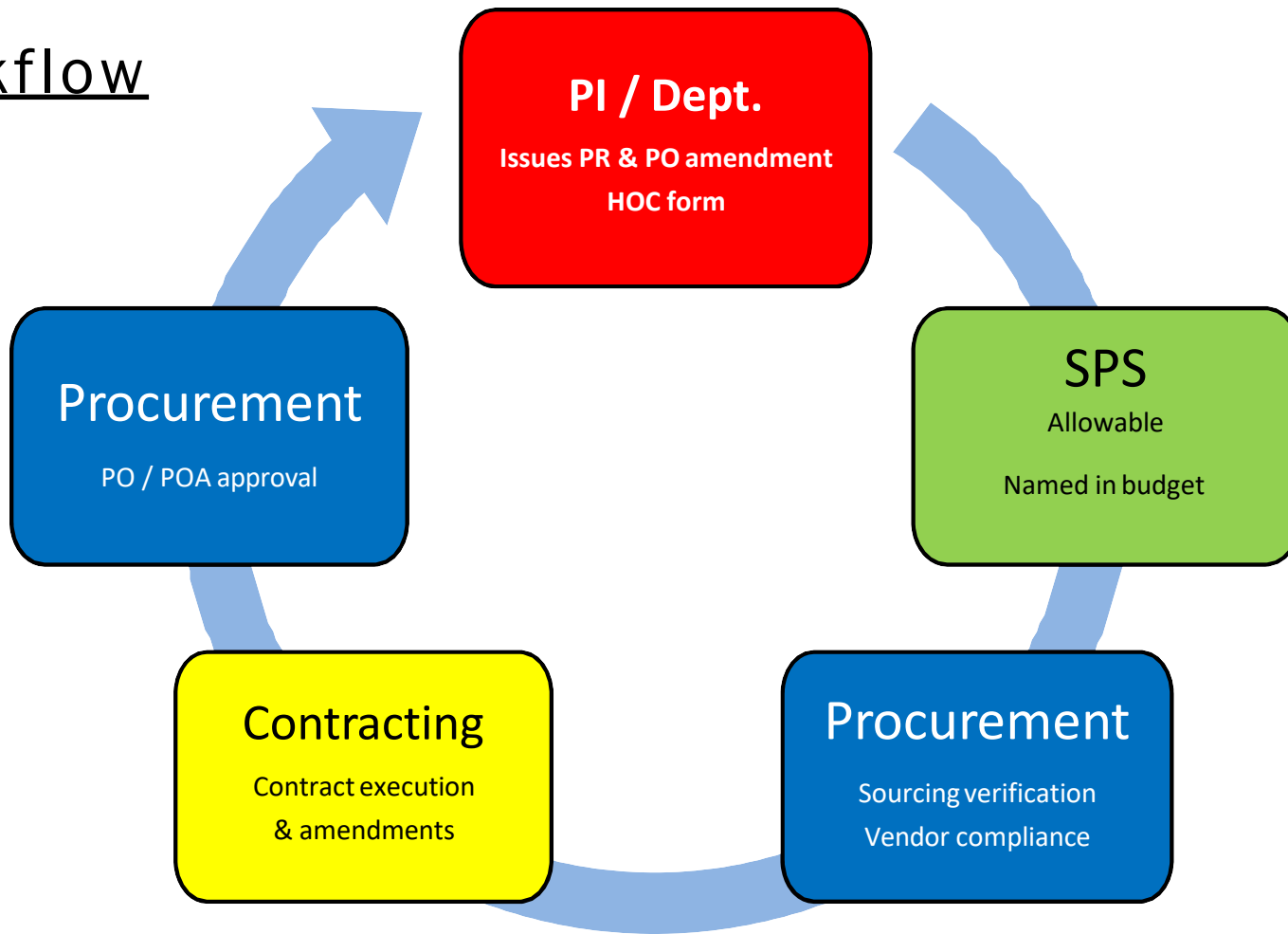


Hiring Consultant – New Process

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 with PI for the entire grant period & appropriate sourcing is completed:

1. *Micro Threshold under \$25K: 1 quote required*
2. *Simplified Acquisition: \$25K - \$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 (Buyer may do preliminary review of SOW with PI/team)

Finalizes agreement w/ Consultant

Obtains necessary UConn approval to fully execute contract

Agreements over \$25K go to OGC for review; over \$500K 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

NEW AMENDMENT



A. Project Information

Project Title:	
KFS Number:	Funding Agency:
Award #	

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 the Consultant named in the budget for this project?: 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, 860-486-1644/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 definition below.¹
 Will Consultant engage in non-exempt research involving human or animal subjects?: NO YES

D. Consulting Services

How was Consultant selected (complete for expenditures under \$25k only)? Specify how the Consultant was selected, qualifications, other candidates considered, etc.

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 compensation determined? How did you determine that the price was reasonable and comparable to fair market pricing? Attach necessary backup such as fee schedules, price lists, quotes, past project detail, etc. If a bid was performed, mention that and explain how pricing compared to other potential suppliers.

Scope of Work will be attached (check if yes) All grant funded consulting requests require development of Scope of Work (SOW) which defines: 1) Summary of Services; 2) Tasks to be performed & Deliverables due from Consultant; 3) How will work be evaluated to approve invoices; 4) Total billable & Payment terms; 5) Other reimbursable expenses; 6) Billing frequency (ec: per session, monthly, quarterly, etc.); 7) place of performance.

Is this a Multi Year Grant: Yes No (if "No", only complete line 1 in the table below)

Is the rate: Cost Reimbursable (consultant bills only actual time incurred up to maximum billable) OR Fixed Rate (consultant bills amount defined in budget)

Rate Unit Type: Daily Rate Hourly Rate Flat or Lump Sum Rate Other (as defined in Scope of Work)

Billing Frequency: Monthly Quarterly Annually At completion of services
 Other: _____

Year	Award Start & End Date	Services Start Date & End Date *	BILLABLE RATE	RATE QTY (i.e.# days/hrs)	Total Billable Rate	Other Expenses (i.e. travel)	Maximum Billable**
Example	1/1/24 – 12/31/24	3/30/24 – 9/30/24	125.00	20 hrs	2500.00	500.00	3000.00
1							
2							
3							
4							
5							
TOTAL							

*Grant Funded Consulting Services scheduled to commence in less than 30 days should be reviewed with Procurement prior to submission

**Maximum Total Billable value of \$25,000 or more, requires either 2 additional quotes or Sole Source Justification form submitted with the Purchase Requisition.

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)

Procurement & Contracting Contacts

Procurement:

- Kathleen Kearney – Research Category Manager
- Sourcing verification, SOW review, submits requests to Contracting, final PO & POA approval

Contracting:

- Laurie Field – Contracts Specialist
- Executes most grant funded consulting agreements & amendments