

**TEXAS STATE TECHNICAL COLLEGE  
STATEWIDE OPERATING STANDARD**

<b>No. GA 2.2</b>	<b>Page 1 of 2</b>	<b>Effective Date: 07/28/15</b>
<b>DIVISION:</b>	<b>General Administration</b>	
<b>SUBJECT:</b>	<b>Employment of Consultants</b>	
<b>AUTHORITY:</b>	<b>Tex. Rev. Civ. Statutes Ann. Art. 6252-11C, Sec. 17 (a) (Vernon Supp. 1992)</b>	
<b>PROPOSED BY:</b>	<i>Original Signed by Jonathan Hoekstra</i>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Financial Officer</b>	<b>Date: 07/28/15</b>
<b>RECOMMENDED BY:</b>	<i>Original Signed by Jonathan Hoekstra</i>	
<b>TITLE:</b>	<b>Vice Chancellor &amp; Chief Financial Officer</b>	<b>Date: 07/28/15</b>
<b>APPROVED BY:</b>	<i>Original Signed by Mike Reeser</i>	
<b>TITLE:</b>	<b>Chancellor</b>	<b>Date: 07/28/15</b>

**STATUS:** Approved by VCs 07/28/15

**HISTORICAL STATUS:** Reviewed/Revised 06/2015  
Approved by MC 01/24/95  
Revised 12/15/94

**POLICY**

**COMPLIANCE.**

Definition:

Consultant: The human service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee.

**PERTINENT INFORMATION**

The Statewide Operating Standard (SOS) applies to consulting services a state agency purchases with funds appropriated by the legislature; generated by the statutory duties of a state agency; or services from the federal government to the extent that federal laws or regulations do not conflict with the rule.

This SOS does not apply to services provided by the Professional Services Procurement Act (Architects and Engineers).

A consulting services contract, renewal, amendment or extension is void if any agency contracts for consulting services or renews, amends, or extends a consulting service contract without complying with the requirements of Government Code, Chapter 2254 – Professional and Consulting Services.

A state agency may not accept a previous offer or proposal to provide consulting services to the agency if: (1) "the person received compensation from the agency to participate in the preparation of the specifications or request for proposals on which the offer is based; and (2) "the person would receive compensation from the agency for providing consulting services to the agency".

### **DELEGATION OF AUTHORITY**

The Board of Regents delegates to the Chancellor or his designee the authority to implement this Statewide Operating Standard.

### **OPERATING REQUIREMENTS**

The Procurement Department is the contact point for all requisitioning for consultant services.

### **PERFORMANCE STANDARDS**

1. All consultants are employed in compliance with this Statewide Operating Standard.
2. All requisitions for the employment of consultants will be processed through the campus Procurement Department and contracts reviewed by the Legal Department.
3. Agreements for independent consulting services are subject to the requirement for competition if the contract exceeds \$25,000. For sole source contractors, FA 1.16 Purchasing Authority applies.