



VICE PRESIDENT—FINANCE

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 10<sup>th</sup> Floor  
Oakland, California 94607-5200  
December 18, 2008

VICE CHANCELLORS—ADMINISTRATION  
MATERIEL MANAGERS

Subject: UPDATES TO BUSINESS AND FINANCE BULLETIN BUS 34

In our continuing efforts to have University of California policies be consistent with the cost of services offered in the marketplace, I want to inform you of the joint decision between the Office of the President, Financial Management group, the Controllers, and the Materiel Managers to make the following policy revisions to BUS 34 – Securing the Services of Independent Consultants.

- Section III - Responsibilities, Sub-section C. 2. will read, “sole source justification is documented if the agreement if \$50,000 or more and competitive proposals have not been solicited;”
- Section III - Responsibilities, Sub-section C. 4. b. will read: “solicited proposals or sole source justification for all agreements in excess of \$50,000;”
- Section VI - Requests and Approval, Sub-section D will read in part: “If the total amount of the contract of the independent consultant agreement is or will be \$50,000 or more, the Responsible Administrative Official shall assure that, if possible, proposals are solicited from three or more qualified independent consultants.”
- Section VI – Requests and Approval, Sub-section E will read: “If the amount is less than \$50,000, the Responsible Administrative Official shall determine that the payment is reasonable for the services to be performed.’

This letter serves as authorization to begin utilizing the new limit for Independent Consulting Agreements.

Please contact Lesley Clark at [Lesley.Clark@ucop.edu](mailto:Lesley.Clark@ucop.edu) or (510) 987-0472 if you have any questions regarding these changes to BUS 34 – Securing the Services of Independent Consultants.

Sincerely,

A handwritten signature in cursive script, reading "Anne C. Broome".

Anne C. Broome  
Vice President – Finance

Attachments

cc: Executive Director Hisgilov  
Director Moloney  
Chief Risk Officer Crickette  
Coordinator Capell