

Request for Contract Form

Agency	Indiana Department of Health	Chief of Staff	
Commission		Assistant Commissioner	
Department		Department Director	
Program		Program Manager	
Additional Contacts			
Program Collaborators			
Additional Approvers	☐ Legal Affairs / HIPAA ☐ Technology ☐ Public Affairs		

(Chief of Staff review required if over \$75k)

About the Agreement

Brief Description of Services / Purpose			
Type of Agreement		Statutory Authority	16-19-3-1
Reporting Frequency (for Grants only)		Special Instructions	

For New Agreements Only (Requests submitted after contract start date may be denied)

Start Date		Funding Amount	\$
End Date			

For Amendments Only

Description of Changes			
Contract SCM #		Purchase Order #	
Start Date		Current Amount	
Current End Date		Amount of this Action	
Amended End Date		Total Amended Amount	

Vendor / Subrecipient Information (Please verify information is current as of submission date to avoid delays.)

Legal Name			
Vendor Address			
Contact Name		Signatory Name	
Contact Title		Signatory Title	
Contact Email		Signatory Email	
Contact Phone		Signatory Phone	
Additional Contacts			
AOS Supplier ID		IDOA Bidder ID	

Tax ID / EIN		UEI Number	
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Method of Selection *(per IDOA, documentation of selection method must be included for all agreements)*

For Contracts	☐ Vendor was selected through RFP #____, awarded on this date: ☐ Vendor was selected through RFQ, awarded on this date: Click or tap here to enter text. ☐ IDOA approved Special Procurement on this date: Click or tap here to enter text.
For Grants	☐ Competitive grantee application was awarded on this date: Click or tap here to enter text. ☐ Selected through noncompetitive process, awarded on this date: Click or tap here to enter text.

PeopleSoft Chart of Accounts *(If Amendment, record new funding only)*

Fund	Account	Program	Dept	Bud Ref	Project ID	Activity Code	Source Code	Amount
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
Total:								\$

For Agreements funded by Federal grants *(Must be filled out if using federal funds/project code):*

Federal Grant Number		Federal Grant Title	
CFDA Number		Federal Funder	

General Instructions for Filling out a Request for Contract Form

Request for Contract Form

RFC Filled out by: This should be the person filling out the Request for Contract (RFC) form. This will give our Finance team someone to contact should there be any questions about the information.

Commission/Assistant Commissioner: The Commission/Assistant Commissioner that the agreement is for.

Department/Department Director: The Department/Department Director the agreement is for.

Program/Program Manager: The Program/Program manager requesting the agreement.

Additional Contacts: This should include anyone within Indiana Department of Health (IDOH) that should be copied when the agreement & purchase order are sent to the vendor.

Program Collaborators: This should be the individual in the program who would like to review/approve the contract once drafted. NOTE: This does require training. Please talk to Louis Hurrele.

Additional Approvers: The boxes for these should be checked if

- Legal Affairs for HIPPA-covered programs
- Technology for an agreement that includes tech purchases or licensing agreement.
- Public Affairs for media campaigns or public relations

About the Agreement

Brief Description of Services: This should include a brief summary of the goods/services that will be provided by the vendor in this agreement.

Type of Agreement: The program should determine if this will be a Grant Agreement, Professional Services Contract, Memorandum of Understanding, or an Addendum.

Statutory Authority: This should be the Indiana Code (IC) that covers this agreement. The general health IC is 16-19-3-1.

Reporting Frequency: This will be the amount of times the vendor submits a report. It should match what is in the scope of work, as well. This could be listed as monthly, quarterly, annually, or upon request.

Special Instructions: This is a space for the program to include anything that is special about/for this agreement they believe the Finance area should know.

For New Agreements Only

Start Date: The date the agreement will start.

Funding Amount: The amount of the agreement.

End Date: The date the agreement will end.

For Amendments Only

Description of Changes: This should include the changes being made in the amendment as far as adding time/money.

Contract SCM #: The contract/SCM #. If you need help finding this number, please reach out to Contracts or Procurement.

Purchase Order #: The purchase order (PO) number. If you need help finding this number, please reach out to Contracts or Procurement.

Start Date: The date the agreement originally started.

Current Amount: The current contract amount, the amount before this request is processed.

Current End Date: The date of the contract is currently expiring, before this request is processed.

Amount of this Action: The amount you are adding in this request/amendment.

Amended End Date: The new end date for once the request/amendment is processed.

Total Amended Amount: The total amount of the agreement after the request/amendment is processed.

Vendor/Subrecipient Information

Legal Name: The vendor's full, legal name.

Vendor Address: The vendor's address.

Contact Name/Title/Email/Phone: A current individual with the vendor for Finance to reach out to.

Signatory Name/Title/Email/Phone: A current individual with the vendor who will be reviewing/signing the agreement.

Additional Contacts: This should include anyone with the vendor that should be copied when the agreement & purchase order are sent.

AOS Supplier ID: The Supplier ID can be found in PeopleSoft, if you need help finding this please reach out to Procurement.

IDOA Bidder ID: The Bidder ID can be found in PeopleSoft, if you need help finding this please reach out to Procurement.

Tax ID/EIN: The Tax ID number will need to be provided by the vendor to ensure we are using the correct supplier information.

UEI Number: The UEI number will need to be provided by the vendor.

Method of Selection

A method of selection is needed for a grant agreement or contract. The box should be checked for whichever method is used and the information should be entered.

- For a request for proposal (RFP), the number & award date should be entered.
- For a request for quote (RFQ), the award date should be entered.
- For a special procurement request (SPR), the approval date should be entered.
- For a grant agreement, you'll just need to check the box whether it was competitive or not.

PeopleSoft Chart of Accounts

The chart field information will be the funding that you plan on using to fund the agreement/amendment of this request. It can be from just one line or multiple lines of different funds. **For help on finding any of the below, please reach out to Finance.**

- **Fund:** This can be a state or federal number.
- **Account:** This number relates to the goods/services being provided in the agreement.
- **Program/Department:** These should be the program/department numbers requesting the goods/services.
- **For Federal Funds ONLY:** This will be for any federally funded agreements or to use an MOU to fund the goods/services. **If a project code is not yet set up, it will be returned to the program.**
 - **Project ID:** This is the project ID that the project costing team puts together when the NOA is received.
 - **Activity Code:** These are used to help track expenses that hit the project code.
 - **Source Code:** These are used in rare cases to help tracking expenses (further than activity code level).
 - **These are required for Rural Health Transformation Plan Agreements.**
- **Amount:** The amount being used for specific fund on this line.
- **Total Amount:** The total amount at the bottom of the chart fields table should equal the amount being added this specific agreement.

For Agreements funded by Federal grants

This information is required for all federally funded requests. For help finding this information, please reach out to Project Costing or Procurement team members.