

**CONTRACT PROCESSING FORM
HUMAN RESOURCES NOTIFICATION**

Human Resources Department must review your proposed service agreement to determine whether or not you are replacing or transferring out what might be bargaining unit work. This form is sent to Human Resources Department along with the proposed service agreement. **All service agreements must be reviewed, regardless of dollar amount.**

TODAY'S DATE: _____

DATE NEEDED BY: _____

VENDOR: _____

AGREEMENT #: _____

SERVICE REQUIRED:

CONTRACT DETAILS:

1. Original Contract Amount: _____ 2. Contract Term: _____

IF this is an addendum or amendment to an **existing** contract please complete #3 - #12 (otherwise skip to #7):

3. Additional Contract Amount: _____

4. Revised Contract Amount: _____

5. Revised/New Contract Term: _____

6. We are changing/amending this contract because:

7. Is it a legal requirement to use an outside vendor for this service? Yes No

If yes, please identify the applicable law or legal mandate. Include reference or link if applicable.
(Please complete #8 - #9, then skip to #12)

8. Is this an "As Needed" Contract: Yes No

9. Has this specific service been procured from a vendor before? Yes No

9a. If yes, with which vendor(s) did we previously procure this service and when?

9b. (If this was a temporary or specialty assignment) Why are we extending the contract?

10. Have County employees previously (or currently) performed this service? Yes No

10a. If yes, what classification(s)? When did County employees most recently perform this service?

10b. If yes, does this procurement of services supplement, but not replace County employees? Are any of those positions that currently/previously performed this service vacant and/or no longer allocated? Have (or will) County positions that most recently performed this service be reduced in force (subject to layoffs)? Briefly explain.

11. Please explain why County employees should not or cannot perform this work. Be specific. Identify special skills or qualifications required (but not possessed by County), work of sensitive nature, neutral party necessary to prevent conflict of interest, etc.

12. Is this procurement of service associated with any grants/other contracts that fund County employee jobs? Yes No
If yes, please explain: