



Northwest Florida State College

TITLE: Professional Services Review

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

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

Local Language

The college will, from time to time, engage outside entities for work at the College through the use of a Professional Services Contract. Such contracts are commonly used for work efforts including, but not limited to, architectural services, auditing services, legal services, etc.

1. The Director of Human Resources will evaluate the use of a professional services contract for an individual in lieu of regular employment status to make certain the College follows IRS expectations. The Director will make a recommendation to the President or his/her designee.
2. The President is authorized to expedite professional services contracts and educational/training contracts for under \$10,000 without prior Board approval.
3. Any individual Professional Services Contract in excess of \$10,000 or any combination of Professional Services Contracts with one entity during a fiscal year that exceeds \$10,000 will be subject to Board approval.
4. All Professional Services Contracts that exist for multi-year periods shall be re-examined at a minimum of every three years with a request for quote/proposal required at a minimum of every six years.