

## Sample Consultant Services Policy

### Consultant Services Policy and Procedures:

The Corporation may utilize a number of consultants to help in highly specialized areas (e.g. Intellectual Property) or where it is not economical to hire a full-time person to fill a position for a short-term project. The use of consultants allows the Corporation to gain access to highly skilled professionals to assist in very specialized areas.

The process for determination of need and selection process is as follows:

<b>Step</b>	<b>Description</b>	<b>Responsible</b>
<b>Consulting Request</b>	Identification of the need for outside consulting services to be used. All requests are reviewed at weekly management meeting.	Anyone in the Corporation may submit a request
<b>Approval of Consulting</b>	Approve request for consultant services.	President/CEO
<b>Selection of Consultant</b>	Selection depends on area of specialty. For scientific/research, the Chief Science Officer will make the selection. The President/CEO selects all other consultants.	President/CEO Chief Science Officer
<b>Rates and Contract</b>	All consultants are required to sign a consultant agreement that describes the services to be performed, the rate of payment, and terms (e.g., confidentiality) All rates are approved by the President/CEO and basis determined by regional salary scales, consultant institutional rate, or other reasonable methods.	President/CEO
<b>Payment</b>	Consultants must submit an invoice for services prior to payment. Rate based consultant services (e.g. hourly or daily charge), the invoice must include the time report specifying date, time, and description of work. The President/CEO, prior to payment, must approve fixed fee consultant services after review of consultant report/work performed.	President/CEO