CONSULTANT SERVICES

It is the policy of the College that the Office of General Counsel (OGC) reviews all Consulting agreements prior to signature by the CFO. At a minimum, OGC requires consulting contracts to be submitted for review at least fourteen (14) days in advance of their anticipated execution. Once reviewed by the OGC, the consulting contract will be forwarded to the CFO/Vice President for Business and Finance for final approval and signature. Please note: the CFO/Vice President for Business and Finance, the President and in their absence, the Provost and Senior Vice President for Academic Affairs, are the official signatories for the College and the only individuals who may sign contracts on behalf of the College.

The following policies must be adhered to when requesting consultant services:

1. Consultants may be engaged to assist in activities only as described in the activity budget narrative and with prior approval from the Title III Director.
2. Employees of the College cannot be compensated on contractual basis for work completed during their normal work hours and duties per section BF 400.1 of the College policies.
3. No consultant will be paid if prior approval from the appropriate sources as indicated was not obtained.

The following documentation must be submitted with the contract agreement for a corporation:

- Paper Purchase Requisition form
- Contract Agreement including Scope of Work
- Vendor Selection Checklist (if applicable)
- Three comparative quotes for fees over the amount of $5,000 (the quotes must be comparing the same items or services)
- Vendor Application and W-9 (if vendor is new to Morehouse College)
- System for Award Management documentation (www.sam.gov)
- Certificate of Good Standing (Secretary of State website – www.sos.georgia.gov)

The following documentation must be submitted with the contract agreement for an individual:

- Paper Purchase Requisition form
- Contract Agreement including Scope of Work
- Independent Consultant/ Independent Contractor Form
- Consultant Request Form
• Resume or Curriculum Vitae
• Vendor Application and W-9 (if vendor is new to Morehouse College)
• System for Award Management documentation (www.sam.gov)

Within seven (7) days of completion of the work, a completed Consultant Evaluation Report must be filed with the Title III Program Administration Office.