

Checklist of required Forms

Main Forms

Pre-Req form

Pre-Hire Form

Contracting Out Form

Small Business *Not required for under \$10K or Federally funded*

SBA

List: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true>

SBA waiver form

Sole Source

Sole source form (not required if under \$10K)

Sole-Source Disclosure form (not required if under \$10K)

Sole Source selection Price form (required Federal funds over \$10K; other funds over \$100K)

Scope of work

IT related contracts:

Complete VRA on-line: IT sends back Recommendation P level letter; PI signs this and SRS form; return to IT for their records

Vendor Risk Assessment (VRA)

existing list – approvals valid for one year : https://ucanr.edu/portal/vra_info.cfm;

VRA form: [https://ucanr.edu/sites/anrstaff/Administration/Business_Operations/Business_Operations_Center -- Davis/PURCHASING/Computer_Software - Program_Risk_Assessment/](https://ucanr.edu/sites/anrstaff/Administration/Business_Operations/Business_Operations_Center_-_Davis/PURCHASING/Computer_Software_-_Program_Risk_Assessment/)

Software Related Services (SRS) form

Other

Confirming Order

Conflict of Interest