

I. Social Security number (if individual) or IRS I.D. Number (if firm or corporate entity) of proposed contractor: _____

NOTE: If professional employment contract with firm or corporate entity, attach a complete list of names and social security numbers of all officers, as well as all employees performing work directly related to the contractor. If individual, attach name and social security number.

J. If an individual, will the terms of contact require that the contractor be considered an "employee" of this Department for FICA purposes?

6. JUSTIFICATION FOR CONTRACTING WITH AN OUTSIDE PROVIDER TO PERFORM THE SERVICE

What in-house method(s) were considered and why were potential in-house method(s) rejected? Is the part of such nature that it should be done independently of the University to avoid a conflict of interest; it requires unique or special expertise/qualifications; and/or legal or other special circumstances require use of an outside provider? If services are needed on a continuing basis, describe efforts made to secure services through regular state employment channels? Will University personnel provide staff support services to the contractor?

7. Name and address of other provider(s) considered to perform the service:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Basis for selection of the proposed contractor (explain process used in making decision, i.e., solicitation of proposals, bids, references, and evaluation criteria applied):

9. Planned supervision and monitoring of the contractor's performance:

A. Name and Title of Responsible Person: _____
Office and Location: _____
Telephone Number: _____

B. Describe the monitoring activities, both programmatic and fiscal, which will be performed including the manner in which monitoring needs will be addressed in the contract to facilitate this activity:

SIGNATURES:

PREPARED BY: _____ DATE: _____

RECOMMENDED BY: _____ DATE: _____

Title: _____

APPROVED BY: _____ DATE: _____

Director, Purchases & Stores