

Contract Life Management Request Template

1. Is this an MCCCCD Template? (Yes -or- No)	
2. Contract Type (IGA, NDA, Professional Services, MOU, Terms & Conditions, etc.)	
3. Requester Contact Information	Name: Title: Phone: E-mail:
4. Company/Supplier Contact Information	Name: Email: Phone: Address (include: city, state, zip):
3. Contract Title (five to ten words)	
4. Contract Description	
5. Contract Amount (if applicable/ <i>whole dollar amount</i>)	
6. Requisition Number (if applicable)	
7. Grant Funds (Yes -or- No)	
8. Governing Board Approval(Yes -or- No)	
9. Contract Renewal Type	(auto renewing, notify staff to renew, evergreen, <u>one-time contract, starts upon execution, or ends when deliverables received</u>) *Most Common are underlined
10. Contract Start Date	
11. Contract End Date	
12. Privacy & Security Questionnaire for Screening (Include completed form available at: https://maricopa.sharepoint.com/sites/DO/legal/BLC/Pages/default.aspx)	a. Confidential Information? Y/N b. Vendor hosting offsite? Y/N c. Vendor access to MCCCCD systems? Y/N d. Describe the purpose/function of the contract. What business need is being met by this product or service? e. Specify any data elements that will be shared with or accessed by any external (non-MCCCCD) party for this contract
13. Attached Documentation (contract, PSQS, etc.)	
NOTE: Attached documentation should be named using the following naming convention: MCC_ContractorSupplierLegalName_ReqNum_Date_DescriptionofFile	