



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
1

PAGE
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SUBJECT
PURCHASING

SUB-TOPIC

PURCHASE OF CONSULTING SERVICES

Consulting Services Over \$15,000

This section replaces Business Procedure Memorandum No. 10A dated 10-17-77. U.T. System Business Procedure Memorandum No. 43-04-98 (See Exhibit E37.) updates the material in the following ways: (See U.T. System website <http://www.utsystem.edu/BPM/43.htm>.)

1. Consulting Service is redefined to mean "the service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee."
2. The act appears to leave intact the provision of law that "routine work provided to an agency under an independent contract that is necessary to the functioning of the agency's program" does **not** constitute a consulting service.
3. The act applies to consulting services that a state agency purchases with funds:
 - a. appropriated by the legislature.
 - b. received from the federal government unless a federal law or regulation conflicts with the application of Texas Government Code, Sections 2254.021-2254.040.
 - c. Derived from the exercise of the statutory duties of a state agency.
4. Competitive bidding procedures are neither required nor prohibited by Texas Government Code, Sections 2254.021-2254.040.

Consulting Services Under \$15,000

UTD should follow the instructions in the U.T. Dallas Handbook of Operating Procedures, Official Numbered Policy Memorandum 96-1.3-74, for payments to guest lecturers and speakers when the amount is less than \$15,000.