

Professional Service Contracts

Professional service contracts of a consulting nature require the explicit approval of the Foundation Board of Directors. The contracts are presented to the Board for approval upon the recommendation of an appropriate University administrator or Foundation officer. These contracts typically are those for which the services to be provided are broadly defined, deliverables are intangible or the consultant is acting in an advocacy capacity on behalf of the Foundation. Examples include the following types of professional services:

- Fundraising or development
- Governmental relations
- Executive employment searches
- Architectural, engineering, auditing, legal and similar professional services

Excluded from the requirement for Foundation Board approval are service contracts for which the services to be provided are specifically defined with tangible deliverables or are limited to a specific event. Examples include the following:

- Catering
- Production and design of graphic material, such as photographs, web design, printing, print lay-outs and tangible artwork
- Entertainment, such as musicians and historical interpreters
- Speakers and lecturers
- Casual labor, such as translators, typists and guides