

CONTRACT REQUEST FORM

FOR CONTRACTS TO BE EXECUTED BY
PURCHASING SERVICES OR REAL ESTATE AND BUSINESS OPERATIONS

***ALL FIELDS ON PAGE 1 ARE REQUIRED**

NEW CONTRACT AMENDMENT RENEWAL	LEGACY WSU CONTRACT OR BLANKET NO.		WORKDAY CONTRACT NO. IF KNOWN	
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UNIT NAME WSU Department)		MAIL CODE	
POINT OF CONTACT		EMAIL	
TECHNICAL CONTACT		EMAIL	

SUPPLIER OR CUSTOMER (Identify Company or other party to the Contract)		SUPPLIER OR CUSTOMER ADDRESS	
WORKDAY SUPPLIER OR CUSTOMER ID#			
POINT OF CONTACT		EMAIL	

PURPOSE OF CONTRACT (CONTRACT DESCRIPTION)

TERMS OF CONTRACT

START DATE	END DATE	EXTENSION PERIOD, FOR RENEWALS ONLY		
PAYMENT PERIOD Monthly, yearly, etc.	NO. OF PAYMENTS QUANTITY in Workday	AMOUNT PER PERIOD UNIT PRICE in Workday	TOTAL AMOUNT CONTRACT AMOUNT	PAYMENT VIA PCARD? YES NO

WORK TAGS

Tax Code:

Tax Applicability:

Amount	Cost Center	Fund	Function	Region	Grant	Gift	Project Facilities Only)	Program	Spend Category	Revenue Category	Other Worktag

Continue to page 2 and complete part A or B.

COMPLETE PART A ONLY FOR CONTRACTS FOR GOODS AND SERVICES

[GO TO PART A](#)

COPIER LEASE	PERSONAL SERVICES CONTRACT	SOFTWARE AGREEMENT
EQUIPMENT LEASE (NOT COPIER)	PURCHASED SERVICES CONTRACT	OTHER INFO TECH RELATED CONTRACT
RENTAL (EQUIPMENT)	CLIENT SERVICES CONTRACT	SUPPORT MAINTENANCE SERVICE/RENEWAL (NOT SOFTWARE)
	OTHER	MEMBERSHIPS/LICENSES/SUBSCRIPTIONS (NOT SOFTWARE)

COMPLETE PART B ONLY FOR REAL ESTATE AND BUSINESS OPERATIONS CONTRACTS

[GO TO PART B](#)

ACADEMIC PROGRAM	SERVICE CENTER/REVENUE	REAL PROPERTY EASEMENT
AFFILIATION / INTERNSHIP	SPEAKER / PERFORMER	REAL PROPERTY LEASE
FACILITIES USE	OTHER (REVENUE: GENERIC)	REAL PROPERTY SALE/DISPOSITION
INTERAGENCY / INTERLOCAL	BUSINESS ASSOCIATE AGREEMENT	REAL PROPERTY PURCHASE/ACQUISITION
LODGING		

PART A: CONTRACT FOR GOODS AND SERVICES

ANSWER QUESTIONS AND UPLOAD REQUIRED FILES TO THE WORKDAY CONTRACT REQUEST:

1. COPIER LEASE OR COPIER MAINTENANCE AGREEMENTS		
UPLOADS	<ul style="list-style-type: none"> Supplier’s quotation for new copier OR Supplier’s renewal notice for extension of an existing agreement 	
QUESTIONS	What is the Blanket Order or Contract No. of the current copier lease agreement?	
	What is the duration of the new contract or contract extension?	
	What is the physical address for delivery/ location of the new machine? Include address with building and room number.	
	Who is the point of contact for delivery (name phone number)	
	Who is the point of contact for installation? name phone number	
2. PERSONAL SERVICES OR CLIENT SERVICES AGREEMENTS		
<p><i>Professional, technical or creative services provided by an independent contractor. Some examples: management consulting, accounting, auditing, marketing, public relations, research & surveys, web design, communication projects, medical & health services, employee coaching or training, candidate recruiting, employee coaching, and services delivered directly to students. This is not an all-inclusive list.</i></p>		
UPLOADS	<ul style="list-style-type: none"> Supplier’s proposal OR a document detailing the scope of work, timeline and compensation for contractor prepared by the Project Manager. Draft 1 of the agreement prepared with PSC template. For grant funded contracts: excerpt from funding proposal indicating Contractor was named in the proposal and that the budget includes a line item for consulting. If not a grant funded contract: signed and dated sole source justification memo if compensation amount is over \$10,000. ITS Risk Assessment determination, if available. 	
QUESTIONS	Does the contractor’s scope of work include web design?	
	Does the contractor’s scope of work include making audio or video recordings of research participants, students or other individuals?	
	Does the contractor’s scope of work include delivering health care services to students, research participants or others?	

	<ul style="list-style-type: none"> Does the contractor's scope of work include work with any data? If so, what types of data? 	
	<ul style="list-style-type: none"> Has an ITS risk assessment been requested? 	
	<ul style="list-style-type: none"> What is the ITS risk assessment ticket number for the request? 	
	<ul style="list-style-type: none"> Has the ITS risk assessment been completed? If so, was the rating low, medium or high risk? 	
	<ul style="list-style-type: none"> Is the contractor currently an employee of the University of Washington or any other WA state agency or institution? 	
	<ul style="list-style-type: none"> Is the contractor a former or retired state of Washington employee? 	
3. PURCHASED SERVICES		
<p><i>Routine services provided to support of normal operations of the university, rather than a scope of work for a special project. The contractor provides services at direction of university and over a significant period of time. A purchase order may be appropriate for purchased services over required for a short period of time. Some examples: pest control, auctioning, environmental monitoring, standard laboratory testing, linen services, security and armored car services, call center service, installation of equipment, utilities and recycling. This is not an all-inclusive list.</i></p>		
UPLOADS	<ul style="list-style-type: none"> Supplier's service agreement or quotation. 	
QUESTIONS	<ul style="list-style-type: none"> Over what period of time are the services required? 	
4. SOFTWARE LICENSES AND OTHER AGREEMENTS FOR ACQUISITION OF INFORMATION TECHNOLOGY		
UPLOADS	<ul style="list-style-type: none"> Supplier's service agreement, in Word if available. Supplier's price quotation. For grant funded contracts: excerpt from funding proposal indicating Contractor was named in the proposal and that the budget includes a line item for consulting. If not a grant funded contract: signed and dated sole source justification memo if compensation amount is over \$10,000. ITS Risk Assessment determination, if available. 	
QUESTIONS	<ul style="list-style-type: none"> Has an ITS risk assessment been requested? 	
	<ul style="list-style-type: none"> What is the ticket number for the request? 	
	<ul style="list-style-type: none"> Has the contract been rated low, medium or high risk? 	
	<ul style="list-style-type: none"> What was previous contract no. or purchase order number for this agreement? 	
5. EQUIPMENT LEASE, NOT COPIER		
UPLOADS	<ul style="list-style-type: none"> Supplier's lease agreement, in Word if available. Supplier's price quotation. For grant funded contracts: excerpt from funding proposal indicating Contractor was named in the proposal and that the budget includes a line item for consulting. If not a grant funded contract: signed and dated sole source justification memo if compensation amount is over \$10,000. 	
6. EQUIPMENT MAINTENANCE AGREEMENT		
UPLOADS	<ul style="list-style-type: none"> Supplier's maintenance agreement, in Word if available. Supplier's price quotation. Sole source justification for agreement over \$10K M E Tax Exemption or Agriculture Tax Exemption justification form, if equipment qualifies. 	
QUESTIONS	<ul style="list-style-type: none"> What was previous contract no. or purchase order number for this agreement? 	
	<ul style="list-style-type: none"> Is the contract OEM (Original Equipment Manufacturer)? 	

PART B: REAL ESTATE AND BUSINESS OPERATIONS CONTRACTS

Refer to [BPPM 10.11](#) for instructions. Complete this sheet for all contracts except for purchasing agreements, sponsored project agreements, and personal services contracts.

NOTE:

- REBO requests at least 30 days from the date of receipt of a complete and approved submission in Workday to review and provide an initial response.
- REBO cannot begin work on your submittal until it is complete and has been approved by your department Cost Center Manager in Workday. All completed submittals are reviewed on a first-come-first-served basis.
- REBO will endeavor to provide an initial response to your request within 30 days. This response time is contingent on workflow and is subject to change. - REBO's initial response will not necessarily include a signed contract.
- Following the initial submission and approval from the Cost Center Manager in Workday, the contract review and negotiation process will occur outside of Workday and via email. Once the contract is fully executed, it will be entered into Workday and routed back to the Cost Center Manager for final approval and management.

Please allow ample time, and plan accordingly, for questions from our office or negotiation with the other party should your contract require changes.

ANSWER QUESTIONS AND UPLOAD REQUIRED FILES TO THE WORKDAY CONTRACT REQUEST:

1. ACADEMIC PROGRAM AGREEMENT	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> ACADEMIC PROGRAM AGREEMENT - REQUIRED SUPPORTING DOCUMENTS
2. AFFILIATION AND INTERNSHIP AGREEMENT	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> AFFILIATION/INTERNSHIP - REQUIRED SUPPORTING DOCUMENTS
3. FACILITY USE AGREEMENTS	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> FACILITY USE - REQUIRED SUPPORTING DOCUMENTSJustification for Use of Non-State Facilities form if applicable)
QUESTIONS	Insurance: Does the Contractor require a Certificate of Insurance from WSU? YES NO If YES, complete Request of Certificate of Insurance form and email to riskmanagement@wsu.edu
SPECIAL INSTRUCTIONS	Non-state or non-public facility: If this contract is for use of a non-state or non-public facility, complete and upload the justification form https://s3.wp.wsu.edu/uploads/sites/2426/2019/08/SAAM-10-10-55.docx as required by the State Administration and Accounting Manual Policy 10.10.55, This form requires signature of Dean, Chair, Director or Assistant thereof.
4. INTERAGENCY AND INTERLOCAL AGREEMENTS	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> INTERAGENCY/INTERLOCAL - REQUIRED SUPPORTING DOCUMENTS
5. LODGING AGREEMENTS	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> LODGING – REQUIRED SUPPORTING DOCUMENTS
QUESTIONS	<ul style="list-style-type: none">Direct bill for lodging? YES** NO** If YES: WSU employee lodging: payment of lodging expenses for WSU employees must be in compliance with BPPM 95.06.
6. OTHER AGREEMENTS	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> OTHER - REQUIRED SUPPORTING DOCUMENTS
7. SERVICE CENTER AND REVENUE AGREEMENTS	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> SERVICE CENTER/REVENUE - REQUIRED SUPPORTING DOCUMENTS
8. SPEAKER OR PERFORMER AGREEMENTS	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> SPEAKER/PERFORMER - REQUIRED SUPPORTING DOCUMENTS
9. REAL PROPERTY AGREEMENTS	
Lease or purchase of land, buildings or space or land usage. Some examples: Real property land assignment, real property lease, real property sale or disposition, real property purchase or acquisition.	
UPLOADS	<ul style="list-style-type: none">See https://rebo.wsu.edu/required-documents/ <input type="checkbox"/> REAL PROPERTY - REQUIRED SUPPORTING DOCUMENTS

	<ul style="list-style-type: none"> Approval of Dean or Vice President agreeing to what is to be provided to the University and indicating satisfaction with the description of the University obligations and all other provisions in this contract. Any exceptions must be stated in the memo or email message.
QUESTIONS	What University function requires the lease or purchase? (teaching, research, or service) Please specify and describe.
	What is the present location or the preferred general location? Requested location may be affected by factors of University use plans or other department requests, etc. :
	Describe location, size of area, and show boundaries, upload a map if necessary:
	Describe proposed use of real property. office, library, classroom, laboratory, storage, etc. Indicate any unusual space needs :
	List criteria and requirements for space. special air conditioning, special wiring, special telephone, computer and other related equipment, copy machines, etc.
	Management program for area and statement of responsibility by department/agency for preparation, maintenance, and restoration of site, applicable for land assignment or real property:

10. CERTIFICATION OF ADMINISTRATIVE APPROVAL:

I have read this contract entirely. I am satisfied with its description of what is to be provided to the University. I am also satisfied with the description of the University's obligations and all other provisions of this contract, except as noted in any attached memorandum.

For a list of individuals authorized to sign this form please see [BPPM 10.11](#).

**A dean or vice president signature is required when the contract involves real property (i.e. purchase & sale, lease, or right of access agreement, etc.).*

NAME/TITLE	SIGNATURE