|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  New Contract | [ ]  Existing Contract #  |  | [ ]  Amendment No. |  |
| WSUTC Proj/Tech Mgr Name: |  |
| Contractor Name: |  |

**Contract Type:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Client Services |[ ]  Lease Purchase |[ ]  Maintenance |[ ]  Master Contract |[ ]  Personal Service |
|[ ]  Purchase Agreement |[ ]  Purchased Service |[ ]  Rental/Operating Lease |  |  |  |  |

**Funding Source:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Local  |[ ]  State |[ ]  Federal |[ ]  Private Grant |[ ]  Other |

**Payment Terms:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  NTE |[ ]  Monthly |[ ]  Quarter |[ ]  Per Year |[ ]  No Payment |

**Period of Performance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  1 year |[ ]  2 year |[ ]  3 year |[ ]  Other: |  |

**Period of Performance:**

|  |  |
| --- | --- |
| Start Date |  |
| End Date |  |

**Compensation and Payment** (itemized breakdown)**:**

|  |  |
| --- | --- |
| **Breakdown of Cost** | **Responsible Party:** |
| **Fees:** | $ | [ ]  Fixed [ ]  $\_\_\_\_\_\_ per hr | Notes: |
| **Lodging:** | $ | [ ]  WSUTC [ ]  Vendor  | Notes: |
| **Meals (per diem):** | $ | [ ]  WSUTC [ ]  Vendor | Notes: |
| **Car Rental:** | $ | [ ]  WSUTC [ ]  Vendor | Notes: |
| **Airfare:** | $ | [ ]  WSUTC [ ]  Vendor | Notes: |
| **\*Other:** | $ | [ ]  WSUTC [ ]  Vendor | Notes: |

 *\*List “Other” items in the Special Directions section.*

**NTE Total: $**

*Attach a Vendor quote.*

**Purpose:** (1 to 2 brief sentences)

The purpose of this contract is …

**Scope of Work:** (List of all tasks, work elements and objectives of the contract and timetables by which major parts of the work are to be completed.)

**Deliverables:**

|  |  |  |
| --- | --- | --- |
| *#* | *Description* | *Due Date* |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**Contract Manager for the Contractor:**

**Project Manager or Technical Contact for the Contractor:**

**Other Special Directions:**

*Attach all applicable supporting documentation.*

Note: WSU Terms and Conditions will be included with all contracts.

Note: The contract must be signed and dated by people with the authority to bind WSU to the contract. This applies to both the contractor and the state agency. Ensure you don’t sign contracts unless you have been authorized to do so.