Request for Contract

This form is used when major contracts are anticipated (see Contract Administration)

The important elements are:

- What are the requirements (specs/sow)?
- When is it needed (a timeline or gnat chart may be needed)?
- Where is your money (specifically the accounting information)?

The contracting officer should coach the requisitioner through the form if necessary. Sufficient information should be gathered to ensure the basis for a quality buy. This form is in no way exhaustive and other information should be collected as needed.

Normally this is the first document in the file that is contractual and should serve as notice to proceed. Its is signed by the requisitioner as evidence of sincerity.

FLORIDA INSTITUTE OF TECHNOLOGY
OFFICE OF PURCHASING
Melbourne, FL

REQUEST FOR CONTRACT

Date ___________________________ Requisitioner ________________________________

Date Required _______________ Department ________________________________

Contract Administrator __________________________ Available Funds □ Yes □ No

Cite Budget _____________________________ Estimated Cost $

__________________
Signature ______________________________________________________________

__________________ SECTION I __________________________
1. Are special approvals (V.P., Dept. Head) required?  □ Yes □ No

2. Is this buy or lease?  □ Yes □ No

□ New □ Replacement □ Addition □ Continuing

3. Is a list of recommended vendors/contractors attached?  □ Yes □ No

4. Are government or other restricted funds involved?  □ Yes □ No

5. Are special approvals (Federal, State, Local) involved?
   Do you have written permission and/or licensing?  □ Yes □ No
   Provide copies from appropriate authorities.

6. Are there insurance or bonding requirements?  □ Yes □ No

7. Is this request for: □ Goods (continue to section II)
   □ Services (continue to section III)
   □ Capital Equipment (continue to section IV)

SECTION II: GOODS

GOODS is defined as individual items of supplies and materials including equipment having a life of less than one year and a dollar value less than $500.
1. Are the goods □ Perishable □ Fragile □ Hazardous □ Special Handling
2. Are technical specifications attached? □ Yes □ No
3. Will this be a single delivery? □ Yes □ No
4. If phased delivery, list dates
5. Other information required

SECTION III: SERVICES

SERVICES is defined as work performed by outside contractors-EXCEPT services by employees, personal services contracts (i.e., legal or accounting services, and design contracts). Some consultant agreements, and others, may be defined in Purchasing Procedures.

1. Is a statement of work required? □ Yes □ No

If so, is it attached? □ Yes □ No

2. Are there existing contracts in place? □ Yes □ No

If so, are copies attached? □ Yes □ No

3. Are references, descriptions, or other amplifying information attached? □ Yes □ No

4. Is this a cooperative effort between the contractor and university employees? □ Yes □ No

5. Will there be subcontracts? □ Yes □ No
6. What are the anticipated performance dates?

7. Does this contract require university services or goods?  [ ] Yes  [ ] No

8. Are progress payments anticipated?  [ ] Yes  [ ] No

SECTION IV: CAPITAL EQUIPMENT

CAPITAL EQUIPMENT is defined as tangible assets having a service life of more than one year and a value of $500 or more.

Equipment Definition

Account Code ________________________________ Date Prepared ________

Department Name ___________________________ Department Number _______

Contact Person ______________________________ Telephone No. ________

Fiscal Year ________________

1. Identify the equipment required, attach description, specification sheets, model number, manufacturer, etc.

2. Quantity Requested ________ Unit Cost ________ Total Cost ________

3. [ ] New Equipment  [ ] Replacement

4. If replacement:
   a. List equipment to be replaced, model, manufacturer, and age
   b. Where is the equipment located? Building _____________ Room ________
   c. Is there a service contract on this equipment?  [ ] Yes  [ ] No
      Yearly cost ________ Serviced by ___________________________
   d. Is this equipment now leased?  [ ] Yes  [ ] No
e. What will you do with the equipment being replaced?

5. Are there other departments that will use this equipment? Explain
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. Does this equipment require installation or set up?
   □ Physical Plant  Cost______________
   □ PC Center  Cost______________
   □ Outside Contractor  Cost______________
   □ Other (specify)  Cost______________  Cost______________

7. Will this equipment be assigned to an individual? If so, identify
   ______________________________

8. Are there other costs that the university will incur because of this
   purchase, such as service requirements, special shipping, etc. Specify
   and state costs.__________________________________________________
   ________________________________________________________________
   ________________________________________________________________

9. Justification.___________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   a. What are the benefits if this equipment is purchased?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   b. What are the effects if this equipment is not purchased?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

   c. What other factors should be considered when reviewing this
      request?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________