

OFFICE OF MATERIAL MANAGEMENT

Instructions on Processing Time Sensitive Services Contract

The latest templates and instructions are located on the Material Management Website

1. Save the template to your desktop.
2. The sections with blanks must be filled in.
3. The **Provider** must include the official name of the provider.
4. The **term section** must have the exact dates of when the service begins and ends.
5. The **duties to be performed section** must state the full scope of work such as where, when and what services will be performed in full detail.
6. The last three pages of the agreement are **required documents section** and all forms must be submitted with the contract.
7. In the **payment for services section** clearly state the fee structure. For example \$1,500 for the total project cost or \$50 dollars per day not to exceed \$1,000. All expenses such as lodging, travel, meals, telephone and supplies must be included in the contract payment.
8. All contracts must be e-mailed and hardcopies inter-office mailed to the Material Management Office. The attachments must be submitted with the contract at the same time. They can be e-mailed, inter-office mailed or faxed.
9. A requisition is entered into the system and written in the allotted spot on the agreement. Ensure that the vendor is set up in the system or you will have to obtain a W-9 and the vendor information forms.
10. **Consultant/vendor will always be the last signature obtained in the document.** One original copy is given to the consultant/vendor, one copy is filed at your location and the final copy is sent to the Materials Management Office.