

Contracting for Services Request

Requester Location:

If UCCE, Which County:

Brief Description of Services to be Contracted Out

Are the services to be provided on
a State funded UC Property?:

Yes

No

Justification for Contracting Out (*Briefly explain*)

Supplier/Vendor Name

Supplier Contact

Location of Services Performed

Contact Email

Dollar Value of Contract

Entire Contract Term

Is this a language service (translation, interpretation, etc.)?

No

Yes

If yes, please specify the type or services required (live/in person, document translation, continuous, etc.):

Is the proposed contractor a current or previous employee (within the last 2 years) or related to a University employee (any UC location)?

None of the above

Yes

If yes, please attach the Potential Conflict of Interest Form found here: [LINK](#)

Confirmation that Requester or key Collaborator does not own or control interest in the business proposed to provide services to UC ANR?

Confirm

Additional discussion with ELR required

If IT contract, confirm compliance with UC ANR Cybersecurity Expectations for Contractors:

Not Applicable

Vendor provided with resource on Cybersecurity

Certified and submitted by:

Name:

Signature:

Title:

Date:

EMPLOYEE AND LABOR RELATIONS ONLY (DO NOT FILL)

SX Covered Service - Yes: No:

Comparable Job Title -

Employee(s) Displaced - Yes: No:

Carve Out Exception to Policy if *Covered Service* -

Emergency need

Lack of sufficient quantity and/ or expertise

Incidental to a contract for the purchase or lease of real property

Urgent, temporary or occasional

Remote and not within a 10-mile radius (lack of equipment, material, etc.)

Wage and Benefit Parity -	Amount:	Met:

Notice Requirement - Yes: No:

Over \$100K (requires union notice upon RFP issuance)

Supplier employees performed 1000 hrs in rolling 12 month period or 35% in 36 months

Insourcing Recommended - Yes: No:

Approvals

Reviewed and certified by Employee and Labor Relations:

Name: _____ Signature: _____

Title: _____ Date: _____