

Office of Risk Management, Insurance & Business Agreements
Phone # (951) 827-3095; Phone # (951) 827-3745
Fax# (951) 827-5392

REQUEST FOR CONTRACT

The following is the minimum information needed in order for the Office of Risk Management, Insurance and Business Agreements to begin drafting a business contract. Additional information may be needed during the process. Please note that the form is to be used to assist departments, but the information does not necessarily have to be submitted on this form.

THE INFORMATION ON THIS FORM IS FOR PLANNING PURPOSES ONLY AND DOES NOT BIND ANY OF THE PARTIES CONTRACTUALLY.

- I. Parties. State the full name and mailing address of the other contracting party (parties) to this business transaction.

- II. Status. State the correct status of each contracting party, e.g., corporation, partnership, individual, government entity, etc.

- III. Business Transaction. Describe the business transaction in detail. Include each party's responsibilities; required reports; equipment to be loaned and/or purchased, as well as who is responsible for maintenance and/or loss of the equipment; time-lines for phases of work, if applicable; use of facilities, etc. Attach a separate sheet if necessary.

IV. Contact Persons.

A. Name and phone number of department contact person:

B. Name and phone number of other party's contact person:

V. Contract Term (beginning and ending date).

VI. Consideration.

A. State the amount the University is obligated to pay, or the amount to be paid to the University.

B. State the place, time and method of payment.

NOTE: For agreements for services, indirect costs must be recovered and included in the rate being charged to the other contracting party.

VII. Notice. Provide the name and mailing address where notices concerning the contract should be made.

VIII. Provide definitions of any unusual terms used throughout the agreement.

IX. Attach a copy of the agreement and all attachments and exhibits provided by the other party, if applicable.

X. Provide any other information that may assist in drafting a contract.