**UDX Consultant Form Questions**

 **CONSULTANT QUALIFICATIONS**

1. Why is the expertise of the consultant needed and cannot be met by the utilization of a regular University employee within the context of his or her employment agreement with the University?
2. What selection process has been used to secure the most qualified personnel available, considering the nature and extent of expertise required?
3. Why is the fee appropriate considering the qualification of the person to be utilized, his or her normal charge and the nature of the expertise to be rendered?

**EMPLOYMENT RELATIONSHIP**

1. Was the individual a UD employee this calendar year? Yes or No
	1. If yes, explain any unusual circumstances why this person should be hired as a consultant
2. Are other Employees at UD performing the same or similar services, or has this individual performed similar service as a UD employee? Yes or No
	1. If yes, explain any unusual circumstances why this person should be hired as a consultant
3. Does the worker perform these services for other employers as an independent contractor? Yes or No
4. Is this a recurring engagement? Yes or No
	1. If yes, explain any unusual circumstances why this person should be hired as a consultant

**OPPORTUNITY FOR PROFIT OR LOSS**

1. Is the worker required to perform the services personally? (Answer 'No' if they are allowed to have an assistant or other employee(s) perform the services on their behalf.) Yes or No
2. Does the worker have a direct interest in or share of any profit or loss of the work accomplished? Yes or No
3. Does UD provide all supplies, equipment, materials and property for the work being done? Yes or No

If question # 4, 5, 7, 8 or 10 is answered “Yes” the [ICED form](https://www.udel.edu/content/dam/udelImages/procurement/purchasing/ICED_Questionnaire.docx) will also need to be completed.