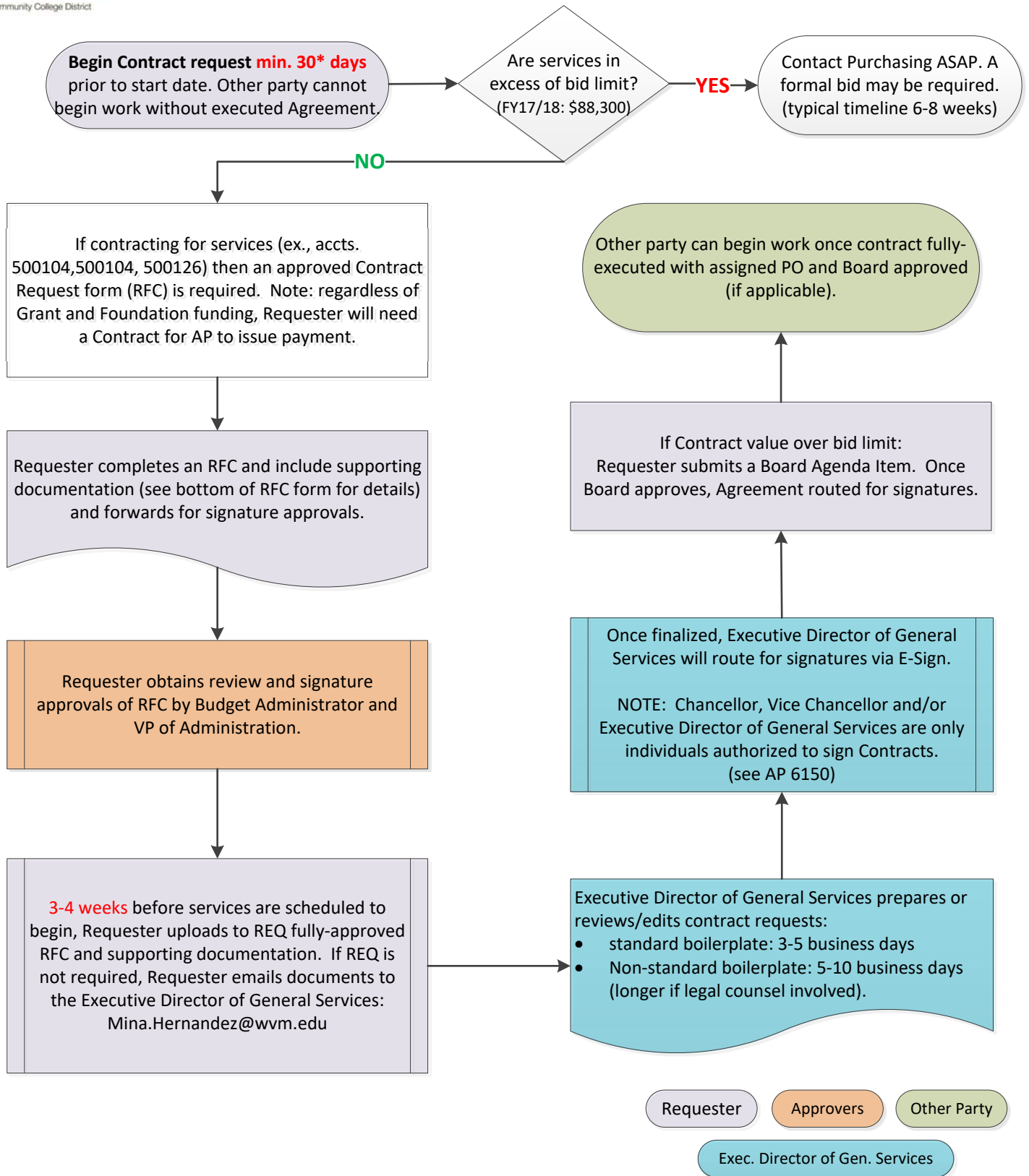




REQUEST FOR CONTRACT PROCEDURES

Goods and Services (Non-Construction)



*Contract execution between two parties could take min. 30-60 days, especially if a non-standard agreement is being used. Please coordinate accordingly. If a formal bid is required, typical timeline is 6-8 weeks; however, this timeline depends on formal bids in Purchasing's queue. Advance planning is strongly recommended.
 NOTE: At the discretion of the Executive Director of General Services or Vice Chancellor of Administrative Services, Requester may need to place high risk contracts under the Action(Consent)/Action section.