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| --- |
| **Responsible Administrator:** *(name, title)*      |
| **Selection Process:**[ ]  RFP [ ]  RFQ [ ]  Other *(specify)*  |
| **Name of Consultant:**      |
| **Purpose:**      |
| **Amount:**      |
| **Deliverables:** *(reports, identification of candidates, etc.)*      |
| **Begin Date of Contract:**      | **End Date for Contract:**      |
| **Purchasing Manager/Date** | **Signature**  |
| **Procurement Services Manager/Date** | **Signature** |