

# PROCUREMENT SERVICES POLICY 13 CONSULTANT SERVICES

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

## 1. Purpose

This policy outlines the requirements when hiring consulting services.

## 2. Scope

This policy applies to all academic units, organizations, and affiliates of UNCG.

## 3. Definitions and Roles and Responsibilities

### 3.1 Definition

Consulting Services: Work or task performed by State employees or and independent contractors possessing specialized knowledge, experience, expertise, 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. This includes, but is not limited to, the organization, planning, directing, control, evaluation and operation of a program, agency, or department.

## 4. Policy

In accordance with State policy, the employment or securing of services of a consultant requires approval from both the State of North Carolina Purchasing and Contracts (P&C) Office and the Governor's Office or designee. This policy does not apply:

1. To contracts for attorneys employed by the State pursuant to the provisions of [G.S. 147-17](#).
2. To contracts for physicians or doctors providing direct medical care for the clientele of any state agency.
3. To contracts to provide services without compensation to the provider of the services.
4. To contracts for academic consulting services for curriculum development or academically oriented research.

Reference section [1.3.6 of the State of North Carolina Procurement Manual](#) for additional

information.

State agencies can obtain consultant services if the following requirements are met:

1. It is determined that current employees cannot reasonably accomplish the job.
2. The estimated cost is reasonable as compared with the likely benefits or results.
3. The funds are available for the contract.
4. The contract is in the best interest of the State.
5. All rules and regulations of the Division of Purchase and Contract have been or will be complied with as determined by the Governor or his/her designee and the Division of Purchase and Contract.

When acquiring such consulting services, competition must be sought whenever possible.

NOTE:

These policies must be followed regardless of the dollar amounts involved.

## **5. Compliance and Enforcement**

The Director of Procurement Services is responsible for ensuring compliance with this policy.

## **6. Additional Information**

### **6.1 Supporting Documents**

[State of NC Procurement Manual](#)  
[General Statutes](#)

### **6.2 Approval Authority**

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

### **6.3 Contacts for Additional Information and Reporting**

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, [mflogan@uncg.edu](mailto:mflogan@uncg.edu)
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, [rrflein@uncg.edu](mailto:rrflein@uncg.edu)