

CONTRACT REQUEST FORM ATTACHMENT

- 1. Contractor Name:
- 2. Contract Number (if known):

Check Appropriate Box(es):

- 3. New: Amendment: Reimbursement:
- 4. Standard Agreement: Interagency Agreement services: Interagency Agreement end product:
- 5. Consulting (end-product):
- 6. IT Services:
- 7. Non-IT Services:

1. Civil Service Considerations	
2. Justification for Contracting Outside of Civil Service	
3. Reasonableness of Costs	
4. Indirect Cost Rate (%)	
5. Multi-Year Justification	
6. Is the Contractor a DGS Master Agreement or other Leveraged Program Agreement provider?	
7. SWRCB Board Resolution	
8. Contractor Resolution	
9. Contractor's Remittance Address	
10. Is the contract partially or wholly funded using federal dollars?	
11. Is the contract partially or wholly funded using American Recovery and Reinvestment Act (ARRA) funds?	
12. Is the contract partially or wholly funded using funds from other RBs or Divisions?	
13. Conflict of Interest: <ul style="list-style-type: none"> 1. Is or was the contractor a state employee? 2. Is there a prohibited financial interest present? 3. Is there a follow-on contract involved? 	

<p>14. Is equipment to be purchased using contract dollars?</p> <p>If yes, is the equipment to be retained by the Div/Regional Board upon completion?</p>	
<p>15. MCCF – Mission Critical Certification Form required per:</p> <p>“Exemption Request Executive Order S-09-09”</p>	
<p>16. Late Justification</p> <p>DGS Administrative Order: 06.05.1</p> <p>DGS Administrative Order: 06-06</p>	
<p>17. Is 10% of the contract amount to be withheld?</p>	
<p>18. Payment Terms</p>	
<p>19. List any Information Technology (IT) components in contract or amendment.</p>	
<p>20. Other</p>	