

TEXAS TECH UNIVERSITY
REQUEST TO USE CONSULTANT SERVICES

1. **Date:** _____

2. **Department/Project:** _____

3. **Description of proposed services:** _____

4. **Source of funds and estimated cost:** _____

5. **Justification of need:** _____

6. **Documentation of non-availability of state personnel:** _____

7. **Information to be published in the *Texas Register* (for contracts, renewals, amendments, and extensions of more than \$25,000 and any increase to an existing contract with an original consideration greater than \$25,000):**

8. **Intent to award contract to the private consultant who has previously performed the service:**

9. **Contract administrator:** _____

10. **Divisional vice president (DVP) approval:**

DVP: _____ **Date:** _____

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11. **Presidential approval (for contracts, renewals, amendments, and extensions of more than \$25,000 and any increase to an existing contract with an original consideration greater than \$25,000):**

President: _____ **Date:** _____

12. **Board of Regents approval (for contracts, renewals, amendments, and extensions of more than \$25,000 and any increase to an existing contract with an original consideration greater than \$25,000):**

_____ **Date:** _____

13. **Board of Regents Notification (for contracts, renewals, amendments, and extensions of less than \$25,000):**

_____ **Date:** _____

Texas Tech University

Instructions for Completing Attachment

1. **Date:** Current date of submission.
2. **Department/Project:** Indicate the name of the department/division utilizing the consultant contract. More than one department may be utilizing the consultant.
3. **Description of proposed services:** Provide brief description of what the consultant is to address with regard to recommendations, solutions, etc.
4. **Source of funds and estimated cost:** Indicate the FOP number(s).
5. **Justification of need:** Justify the need for the consultant. This justification reason may be presented to the Governor's office.
6. **Documentation of non-availability of state personnel:** Indicate efforts made to seek qualified consultant within TTU and/or other state agencies.
7. **Information to be published in the *Texas Register* (for contracts, renewals, amendments, and extensions of more than \$25,000 and any increase to an existing contract with an original consideration greater than \$25,000):** Provide information as requested in OP 72.09
8. **Intent to award contract to the private consultant who has previously performed the service:** If the intent is to award the contract to a consultant who previously performed the service, this intent must be stated.
9. **Contract administrator:** Indicate the name of the person who is responsible for administering the contract.

10. **Divisional Vice President (DVP) approval:** Contract administrator will obtain approval and signature of appropriate DVP.

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11. **Presidential approval (for contracts, renewals, amendments, and extensions of more than \$25,000 and any increase to an existing contract with an original consideration greater than \$25,000):** The vice president for administration and finance and chief financial officer will obtain the approval and signature of the president.
12. **Board of Regents approval (for contracts, renewals, amendments, and extensions of more than \$25,000 and any increase to an existing contract with an original consideration greater than \$25,000):** The vice president for administration and finance & chief financial officer will obtain the approval and signature of the chairman of the Board of Regents.
13. **Board of Regents Notification (for contracts, renewals, amendments, and extensions of less than \$25,000):** Notification will be provided to the Board in accordance with Board Rules 7.12.2.