



# Contracting for Services Contractor Information Sheet

All requests should be submitted at least 30 business days prior to the contract commencement date. No work can begin or be invoiced for prior to the start date of the contract. Please submit this request to Principal Investigator for review and send the signed form to [bertha.gil@times.uh.edu](mailto:bertha.gil@times.uh.edu)

Contact (Person Completing Form) \_\_\_\_\_

Funding Source \_\_\_\_\_

Start Date / End Date \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ **Title** \_\_\_\_\_

Is the contractor/or organization a Foreign National? \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Main Contact Phone Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Amount of Contract: \_\_\_\_\_

UH VENDOR ID \_\_\_\_\_

*If Non-Federal Funds are being used and the dollar amount is over \$5K, please complete a sole source or attach 3 quotes (2 should be from HUB vendors).  
The same rule applies when using Federal Funds over \$3K.*

Please specify if Contractor will be paid (dollar amount) \$ \_\_\_\_\_ X \_\_\_\_\_ # of( hours or days ) = \$ \_\_\_\_\_ total amt of Contract

Scope of Work (please specify details)

Procurement Method Used (Described the process by which information was obtained, for example, phone bids, invitation to bid, RFP).

Price Tabulations (Delineate prices obtained in arriving best value):

Basis for Best Value to the University:

Preferred Vendor:

Approved by Principal Investigator of Funding Source: \_\_\_\_\_