



UC San Diego

Policy & Procedure Manual

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PURCHASING

Section: 523-10.1 EXHIBIT D

Effective: 06/15/1989

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Issuing Office: [Procurement & Contracts](#)

EXHIBIT D

SUMMARY OF PROCEDURES OBTAINING SERVICES INDEPENDENT CONSULTANTS

A. <u>REQUESTING UNIT</u>	B. <u>DEPARTMENT CHAIR/HEAD</u>	<u>RESPONSIBLE</u>	C. <u>ADMINISTRATIVE OFFICIAL</u>
1. Solicit proposal per section V.A.1.-3. of Policy 2. Prepare Proposed Agreement per Exhibit A & B and section V.C.1.-6. of policy 3. Identify exceptions defined in section IV. of policy 4. Consultant must sign Agreement, Exhibit A, and designate relationship with consultant firm's organization, (unless self-employed) 5. Consultant must read and agree to T&C's of Terms and Conditions, Exhibit B 6. Consultant must provide information relating to Conflict of Interest, Visa Status, payments to the University over the past 12 months, and other data as outlined in section V.A.2.a.-c. of policy 7. Unit must determine if Certificate of Insurance is required from Consultant per the terms outlined per V.A.3.a. 8. Prepare a memorandum addressed to Executing Officer per V.B.1.a.-j. 9. Submit proposed Agreement and all associated forms to Department Chair/Head	1. Department Chair, Director, or Head ensures that all terms of policy have been met and signs Summary Memorandum confirming and approving compliance, per section V.D.1.c of policy 2. Submit the original and five (5) sets of copies of the proposed Agreement, Summary Memorandum and all other supporting documentation to the Responsible Administrative Official as outlined in V.D.1.&2. of policy		1. Audit each proposed Agreement for compliance with policy 2. Request approval of any exceptions as outlines in the policy. Forward copy of all agreements exceeding payments to a consultant of \$15,000 annually, to Sr., VP-Administration, UC 3. Ensure that proposed Agreements meet conditions of policy specifically identified in IV.A.-K. 4. Verifies that Certificate of Insurance is on file if required per V.A.3.-a. 5. Prepare and sign transmittal memo acknowledging compliance with policy 6. Proposed Agreement is assigned an agreement number an logged onto master log by Responsible Administrative Official 7. The original and four (4) sets of copies of the proposed Agreement, Summary Memorandum, and the transmittal memo is forwarded to the appropriate Executing Officer 8. One (1) copy of proposed Agreement, Summary Memorandum, and transmittal memo is maintained in pending file 9. Maintains master file as Office of Record for all proposed final executed Agreements and Amendments

D. EXECUTING OFFICER

1. Reviews proposed agreement ensuring that it complied with policy
2. If approved, signs the original and all copies as the executed Agreement
3. Retain on copy of the executed Agreement and forwards original three (3) copies to:
 - a. Accounting Office
 - b. Responsible Administrative Official
 - c. Requesting unit, copy for file
 - d. Original for consultant in care of requesting unit

E. ACCOUNTING OFFICE

1. Maintains copies of executed Agreements
2. Established encumbrance against account/fund
3. Receives invoice from consultant via requesting unit which references agreement number and other information per section V.G.1.-7. of policy
4. Payment is made per Para III of Consultant Agreement, Exhibit A
5. Pays final invoice only upon submission and approval of a Certificate of Completion per V.G.7 of policy