



INDIVIDUAL SERVICES/CONSULTANTS

Policy Title: Individual Services/Consultants

Policy Type: Administrative

Policy Number: #43-37 (2014)

Approved: 04/03/2015

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

The University has established policy for hiring individual services and consultants.

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DEFINITIONS

Consulting Services: Advice or assistance of a purely advisory nature provided for a predetermined fee to an agency by an outside individual, firm, or organization under contract to that agency. **Honorarium:** A payment made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required (i.e., a payment made without the University having any liability or legal obligation to do so).

CONTACT(S)

Procurement Services officially interprets this policy. Procurement Services is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

INDIVIDUAL SERVICES/CONSULTANTS POLICY CONTENTS

Generally, Procurement Services will issue a Purchase Order after receipt of a Colleague and eVA purchase requisition for individual services (e.g., speakers, entertainers, consultants, facilitators). The purchase requisition should include:

- Scope of work/description of services
- Date(s) and time(s) of services
- Location(s) of services
- Compensation (preferably a flat fee)
- Any special or additional requirements

Occasionally, another Commonwealth of Virginia Standard Contract or other contract form will be used instead of a Purchase Order. For convenience and consistency, the Standard Speaker's Engagement Agreement is located at <https://www.nsu.edu/procurement-services/forms> may be utilized when procuring speakers; however, a Colleague and eVA requisition is still required prior to performance of any services.

Payment. Most Purchase Orders/Standard Contracts awarded by the University stipulate that through the State Treasurer will be made within 30 days after satisfactory completion of goods or services, or 30 days after receipt of a proper invoice, whichever is later. Contractors should be notified to send invoices to the University's Accounts Payable Department or e-mail to AccountsPayableDept@nsu.edu (referencing a valid Purchase Order or Standard Contract Number) and user departments and activities must promptly complete receiving detail through Colleague upon completion of services.

In limited instances when checks must be prepared in advance, user departments and activities must clearly indicate on the purchase requisition "PAYMENT REQUIRED ON (DATE)" along with specific instructions regarding where checks should be sent. Prepayments should be made only on an exceptional basis and not as a matter of routine.

Execution of Service Contracts. All contracts for services must be executed by a University official specifically designated in writing by the President. All such contracts must be executed by the President, Vice President for Finance and Administration or Procurement Services staff unless otherwise authorized.

Consultant. By definition, consultants provide information, assistance, and guidance of a purely advisory nature, usually in the form of a report or other deliverable, setting forth alternative courses of action and recommendations based on the expertise possessed by the outside individual, firm or organization.

Departments are responsible for assuring that the use and control of the services of consultants is properly justified in terms of agency mission, programs, priorities, and funding. As required each year by the Appropriations Act, use of Consulting Services, require a written "return on investment" as part of the criteria for awarding or using contracts for consulting services.

The word “consultant” should only be used when the work to be performed is purely advisory and should not be used to describe other individual services such as performers, accountants and facilitators.

Honorarium. The word “honorarium” should only be used when the University has no legal obligation to pay a person for services rendered (i.e., a guest speaker that expects to be paid an agreed upon amount is a contractual service – not an honorarium.)

PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate website; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 05/09/2021
- Approval by, date: President’s Cabinet, 04/03/2015
- Revision History: 07/01/1995, 07/01/2014, 04/03/2015, 10/06/2016, 04/26/2017; 05/09/2018
- Supersedes: Procurement Services Policy and Procedures No. 25

RELATED DOCUMENTS

1. General Purchasing Policy #43-14

<https://www.nsu.edu/policy/admin-43-14.aspx>

FORMS

There are no forms associated with this policy.