

## **REQUEST FOR CONTRACT (RFC)**

### **INSTRUCTIONS FOR USE**

- Fill out the form in its entirety - each section must be completed:
  - Vendor name, G#, and contact information
  - Scope of work and description of services
  - Service start and end dates
  - Total amount to be paid (hourly rate or total project cost)
  - Funding source(s)
  - Required signatures
- If new vendor, obtain the W9 and submit to [purchasing@gavilan.edu](mailto:purchasing@gavilan.edu) to provide the vendor#. If the vendor already has a G#, confirm it before proceeding.
- Submit completed RFC form along with backup documents to [contracts@gavilan.edu](mailto:contracts@gavilan.edu)
  - backup documents may consist of:
    - Scope of work (SOW)
    - Quote
    - Vendor-provided contract
    - Certificate of Insurance (COI)

Please email [contracts@gavilan.edu](mailto:contracts@gavilan.edu) with any questions

# Request for Contract (RFC)

Submit to:  
Contracts@gavilan.edu

## INFORMATION ABOUT INITIATOR OF RFC

<b>Prepared by:</b> _____  <b>Division:</b> _____	<b>Department:</b> _____  <b>Date Submitted:</b> _____
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## INFORMATION ABOUT THE CONTRACT REQUESTED

<b>Period of Service:</b> From _____ To _____	<b>Amount:</b> \$ _____ (Total Contract)
<b>Revenue or Expense:</b> _____	
<b>Payment Requirement (Check One):</b> Monthly      Annual      As Billed	
<b>Contractor/Agency:</b> _____	<b>Point of Contact:</b> _____
<b>Vendor G#:</b> _____	<b>Phone:</b> (    ) _____
<b>Email:</b> _____	

**Description of Services Requested:**

## BUDGET INFORMATION & DISTRICT APPROVALS

<b>Fund:</b>		<b>Org:</b>		<b>Account:</b>		<b>Program:</b>	

**Reviewed by:**

_____ <b>Area Manager or Dean/Director Signature</b>	_____ <b>Date</b>
_____ <b>Budget Manager</b>	_____ <b>Date</b>
_____ <b>Area VP Signature</b>	_____ <b>Date</b>