

Fact Sheet: UCOP pre-approval process for hiring outside consultants and independent contractors

OVERVIEW

Effective March 25, 2014, as part of President Napolitano's UCOP budget initiative, UCOP is implementing a new pre-approval process regarding the hiring of outside contractors and consultants.

The goal of this new process is to ensure that all UCOP divisions are optimizing internal resources before spending money on outside contractors. UCOP departments make an estimated 600 requests to hire outside contractors per year, leading to high consultant costs and possible redundancies of effort. The new process will create greater consistency and cost control throughout UCOP concerning the use of outside contractors and ensure that consultant spending is limited to high-priority projects.

Any and all work being considered for outside consultants, contractors or vendors must go through this process, including work performed under existing master agreements.

The following outlines the new approval process:

- Departments seeking outside services will be required to first consult with the appropriate UCOP subject matter expert unit(s) to ensure the work does not overlap with existing operations and staff and to see if the need can be addressed using existing internal resources.
- Following the initial internal consultation, requestors complete the **Request for Approval of Contractors and Consultants form** and draft the **Decision Memo** to document and submit their requests to the department head. If he/she supports the request, the requestor then submits it to Purchasing/Procurement for review.
- Following review by Purchasing/Procurement, the request will be forwarded to the division head. If the request appears to overlap with work done by internal units, Purchasing/Procurement may convene a cross-functional advisory board to assist with the review.

- The division head reviews the request and, if he/she supports it, completes the Decision Memo, stating that the resources being requested are not available in his or her division, then forwards it to President Napolitano for a final decision.

FREQUENTLY ASKED QUESTIONS ABOUT THE NEW PROCESS

Q. Why are we changing the approval process for using consultants/contractors? What's the goal?

- A. The goal of this new process, which is part of President Napolitano's UCOP budget initiative, is to ensure we are optimizing internal resources before spending money on outside consultants and independent contractors. UCOP departments make an estimated 600 requests to hire outside contractors per year, leading to high consultant costs and possible redundancies of effort. The new process will create greater consistency and cost control throughout UCOP concerning the use of outside contractors and ensure that consultant spending is limited to high-priority projects.

Q. What kinds of projects are subject to this new process?

- A. Any and all work being considered for outside consultants, contractors or vendors must go through this process, including work performed under existing master agreements.

Q. How will the new process work?

- A. Departments seeking outside services will be required to first consult with the appropriate UCOP subject matter expert unit(s) to ensure the work does not overlap with existing operations and staff, and to see if the need can be addressed using existing internal resources. Following the initial internal consultation, requestors will use a new form, the Request for Approval of Contractors and Consultants and draft a Decision Memo to document and submit their requests to the department head. If the department head supports the request, he/she will then submit it to Purchasing/Procurement for review and then to the division head. Division heads will then review the requests and forward the ones they support to President Napolitano with the completed Decision Memo.

Q. How will decisions be made about which requests are approved/denied?

A. All requests must be reviewed by division heads. Assuming the appropriate division head supports the request, he/she will then submit the request to President Napolitano, who will make the final decision.

Q. When will this process go into effect, and how long will it take to get approval for my request?

A. The new process takes effect Tuesday, March 25. The process is designed to take about 10 working days for review and, if appropriate, approval of requests. Departments can streamline the process by providing advance notice of their request to UCLA Purchasing, the UCOP Procurement Team and their division head and providing a completed W-9 with the request. If departments anticipate needing multiple contractors over a period of time, they may batch them in one request.

Q. Does this mean we can no longer hire consultants/contractors?

A. No – this is not an absolute prohibition on the use of outside services. The purpose of the new process is to ensure that all requests for outside services, in whatever amount, be carefully examined and pre-approved. It is possible that existing internal staff resources can be utilized rather than using outside help.

Q. If I'm already in the process of hiring a contractor/consultant, do I need to start over?

A. Hiring that is already in process may continue. Once the new process takes effect on March 25, 2014, all requests must go through the new process.

Q. If I already have funds in my budget for the contractor I'm planning to hire, do I still have to go through this process?

A. Yes. The requirement that all requests for outside services go through this process is independent of funding.

Q. How do I know which UCOP departments/colleagues to consult with to determine if my project can be handled in house?

- A. For work that may overlap with a consolidated unit, consult with the list of contacts below. For any other work, consult with the department you believe most closely aligns with the nature of your project. If you're still unsure, contact Richard Greene of the UCOP Procurement Team at Richard.Greene@ucop.edu.

UCOP Operations Units Contacts

- OP Budget Office: Eva Goode, Director
- Business Resource Center (BRC): Amal Smith, Director
- Building and Administrative Service Center (BASC): Steve Murray, Director
- Communications: Yem Ling Fong, Production/Business Operations Manager
- Local Human Resources: Nancy Pluzdrak, Local HR Executive Director
- Information Technology Services (ITS): Shirley Bittlingmeier, Client Services Manager
- Purchasing/Procurement: Richard Greene, Manager, Local Procurement
- Institutional Research: Charles Masten, Deputy

Q. Whom do I contact for questions about the new process?

- A. Questions can be directed to Richard Greene in UCOP Procurement at Richard.Greene@ucop.edu. More about the process and related forms can be found on [the Business Operations website](#).