

POLICY: POL140

TITLE: CONSULTANT AND LEGAL SERVICES

EFFECTIVE DATE: JANUARY 2010

UPDATED: DECEMBER 2009

GENERAL

A System of authorization and approval is an important aspect of internal controls for Roger Williams University. This policy identifies the internal control structure on the procurement of consultant and legal services. This policy shall apply to all consultant and legal services procurements by the University.

APPROVAL AUTHORITY

The following table identifies the level of approval based on the dollar amount of the expected expenditure. All Purchasing personnel shall insure that the required signature approval appears on the requisition prior to final commitment and / or processing.

Less than or equal to \$5,000.00

Deans, Directors, of Administrative Departments

Greater than \$5,000.00 but less than or equal to \$25,000.00

Senior Vice President or Vice President for department or Vice President for Finance

Greater than \$25,000.00 but less than \$500,000.00

University President or his designee (Senior Vice President and General Counsel, Senior Vice President for Finance and Administration or Vice President for Finance)

Greater than \$500,000.00

University President or his designee (Senior Vice President and General Counsel, Senior Vice President for Finance and Administration or Vice President for Finance) and the Board of Trustees

PURCHASE REQUISITION AND SCOPE OF SERVICES

All Proposed procurements for legal or consulting services must be accompanied by a purchase requisition and a summary of the scope of services to be purchased, the need for the services and a confirmation of the availability of funds in the current budget. All procurements for services in excess of \$25,000.00 are to competitively procured with at least two bidders for the requested services. Exceptions to the competitive procurement

process may be allowed but justification for a sole source procurement is to be included with the Purchase Requisition request.

Purchase requisitions with the appropriate authorizations are to be forwarded to the University Purchasing Office. Once received purchasing will work with the requesting department and provide details on the procurement timeline and actions taken.