




NORTHWEST FLORIDA STATE COLLEGE

BOARD OF TRUSTEES

POLICY

TITLE: Professional Services Review	NUMBER: HR 6.00
AUTHORITY: Florida Statutes: <u>FS 1001.64; FS 1001.65; FS 287.017; FS 287.084; FS 1010.02</u> <u>State Board Rule: SBR 6A-14.0734</u>	SEE ALSO: <ul style="list-style-type: none">• <u>BS 5.00</u>
DATE ADOPTED: 03/88 REVISED: 01/13; 03/19	BOARD SECRETARY: 

PURPOSE OF POLICY

To establish guidelines for the timely execution and regular review of Professional Service Contracts

LOCAL LANGUAGE

Northwest Florida State College will, from time to time, engage outside entities or individuals for work at the College ~~through the use of using~~ Professional Services Contracts. Such contracts are commonly used for work efforts including, but not limited to architectural services, auditing services, legal services, educational services, performance or speaking services, training services, etc. or other similar services.

If a Professional Services Contract is proposed for an individual (rather than an entity), tThe Executive Director of Human Resources will evaluate the use of a professional services contract for ~~thean~~ individual in lieu of ~~regular employment~~employee status to ~~make certain~~ensure the College follows ~~IRS expectations~~applicable federal and state law. ~~He/She~~The Executive Director will make a recommendation to the College President or ~~his/her~~their designee.

The President is authorized to ~~expedite approve~~ Pprofessional Sservices Contracts ~~and educational/training contracts for under \$65,000 without prior approval by the Board~~consistent with the Florida Statutes, State Board of Education Rules, and Board policy regarding expenditures.

~~Any individual Professional Services Contract in excess of \$65,000 or any combination of Professional Services Contracts with one entity during a fiscal year that exceeds \$65,000 will be subject to Board approval.~~

All Professional Services Contracts ~~that exist for~~whose term extends for multi-year periods shall be re-examined at a minimum of every three (3) years ~~with a request for quote/proposal~~and new quotes shall be required by the Purchasing Department at a minimum of every six (6) years.