|  |  |  |
| --- | --- | --- |
| **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** | |