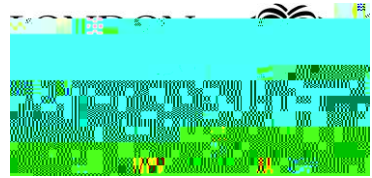
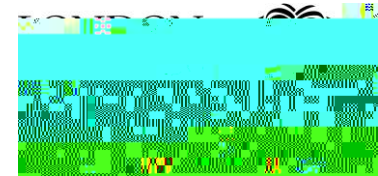




- 4.2. If it is deemed that a consultant is required, then a detailed specification of services required of the consultant should be prepared. For consultants supporting funded research activity this should be prepared at the grant award stage. This should then be sent to Payroll for assessment to confirm likely employment status of the individual. Only if this assessment indicates self-employed status should the process proceed to the next step. The detailed employment status assessment process can be found [here](#)
- 4.3. For funded research activities, the Research Operations Office Contracts team should be contacted for further advice in developing suitable contract documentation. For all other activities, the Procurement team should be contacted.
- 4.4. The normal route for engaging self-employed consultants should be from [Self-employed Consultants](#) which is available from the Procurement team.
- 4.5. For consultants specifically named in grant applications, there are particular considerations in regard to the appropriate procurement requirements. These are set out in the flowchart in Annex A.
- 4.6. The expected value of the consultancy contract will determine the level of [Procurement Policy](#)
- 4.7. In exceptional circumstances, requirements may be sourced without competition following discussions with the Procurement Team and subject to written approval from the Head of Procurement. Requests must be sent through the ServiceDesk and can be made for the following reasons:
 - Single Source - there is only one supply option;
 - Urgency - the timescale genuinely precludes competitive tendering;
 - Continuity - there is a demonstrable value for money benefit to be gained from using an existing contractor.
- 4.8. Budget must be available for the full value of the consultancy contract, including any agreed expenses or additional allowances, and this must be formally confirmed by the budget holder.
- 4.9. A formal consultancy contract should be issued to the consultant. Templates are available from:
 - Research Operations Office Contract team for consultants engaged in support of funded research activities;
 - Legal Services for all other activities.
- 4.10. The contract should ensure that the consultant has appropriate liability insurance in place.
- 4.11. If the consultant is not currently a supplier on the Agresso finance system, then a request should be made via the ServiceDesk to initiate this set-up process, this will include a supplier credit check.



4.12. A requisition should be raised before the



ANNEX A

