

Procurement and Contracts Process Guidance

Consulting Services

Consulting Services is best described as a specific line of inquiry to be researched by a person or company with specialized knowledge and experience, in accordance with a written proposal, that results in a written report containing recommendations or analysis. All efforts to use existing contracts should be used.

The following process applies to procuring Consulting Services or Consultants.

1. Review contracts available to ensure there is not an existing contract with the firm or service you require.
2. Obtain proposal from Consultant. Proposal must clearly explain what Radford University is paying for. Hours and pricing must be clear and auditable.
 - Do not sign contractor's proposal
 - Obtain COVA W-9 if contractor is not in eVA/Banner
3. If consulting services is with an individual, complete the Independent Contract Checklist [Independent Contractor Checklist Form](#)
 - Follow instructions for approval of Contractor Checklist
 - Send completed form to Tax Compliance via [secure email](#)
(Do not attach Independent Contractors Form to Requisition)
4. Submit Requisition in eVA attaching Contractor's Proposal
 - Use Commodity Code 91800 for all Consulting Services
 - Requisition must be clear on total cost for services either broken out by hour or total project
 - Travel and expenses are to be outlined in proposal and as a separate line item on Requisition
 - Reference contract number if applicable
 - Proposal from Consultant must reference contract number and be in accordance with contract if applicable
5. Requisition will go through approval flow in eVA. Procurement and Contracts will negotiate terms and conditions with vendor, confirm contract or price reasonableness, and determine if competition is required.
6. Once approved, PO will be sent to Contractor. At that time, department may engage with consultant to begin services.
7. Once work is completed, department will receive PO as complete. Contractor will send an invoice for payment in accordance with payment terms.