



REQUEST FOR CONTRACT FORM (RFC)

Name of Requester: _____ REQ/PO #: _____ Date: _____

Approved by: _____ Date: _____

Name of Point of Contact Dean/Director or PI for grant-related matters _____ Signature

Approved by: _____ Date: _____

Division's Vice President/President _____ Signature

ITS Related? Yes No F&M Related? Yes No If "Yes", please obtain ITS and/or F&M approval of RFC.

Approved by: _____ Date: _____

Name of Executive Director _____ Signature

SCOPE OF WORK

Contractor/Vendor Legal Name(see W-9): _____ Email: _____

Address, City, State & Zip: _____ Phone: _____

Contract Start Date: _____ End Date: _____

Responsibilities of the Contractor/Consultant, Scope of Work and Contract Objective:*

Responsibilities of the District:*

Contract Schedule of Deliverables, Performance Milestones and Proof of Completion:*

Rate of Payment:\$ _____ Per: Hour Days Meetings Projects Other _____

Additional Expenses: _____ (Provide description w/amount for each*)

Total Payment Inclusive of Expenses (NTE):\$ _____ F.O.A.P. #: _____

Payment to be Sent: monthly End of Project Other: _____

TYPE OF CONTRACT REQUEST

Standard Boilerplate (Please allow 3-5 business days for Purchasing to process) Select one:

Consultant Agreement Independent Contractor Services Agreement Professional Services Agreement

Performer or Lecturer Agreement (circle one) and include:

Name of Event: _____

Location of event: _____

Starting time/Ending time: _____

Renewal of Term Per CA EDU Code § 81644, cannot exceed:

Three (3) years max for material/supplies; Five (5) years for work/services or apparatus/equipment

Amendment: Describe what needs to be amended*: _____

Vendor's Contract aka Non-Standard Contract (Please allow 5-10 business days for Purchasing to process)

Provide explanation why not utilizing District-approved Standard Boilerplate: _____

Include the following attachments:

W-9 form from Contractor Independent Contractor Checklist (if requesting this type of Contract)

Proposal (if any) Additional Two Quotes (see Purchasing Guidelines for types of

Copy of Contract needing to be Renewed/Amended purchase & dollar thresholds)

Date Board Approved OR to be presented at Board Meeting dated: _____

*If additional space need, please attach separate page or memo.

Please submit completed RFC to purchasing@avc.edu with attachments to initiate the creation of your Contract.

Any questions, please contact Purchasing and Contract Services at Ext. 6310 or purchasing@avc.edu.