



## Independent Consultant/Independent Contractor Contract Request Information

### **Vendor Information:**

Business Name:

Contact Name:

Contact Phone:

Contact Email:

### **Contract Information**

Services to be provided:

Start and end dates of contract (one year limit):

Give fee structure or hourly rate and hours expected to be worked or list deliverables with associated price per item. Describe whether these fees are inclusive of business or travel expenses, or if expenses will be reimbursed (receipts required) in addition to the quoted fees. Provide estimated total of expenses:

### **Funding Information**

GL Org (or GL String, if known):

### **Sourcing Information**

Briefly describe the selection criteria used for this Independent Consultant/Contractor (e.g., education, training, experience). *Note: If the total value of the engagement is expected to exceed \$9,999, a sole source justification for selection and reasonableness of cost OR (ii) three quotes for the services to be required:*