

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Contracting Consultants	<u>Number</u> 121
Related Policy:	Consultant Services – 6Hx20-1.023	<u>Page</u> Page 1 of 1

I. Purpose

To provide a procedure for contracting consultants to perform specific duties at the College. This procedure is general and is intended to cover independent contractors, external firms, and specialized advisors.

II. Procedure

A. The General Process

1. Requestor gains approval to use a consultant through regular approval channels.
2. Requestor then submits the consultant's contract request to Legal Services.
3. The contract form is reviewed by the College's General Counsel and signed by the President.
4. After services are performed, the requester is responsible for initiating payment for the provided services.

B. Contract requirements

1. All consultancy contracts should define the scope of work, timelines, and quality standards.
2. Contracts should contain reporting requirements and escalation procedures as applicable to the engagement.
3. Contracts should specify payment terms, invoice procedures, and any reimbursement for travel or lodging. Reimbursement for travel is generally limited to reimbursement rates specified in Florida Statute 112, unless approved in advance by the President.
4. Contracts should address conflicts of interest, professional standards, confidentiality, intellectual property ownership, and termination conditions.
5. Consulting contracts cannot be entered into with current employees.
6. Consultants should not be hired to fulfill the roles of an employee. Consultants should be able to demonstrate that they provide specialized services, control the work performance, utilize their own tools and equipment, and are responsible for their own insurance and taxes.
7. The hiring of a consultant must adhere to the College's competitive selection procedures defined in College procedure 512, Purchasing of Goods and Services.

Responsible Official Vice President, Business Affairs

President's Signature:



Date: 12/01/2025