## OFFICE OF THE CITY ATTORNEY

# CONTRACT DRAFTING REQUEST FORM

**Requester:**       Phone:

Department/Division:

**Contracting Party:**

**Name of Contract:**

**Contact Person for Contracting Party:**

their Phone, email, etc:

\*\***Due Date:** When would you like the contract to start?

*\*\*See “Notes About Timing” on the back of this form.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Price:** | Paid by the City: | $ | |
|  | \*\*Will the City use any state or federal grant funds to pay for this? | Yes | No |
|  | Paid to the City: | $ | |
|  | Grant Awarded to the City: | $ | |

**Describe Purpose of the Contract:**

|  |
| --- |
|  |

**History of Contract:** (check)

**New** contract, never been done before.

**Renewal** of an existing contract. Exp. date of existing contract:

(**Attach** copy of the current contract AND any authorizing resolution.)

**Amendment** to an existing contract. (**Attach** copy of the current contract, AND any authorizing resolution for the current contract AND for the Amendment)

City Attorney worked on existing or previous similar contract?  Yes  No

Name:

**Materials to be included in the Contract:** list and attach all materials that you wish to include in the Contract, Scope of Services, any sample contract forms provided by Contractor. If the proposed contract references any attachments or exhibits, provide copies (electronic copies preferred.)

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| --- |
|  |

**How was the Contractor chosen?** (check one)

**City of Madison RFB or RFP #**       - Attach or email the following:

- Copy of the RFB / RFP and any Addenda

- Copy of Contractor’s Response / Bid / Proposal (if practical)

- Copy of any Award letter or other post-award correspondence

**Noncompetitive Contract.** Attach or email the following:

- Noncompetitive Selection Form delivered to Purchasing

- Any quotes, proposals, other documentation from the contractor

- Confirm the contractor has received a copy of the City’s Contract for Purchase of Services, or Standard Terms and Conditions, or other information regarding the City’s mandatory contract terms, such as Affirmative Action Plan requirements, Insurance requirements, etc.

**Piggyback** on another municipal or state bid and/or contract - attach copy of the relevant documents, any contract forms or instructions for local participation

**Grant awarded *to* the City of Madison** from another unit of Government.

**Grant or other funding given *by* the City to an agency,** etc. Attach or email:

- copy of grantee’s application

- any standard materials used in this program

**Other:**

**Approval/Authorization for the Contract:** (check)

Is Council approval necessary? (MGO 4.26)  I don’t know  Yes  No

Will the contract last longer than 5 years?  Yes  No

Will the city pay over $50,000 in total?  Yes  No

Is expenditure authorized in your budget?  Yes  No

Has an authorizing resolution been drafted?  Yes  No

Has the resolution gone to Council?  Yes  No

Has the resolution been adopted?  Yes  No

If noncompetitive contract, have you followed the Finance Department procedures, here:

<http://www.cityofmadison.com/attorney/documents/SampleResolutionsMemo.pdf>  Yes  No

*(If “Yes” to any of the above, please attach or email a copy of the Resolution and skip the rest)*

Is there another body or person that is authorized to approve this Contract?  Yes  No

If so, who?

Does someone in your department know how to draft a resolution, obtain a sponsor,

and introduce a resolution to the Council using the Legistar system?  Yes  No

**NOTE: Do NOT attach a copy of the contract to the Resolution.**

**\*\*NOTES ABOUT TIMING:** Many contracts require Council approval before they can be signed. See APM 1-1. The deadline to get a new Resolution on the Council Agenda is Noon on Wednesdays before a Council meeting. The Council process takes 6-8 weeks from introduction to enactment. When a resolution is required, contracts cannot be signed until the authorizing resolution is *enacted* - usually several days *after* adoption.

**\*\*NOTES ABOUT CONTRACT RESPONSIBILITY:**

**The Department requesting this Contract is responsible for any resolution needed.** This includes writing the resolution, finding a sponsor, working with Finance Department on the fiscal note, entering the resolution into Legistar, tracking its progress & attending meetings if needed.

**The Department is also responsible for negotiating all business details,** such as the fees and payment schedule, and completing the Scope of Services or other description of the contract work; and obtaining signatures when done.