

# ADMINISTRATIVE MEMORANDUM

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SUBJECT Senate Bill #424, State Consulting Act

NUMBER 87

DATE September 20, 1977

The North Carolina Department of Administration and The University of North Carolina General Administration are in agreement with the following general understandings regarding the employment of consultants:

1. That the definition of consultants means work or task(s) performed by State employees or independent contractors possessing specialized knowledge, experience, expertise and professional qualifications to investigate assigned problems or projects and to provide counsel, review, analysis or advice in formulating or implementing improvements in programs or services. This includes but is not limited to the organization, planning, directing, control, evaluation and operation of a program, agency, or department.
2. That the use of individuals for instructional services, and for advising as to curriculum development and academically oriented research, are exempt from the otherwise prescribed procedures. This exemption does not, however, include the use of consultants for the primary purpose of assisting Administrators with management decisions.
3. That prior approval by the Division of Purchase and Contract of subcontractors when submitting proposals to non-state agencies for support is not required when the participating organization is non-profit; however, approval must be obtained in advance when not-for-profit organizations are involved.
4. That all reasonable effort will be made to keep the turnaround time for approval to employ consultants to less than 30 days.
5. That representatives on The University Research Council will act as the principal liaison with the constituent institutions and the Division of Purchase and Contract for the implementation of the Consulting Policies Act. These offices will assist whenever necessary the principal investigators or project directors in following required procedures.

Further, the representatives on The University Research Council will act as the principal source of information to the Division of Purchase and Contract for identifying persons and/or departments who may be available for consulting work with other agencies of State government.

6. That the President of The University of North Carolina has designated and authorized the Chancellor of each Institution to execute consultant contracts on behalf of his respective institution, and Dr. E. Walton Jones to approve consulting contracts for The University of North Carolina General Administration.

And further, that experience indicates additional contract signers should be authorized on some of the campuses. Accordingly, the persons named below are designated also as signatories for the institutions listed. This list is subject to further inclusions as may be needed:

Appalachian State University	Dr. John E. Thomas Vice Chancellor for Academic Affairs
East Carolina University	Dr. James L. White, Director Office of Sponsored Programs
Elizabeth City State University	Dr. Thomas E. Carter, Director Institutional Research & Planning
Fayetteville State University	Barbara D. Holmes, Director Institutional Research & Planning
North Carolina A & T State University	Dr. Howard Robinson, Director Research Administration
North Carolina Central University	Dr. Leonard Robinson, Vice Chancellor for Academic Affairs
North Carolina State University	Dr. Earl G. Droessler, Dean Research Administration
North Carolina State University	Dr. Vivian T. Stannett (Alternate) Dean, Graduate School
UNC Chapel Hill	Dr. William F. Little, Vice Chancellor for Development and Public Service
UNC Chapel Hill	Dr. George R. Holcomb (Alternate) Dean Research Administration

UNC Chapel Hill

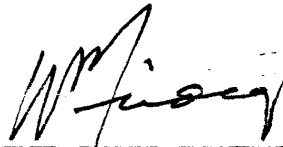
Dr. Daniel A. Textoris (Alternate)  
Associate Dean for Research  
Administration

UNC Charlotte

Dr. Philip E. Hildreth, Vice  
Chancellor for Academic Affairs

Western Carolina University

Dr. Robert E. Stoltz, Vice  
Chancellor for Academic Affairs



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