The January 2017 Local Procurement Blast of the Month

Thinking of hiring an outside consultant or contractor? Not sure how to get started?

Per President Napolitano’s directive of January 2014, processes have been put in place to manage the engagement of outside contractors and consultants.

Here is your guide on what you will need to do in order to ensure you are on the right path to successfully hiring a new outside consultant or contractor.

Two documents requiring different levels of approval may be needed for an OP department to hire an outside contractor or consultant:

- The Approval for Contractors and Consultants form (AC&C) is required for all engagements that involve a contractor or consultant regardless of the dollar value. The level of approval needed varies depending on the dollar value and is noted on the form.

  The links below guide you to the policy background and the current form.
  Preapproval consultants or contractors
  PSA-ICA request form

- If the engagement is over $20,000, then a Decision Memo is required in addition to the AC&C form:

  PSA-ICA decision memo

  Local Procurement, the OP Budget Office and the respective Division Head must review and approve the Decision Memo before routing to the President’s office.

After all approvals have been secured, Local Procurement will support the department by creating a Professional Services Agreement.

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