

CONSULTING SERVICES

Follow the outline below based on the total cost of service.

Academic or Research Consulting Services – up to \$100,000

1. Obtain a **Proposal for Services** from the consultant or contractor. **Note:** This statement of work should include a price quote and all expenses, including travel, if applicable.
2. Complete the **Cost/Price Analysis for Contracted Services** and attach it to the eVA Requisition.
3. Complete the **Employee/Contractor Evaluation** and attach it to the eVA Requisition. **Note:** *This form is used only for individuals, not companies.* If George Mason University has never paid this contractor or consultant before, the contractor or consultant must submit a **Substitute W-9 form** for tax purposes **before** the purchase order will be issued. Do not attach the W-9 Form to the Purchase Requisition.
4. Complete an **eVA Purchase Requisition** for the total amount. If the consultant will be paid over an extended period of time, the entire amount the consultant is expected to receive should be entered as the total amount. *For example: To pay a consultant \$1,000 per month for one year, the total amount of the eVA Requisition should be \$12,000.* Expenditures of \$25,000 or more from any fund beginning with a "2" require approval from the Office of Sponsored Programs.
5. Submit the eVA Purchase Requisition and accompanying documentation for the purchase.
6. For orders over \$5K, Once the eVA order is approved, it is assigned to a Purchasing Office Buyer electronically. The Buyer will then issue a Purchase Order to complete the procurement and notify the initiator via email. Once the Purchasing Office Buyer becomes involved, the departmental buyer may view, but not change, the order. **An approved Purchase Order must be in place before services are rendered.**

Academic or Research Consulting Services – more than \$100,000

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4. If a particular consultant is the only one that can perform the services and competition is impracticable or unavailable, complete the **Sole Source Procurement Approval Request form**. **Note:** A statement of work to include a written quote must accompany all sole source requests.
5. Submit the eVA Purchase Requisition and accompanying documentation for the purchase.
6. Once the eVA order is approved, it is assigned to a Purchasing Office Buyer electronically. The Buyer will then issue a Purchase Order to complete the procurement and notify the initiator via email. Once the Purchasing Office Buyer becomes involved, the departmental buyer may view, but not change, the order. **An approved Purchase Order must be in place before services are rendered.**