



UC SANTA BARBARA PROCUREMENT SERVICES REQUEST FOR SERVICES FORM

Form I

For use when asking to write a contract. This form is not necessary when we are processing a supplier-provided contract.

Procurement Services will use the information provided on this form to prepare a contract for services, and send the contract to the department or the supplier for signature. The following pages should be completed by the requesting department, **and not by the supplier**. This form is not a contract. To ensure accurate and timely processing:

- a) Please answer all questions in detail on the following pages.
- b) If applicable, please attach the prospective supplier's proposal.
- c) If the services are over \$3,499 on federal funds, please attach a completed Form A.
- d) If the services are considered Professional, please attach a completed Form M

1. SERVICES TO BE PROVIDED

1a. Supplier (Company) Name: _____

1b. Dates of Service – On what dates are the supplier's services to begin and end?

Begin date: _____*

End date: _____**

*If the work has started, but has not yet been completed, please attach a written explanation signed by the department Director or Chair explaining why the department authorized this service without a fully executed contract.

**If the work has been completed in its entirety, please complete the Confirming Order form in Gateway rather than fill out this form; and attach a written explanation signed by the department Director or Chair explaining why the department authorized this service without a fully executed contract.

1c. Scope of Service - Please describe in detail the services to be provided. If applicable, please attach the supplier's proposal. Attach additional page(s) if needed.

1d. How will the work be performed? What exact activities must the supplier perform to complete the work?

1e. What deliverables, if any, will be provided?

1f. Complete the following Milestone matrix to establish any phases and/or any deliverable dates (attach additional page if needed):

Milestone	Expected completion date	Amount to be paid

1g. Who is the University department coordinator or PI who will be supervising the supplier's activities? Include name and phone number:

1h. Where will the services be performed? If the services will be performed on the UC campus or on UC property, please indicate the specific locations.

1i. Will the supplier use any University supplies or equipment? Yes No

If "Yes" describe below:

1j. Will the supplier be required to submit formal reports? Yes No

If "Yes", please include the delivery of the required reports in the milestone table above. Please describe the scope and the format of the reports, and indicate whether hard copy or electronic reports are required:

1k. Will the supplier's services potentially involve written works, editing, software, website design, logo design, artwork, film, or photography often involve copyright, trademark, and other intellectual property issues? Yes No

If "Yes", please describe:

2. SUPPLIER DETAILS

2a. Please indicate which of the supplier's employee(s) will perform the services:

2b. Are any of the personnel providing the service(s):

- A current or a recent (within 2 years) University of California employee, or the near relative of a current University of California employee? Yes No
- A current, or near relative of, a current University of California employee owning or controlling more than a ten percent (10%) interest? Yes No
- A past University employee within the last year, and did he/she provide the same or similar services while a UC employee? Yes No
- Been employed in your department in a policymaking position in the same general subject area as the proposed agreement within the last twelve (12) months? Yes No
- Been engaged in any part of the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed agreement while employed in any capacity in any University department within the last twenty-four (24) months? Yes No
- Been involved in a prior business contract with the University of California that required, suggested, or recommended the proposed services? Yes No

If any of the above resulted in a "Yes", please explain:

2c. Please explain why a University employee or a University department cannot provide these services.

3. COST AND PAYMENT

<input type="checkbox"/> A professional fee of \$ _____ per hour / day for up to ____ hours / days	
<input type="checkbox"/> A professional fee	

<input type="checkbox"/> Travel expenses* - Please describe:	
<input type="checkbox"/> Other expenses - Please describe:	
Total Cost - must equal the total of the fees and the expenses listed and will be the maximum amount paid out under this agreement.	

*Travel expenses must be in accordance with UC Bulletins BUS-79 and G-28

4. IRS CLASSIFICATION FACTORS: (This section not needed for performances, speaking engagements, and other one-day events)

University purchasing procedures may not be used in lieu of placing an individual on payroll. An individual may only be retained for personal or professional services as an independent contractor if a determination has been made, in accordance with the guidelines provided below, that an employer-employee relationship does not exist. As a general rule, individuals should be classified as an Independent Contractor on an exception basis only.

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|--|------------------------------|-----------------------------|
| • Will the University have the right to give the supplier instructions about when, where, and how he or she is to do the job? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Will the supplier receive any training from the University to enable them to perform the job? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Is the work to be performed part of the regular business of the University, such as teaching or research ? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Will the established relationship between University and supplier be on a continuing basis? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Does the supplier have the capability to hire, supervise, or pay assistants to help perform the services under this contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Must the supplier complete the work in a sequence set by the University? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Has the supplier invested in an office or other facility to perform the services? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Will the supplier be providing their own tools and materials to provide the services? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Does the supplier make their services available to the general public? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Could the University terminate the supplier at any time without incurring liability for the supplier? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Determination

Generally, under common law if an employer has the right to direct and control the work of an individual who performs the services, not only as to the results to be accomplished but also as to the methods and means by which the results are accomplished, an employer-employee relationship exists. In this respect, even if the employer does not exercise the right to direct or control the manner in which the worker performs the services, the fact that the employer retains the right to do so is sufficient.

Does an employer-employee relationship exist? Yes No

If "Yes", please contact your personnel/payroll assistant to work with HR.

5. INSURANCE REQUIREMENTS

Most service providers are required to provide insurance. Please provide a comment on your Gateway requisition if:

- Your department has received an approved [waiver of insurance](#) from the Risk Manager

6. SUBMISSION STATEMENT

By submitting this Form, your department is certifying the above information is accurate.