

Prepared by the V.P. for Administration
This is a New Policy.

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

April 1983

P 1 of 2

 E8.206 Approval of Consultant Contracts

I. INTRODUCTION

This Policy implements the new paragraph 8-1.c., Consultant Contracts, in the Board of Regents Bylaws and Policies. It also provides guidelines for the processing of consultant contracts to comply with the Governor's instructions contained in his Budget Execution Policies and Instructions. The specific provision reads as follows:

"Consultant Contracts. Each department head is hereby authorized to engage the services of consultants with the prior approval of the Governor or under procedures established by him."

II. OBJECTIVES

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- A. To delegate to the Vice President for Administration or his designee the authority to approve contracts in accordance with paragraphs 8-1a, b and c.
 - B. To ensure that the prior approval of the Board of Regents is obtained for all consultant contracts which may result in changes in the Board of Regents Policies or which exceed \$25,000.
 - C. To specify the conditions under which the prior approval of the Governor is required in contracting for consultant services.

III. POLICIES

- A. Vice Presidents and Chancellors are responsible for initiating contracts for approval by the Vice President for Administration or his designee in accordance with established administrative procedures.
- B. Vice Presidents and Chancellors are responsible for preparing proposals for Board approval to engage consultants to study or review programs and operations under their jurisdictions which may result in changes in Board policies and/or have significant impact on programs and operations and for preparing proposals for consultant contracts exceeding \$25,000. Prior approval of these contracts by the Board is required.

- C. The Vice President for Administration or his designee may approve consultant services contracts costing \$25,000 or less which do not have impact upon Board policies and/or do not have significant impact upon programs and operations.
- D. In addition to the conditions specified in A and B above, prior approval of the Governor is required for most contracts for consultant services. The University has an exemption from this requirement for consultant services relating to academic, pedagogic, medical, legal, architectural and engineering matters (other than in the case of architectural/engineering matters, those that involve the planning function). All other consultant contracts which do not fall within the exemptions noted above require the prior approval of the Governor. Vice Presidents and Chancellors shall prepare the appropriate request for approval to the Governor upon satisfying the conditions provided under A, B and C above.
- E. Upon receiving final approval to engage the services of consultants, final contract documents shall be processed in accordance with the established administrative procedures.