

Hiring a consultant

Developed by

University of Missouri Extension

External consultants

1. Determine scope of project and develop an understanding of vendor and faculty responsibilities.
 - a. See [Contracting with external businesses](#) guide for a discussion of faculty and consultant responsibilities, deliverables and other specifics.
 - b. Discuss and agree on responsibilities, scope of your project, deliverables, cost and timeline. Lay it all out including communication method and frequency, and access to materials.
2. Go through the [Independent Contractors](#) checklist to be certain service provider is an outside consultant.
3. Send the [Consulting Agreement](#) and [W9](#) to the vendor to complete, including the consultant's signature.
4. Have vendor email the agreement back you. *[see #6 about the W9 form](#)
5. Email the agreement with the completed independent contractor form to the individual in your unit who is able to submit contracts through the [Contract Portal](#). If your unit does not have an authorized Contract Portal delegate, send the agreement to [MU Ext Fiscal Regional Support](#) In the body of the email, be sure to provide:
 - a. beginning and end dates,
 - b. unique contract name,
 - c. total \$,
 - d. if paid through a project or grant, provide the project number
6. Have vendor mail (snail mail!) the completed W9 directly to you or your unit fiscal contact. **DO NOT email W9 forms.** The W9 contains social security numbers and email will put individuals at risk. The unit fiscal contact will use this form to set the consultant up as a supplier in the University financial system.
7. Once the contract is fully executed, your unit contact or [MU Ext Fiscal Regional Support](#) will email the contract number.
8. The consultant can start the agreed upon work.
9. Once the work has been completed satisfactorily and as the consulting agreement specified, the Unit paying for the services will create a non-po voucher for payment. The default payment method is payment by check sent by US mail. Estimated processing time for a non-po voucher from creation to payment is 10 business days.