Management & Consulting Contract Request

A completed version of this form is required with all management and consulting contract requests. Attach the completed form to the contract requisition materials. Agencies will receive a completed version of the request with the final decision after all steps of the approval process have been completed.

# Identifying Information

|  |  |
| --- | --- |
| Department/Division |  |
| Primary Contact |  |
| Vendor Name |  |
| Continuing Contract or New Contract |  |
| Description of Services |  |

# Funding

|  |  |  |
| --- | --- | --- |
| **Contract Amount:** | **$** | |
| Was this expense funded in the 2020 Adopted Budget? |  | |
| 2020 Budget Information | Account Number: | Budgeted Amount: |
| If the contract is not included in the budget, how will the contract be funded? |  | |
| Was this contract competitively bid? |  | |

# Justification

|  |  |
| --- | --- |
| Provide responses to the questions below: | Explanation |
| * Explain the overall business need that will be accomplished through the contract. |  |
| * Explain why the services provided by the contract cannot be performed by City staff. |  |
| * Does the contract commit the City to a multi-year commitments? If so, explain the future year components of the contract. |  |
| * Is this contract needed for COVID response or recovery? If yes, provide explanation. |  |

# Review & Recommendation

*To be completed by Finance and the Mayor’s Office. Completed versions of the form with recommendation and comments will be returned to agencies after review process is completed.*

|  |  |
| --- | --- |
| **APPROVED (YES/NO)** |  |
|  | Recommendation |
| Purchasing |  |
| Budget & Program Eval |  |
| Mayor’s Office |  |