

SAM - BUDGETING

USE OF CONSULTANTS

6823

(Revised 5/1998)

Technical consultant assistance: Departments may need professional input from consulting architects, facilities planners, engineers, or contractors in the development of a potential COBCP. For example, such assistance may be solicited to prepare a needs assessment or facilities plan which examines current and future space and employee data, transportation issues, etc. DGS can assist in preparing such plans. In addition, DOF's Technology Investment Review Unit (TIRU) is a resource for technology phases of projects. Services from both offices are available on a reimbursable basis.

Program management consultants: For large/complex projects, or a series of related projects which comprise a program, a department may need the services of a program management consultant to provide expertise in the unique needs of the agency. In this case, the consultant assists in the preparation of a long-range, multiple-year program in order to:

1. Establish facilities planning criteria and objectives;
2. Develop time-lines for designing and constructing the various facilities; and
3. Estimate the design, construction, and related costs for each facility.

The consultant may also help prepare a multiple year budget for the total program, work with DGS in obtaining the services of design and other consultants, and assist in preparing construction bid data and obtaining construction management services.

Funding technical or program management consultants: Technical or program management consultants may be funded from either the client department's state operations appropriation or as a capital outlay project, *depending on the timing and scope of the services*. The client department should discuss budgeting alternatives with DOF before submitting a support BCP, a COBCP, or using existing support funding. COBCPs which include funding for these services should clearly identify these costs and provide a cost-benefit analysis.