**REQUEST FOR CONTRACT FORM**

The information listed within this request for contract form is to be utilized by Purchasing & Contract Services to create the contract document. Complete all sections and fields and attach a complete document to the PeopleSoft purchase requisition.

## SECTION 1: REQUESTOR INFORMATION

Name: Click or tap here to enter text. Department: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

## SECTION 2: SUPPLIER INFORMATION

Consultant/Lecturer/Performer Name: Click or tap here to enter text.

Company Legal Name: Click or tap here to enter text.

Representative Contact Email: Click or tap here to enter text.

Representative Contact Phone: Click or tap here to enter text.

**Authorized Signatory who can legally bind company:**

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Business Address (where notices should be sent to): Click or tap here to enter text.

## SECTION 3: CONTRACT DETAILS

Is this a new contract or a renewal/amendment?  
 New  Renewal  Amendment\*

\* If Amendment, what number? Click or tap here to enter text.

**Type of Contract (check one)**

Consultant Agreement  
Lecture Agreement  
Performance Agreement  
Other: Click or tap here to enter text.

Will travel be needed by the supplier? Choose an item.

**\**If yes, please be sure the U.S. GSA rates are adhered to.***

SDCCD Point of Contact**\*** (Project Manager): Click or tap here to enter text.

\****The person who will oversee the work of the supplier during the contract term.***

Brief description of Services: Click or tap here to enter text.

Expected Start Date: Click or tap to enter a date. End Date: Click or tap to enter a date.

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Will the contract contain Renewal Terms?  Yes  No

If yes, please state the renewal duration (cannot exceed five years): Choose an item.

Estimated Contract Value\*: $ Click or tap here to enter text. Will Sub-Consultants be used?  Yes  No

***\* May prompt bid process***

Will the contractor be reimbursed for any expenses?  Yes  No

If yes, what is the maximum allowed for reimbursement? Click or tap here to enter text.

## SECTION 4: ADDITIONAL DETAILS

Supporting Documents to be Attached to PeopleSoft Purchase Requisition (select all that apply):  
 Statement of Work  
 Quote

Proposal

Original Contract (for Renewal or Amendment)

Rate Sheet

Other Click or tap here to enter text.

## SECTION 5: INSURANCE DOCUMENATION

Insurance coverage is part of the district’s risk management strategy. All agreements will require insurance documentation. Please answer all questions below to assure proper insurance documentation is provided.

1. Does the supplier have employees?  Yes  No
2. Will the supplier be onsite (District property) to perform their services?  Yes  No
3. Will this agreement require onsite delivery?  Yes  No
4. Is the supplier providing a service that requires a license or certification?  Yes  No
5. Is this agreement technology related?  Yes  No
6. Will there be minors in attendance for this service?  Yes  No

## SECTION 6: ADDITIONAL NOTES

***(Any information that Purchasing needs to have, background history, etc.)***

Click or tap here to enter text.