



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Agreement to Provide Professional Services**

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**Implementing Procedure For Policy # 5.07**

**Date Approved: 2/16/05**

**Division: Administration and Finance**

**Date Revised: 10/16/08**

Purpose: The purpose of this procedure is to establish guidelines for securing specialized professional and consultant services.

### **Consultants/Professional Services**

Individuals or groups not currently employed by the College who provide specific, defined services to the College under contract or agreement are defined as consultants or professional service providers.

### **Guidelines:**

Services may include:

- Curriculum planning and development.
- Keynote presentations at conferences or seminars offered by the College.
- Guest lectures in short-term, fee-supported workshops, seminars, or grant-funded programs.
- Presentations at college-wide convocations.
- Technical or professional services not subject to statutory professional negotiations requirements.
- Specialized instruction or program coordination (such as medical directors required for program certification in EMS programs).
- Advising or teaching students in a specialized field (e.g. dance routines, musical instruments).
- Program, department or division reviews.
- Professional performances.

Determination of fees:

- Fees must consider the individual or group's general background and experience, prior consulting activity, scope of reputation (local, state, regional or national), and availability of similar services.
- Fees should be all inclusive.
- Proposed rates of more than \$100 per hour or \$1,000 per day require a written justification attached to the Agreement to Provide Professional Services form.
- Consultant services totaling more than \$25,000 require the approval of the District Board of Trustees.

### **Procedure:**

- A determination of the appropriate fees for service is made.
- The originating department will complete an Agreement to Provide Professional Services form.

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- The originating department will obtain all required signatures on the Agreement to Provide Professional Services form. Signatures are required from the individual providing the service, the department/division representative, the Vice President, the Business Office and the President. **ALL signatures must be obtained prior to the beginning date indicated on the Agreement to Provide Professional Services.**
- The completed original form will be returned to the originating department.
- Once the indicated services have been completed the individual or group performing the service will invoice the college.
- The originating department will submit the invoice, the completed original form (white copy) and a check request to the business office for payment.
- The business office will issue payment to the individual or group indicated on the Agreement to Provide Professional Services.
- No check shall be issued to a contractor prior to the service being performed. In the event partial payment for services has been approved, an invoice for the service to date is still required.
- Delivery or distribution of payment to all contractors will be mailed to the contractor at the conclusion of the Agreement to Provide Professional Services. Exceptions must be approved by the Vice President.

An Agreement to Provide Professional Services is to be used for individuals or groups not currently employed by the College of Central Florida. Employees may not serve as consultants. Employees performing services outside and beyond the regular scope of responsibility are given an Agreement for Supplemental Duties.

Vice President of Administration & Finance	Date
Approved by President	Date