

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? Yes No

Do you have written permission and/or licensing?
Provide copies from appropriate authorities. Yes No

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 defines 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

Yearly cost _____ Expiration Date _____
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 _____

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?

