

**Consultant Pre-Approval Template**

**This template is to be completed prior to engagement of new consultant over $5,000 and must be reviewed and approved by Department Head before submission to Director of Accounts Payable and VP/Controller.**

**All questions must be answered.**

**Please email completed template to Regina Beatty (rbeatty@pace.edu)**

**Name**: **Ext**:

**School/Division**:

1. Name of consultant and amount of cost to Pace?
2. Business purpose of engagement and need? Please include why internal personnel not deemed acceptable to complete project?
3. Was this a replacement to existing consultant? Reoccurring or temporary need?
4. Describe competitive pricing terms and how cost savings was considered? Have other competitors been considered? Have cost escalations been considered if reoccurring?
5. Indicate whether related standard Pace policy business terms will be accepted by consultant (such as indemnification, insurance, personal identifiable information, and other provisions)? Please review standard contract template with consultant to determine acceptability.
6. Complete and attach the independent contract questionnaire (to determine independent contractor vs. employee status).

**Reviewer Signature:**

**Print Reviewer Name:**

**Title:**

**Date:**