

Central Texas College Materials Management Policy and Procedures Manual	Policy No. 130 Purchasing Policy Reviewed: June 3, 2024 Revised: June 3, 2024
Purchasing Policy	

I. FEDERAL GRANT CONSULTANTS/SUBCONTRACTORS FOR PROFESSIONAL SERVICES

- a. Professional services performed by independent consultants or contractors are rendered by persons who are members of a particular profession or possess a special skill to accomplish a specific study, project, task, or other work statement. Rules that apply to the grant recipient (CTC) under this grant must also be applied to the contractor. Examples of professional services include contracted personnel to provide skills expertise or a contracted trainer/speaker for professional development of CTE faculty or staff. Professional services do not include contracts for operating expense items.

Professional service contracts may be used when it has been determined that there is a substantial need for the consulting services. Professional services must not be requested for any services that can be provided by College employees or resources. In addition, an employee of the College must not be paid as a consultant or contractor even if the work is done while the employee is on leave or after regular work hours.

- b. When professional services are used, the College shall:
- i. conduct all procurement transactions in a manner that provides, to the maximum extent practical, open and free competition (2 CFR §200.319);
 - ii. base consultant/contractor selection on demonstrated competence, qualifications and experience, and the reasonableness of the proposed fee;
 - iii. base fees on the College’s purchasing policy and may include reimbursement for materials, travel, and other actual costs associated with the consultant/contractor services;
 - iv. follow the Business Services Department’s formal procurement process, including a bidding process, when using a subcontract, including (a) compliance with suspension and debarment by performing a verification check including a Sam.gov verification, (b) collecting a certification from the entity, and (c) adding a clause with specific terminology to address suspension and debarment requirements (see Section 11 of this RFA for more information on suspension, debarment, and certification and 2 CFR §200.214);

- v. maintain procurement records for purchases in excess of the small purchase threshold that include the following information at a minimum: (a) basis for contractor selection, (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price (2 CFR §200.320);
- vi. require the consultant or subcontractor to meet the same requirements for purchasing, equipment, and other inventoried items as the College;
- vii. pay the consultant or contractor on a reimbursement basis;
- viii. retain all executed contracts for consultant/contractor services for a minimum of seven years;
- ix. ensure that consultants and contractors paid with Grant funds do not derive any portion of their regular salary from other Perkins Act sources;
- x. ensure that Historically Underutilized Businesses (HUBs) are solicited whenever they are potential sources (2 CFR §200.321); and
- xi. ensure that, as appropriate and to the extent consistent with law, preference is given to the purchase, acquisition, or use of goods, products, or materials produced in the United States and to a consultant whose principal place of business is in the state or who will manage the consulting contract wholly from an office in the state.