


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	COMPENSATION FOR CONSULTANT SERVICES	Procedure Number: 6-2-105.1
Institutional Authority:	Vice President for Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-2-105	

Approved:

  
President

  
Vice President of Administrative Services

Date

Adopted: 07/01/2004

Date

Revised: 03/10/2008

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

All consultants must be procured in compliance with the South Carolina Procurement Code and Regulations, unless specifically exempted by the South Carolina Budget and Control Board.

1. Evaluation Specifications

- a. The Initiator is responsible for preparing specifications for program evaluation in accordance with program guidelines.
- b. The Initiator submits the specifications to at least three (3) prospective consultants if the estimated value of the contract is \$2,500.00 or more. Should the contract's estimated value exceed \$10,000.00, the contract must be advertised in the South Carolina Business Opportunities publication and a detailed Request for Proposal must be developed. Contracts in excess of \$50,000.00 must be bid through Procurement and Auxiliary Services. Procurement and Auxiliary Services must audit all contracts for compliance before execution.

- c. The Initiator will review consultant evaluation proposals and make recommendations for institutional concurrence.
2. Approval/Request for Consultant Services
- a. The Initiator prepares an Approval/Request form for Consultative Services (form attached).
  - b. The Initiator approves as the initiating individual and obtains the approval signatures of Department Chair, Dean, Vice President responsible for the program, and the President.
3. Consultant Contract
- a. Based on the Approval/Request for Consultative Services, the Initiator prepares a Consultant Contract (form attached).
  - b. The Initiator will obtain the signatures of the consultant and the President.
  - c. The Initiator will provide copies of the executed contract.
  - d. Requisitions and/or vouchers must be submitted to Purchasing with approved consultant forms and any necessary quotes attached. These forms will serve as evidence of competition and will be housed in Procurement and Auxiliary Services' quote files.

For more detailed instructions, please refer to the State Purchasing Manual.

Procedure Review		
Review Date	Reviewed By	Date Completed
03/10/2011		