**Service Contract Request Form – Information Sheet**

**Attach this completed form to an approved WebReq and submit to Contracts & Supply Chain Management. Please include any quotes and supporting documents.**

**GENERAL INFORMATION**

Is a Request for Proposal required?  Yes  No

Suggested Providers:

Is the Sole Source attached to the WebReq (if applicable)?  Yes  No

**VENDOR INFORMATION**

Legal Company Name:

Dba (only if applicable):

Attention:

Address:

Phone:

Email:

Cheque made payable to above.  Yes  No

If an individual: Birthdate (mandatory):

**CONTRACT TERM** Start Date - End Date -

**LOCATION**Provide details where the work is to be performed (specify off-site/on-site):

**SCOPE OF SERVICE  
  
1.0 Description of Services Required** (provide detailed description)**:**

**2.0 Project Deliverables** (e.g. reports, as-built drawings etc.)**:**

**3.0 Schedule** (Milestone Dates)**:**

**Intellectual property and copyright:** Material produced as part of this contract is the exclusive property of UNBC and copyright in the Material is the exclusive property of UNBC. If you wish to negotiate a different arrangement with the Contractor, please specify:

**FOIPP:** Will the Contractor be handling personal information?  Yes  No  
If Yes, include *Freedom of Information and Protection of Privacy* guidelines with the contract.

**DESIGNATE**

**The Contractor designates** the following personnel as individual(s) directly responsible for performance of the Agreement and for communication with UNBC during the execution of this contract in the capacity set opposite their names:

Name: Title:

Phone:

Email:

**UNBC designates** the following personnel to communicate with the Contractor including receipt and dispatch of advice, instruction and information. This personnel will be the UNBC representative(s) in general for all matters relating to this Agreement:

Name: Title:

Phone:

Email:

**SCHEDULE “B”**

**1.0 Contract Value:** Up to a maximum of (not including applicable taxes).

Provide details (hourly rate, equipment rates, etc):

**2.0 Expenses:** Up to a maximum of (not including applicable taxes).

Provide details of eligible agreed to expenses:

**PAYMENT**

Please select ONE:  One invoice at the end of the contract

Monthly invoices

At milestones (attached schedule)

Other (please specify):