

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

REPORT ON THE USE OF PRIVATE CONSULTANTS

1. NAME OF INSTITUTION:

2. NUMBER OF PROPOSED CONTRACT:

3. SUBMISSION PURPOSE (Check):

Notification Requirements _____ Fact-Finding Requirements _____

4. ANTICIPATED CONTRACT AWARD DATE:

5. ANTICIPATED CONTRACT COMPLETION DATE:

6. CONTACT PERSON (Name, Title, and Phone Number):

Name: _____
Position Title: _____
TTUHSC Address: _____ Phone: _____

7. COST OF CONTRACT BY FUND:

8. NEED FOR CONTRACT:

9. ALTERNATIVE OF INTERNAL STUDY OR INTERAGENCY CONTRACT:

10. CONSULTANT SELECTION INFORMATION:

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Instructions for Completing Attachment B **REPORT ON THE USE OF PRIVATE CONSULTANTS**

1. NAME OF INSTITUTION:
2. NUMBER OF PROPOSED CONTRACT:
Each private consultant contract shall be numbered consecutively; this number will be assigned by the Director of Contracting and included in the report for identification.
3. SUBMISSION PURPOSE (Check):
Notification Requirements _____ Fact-Finding Requirements _____
Identify whether the report is being filed to comply with fact-finding requirements or notification requirements or both.
4. ANTICIPATED CONTRACT AWARD DATE:
The date the contract is expected to be awarded.
5. ANTICIPATED CONTRACT COMPLETION DATE:
This date should include projected dates for preliminary submission of contracted products, including preliminary, draft, and final reports.
6. CONTACT PERSON (Name, Title, and Phone Number):
Name: _____
Position Title: _____
TTUHSC Address: _____ Phone: _____
7. COST OF CONTRACT BY FUND:
Reflect the anticipated total cost of the contract and the portion each funding source will contribute to the total funding of the project. If distinct bids are required for separate elements of the work plan, then the reported total cost estimate should also be expressed in terms of those bid elements.
8. NEED FOR CONTRACT:
Detail the need for the contract in terms of improvements that might result in TTUHSC operations or improved management of TTUHSC programs.
9. ALTERNATIVE OF INTERNAL STUDY AND ADVICE OR CONTRACTING WITH ANOTHER STATE AGENCY:
Indicate why an internal study is not a more feasible alternative. Further, list agencies contacted and the reason contracting with other state agencies is not more viable than use of a private consultant.
10. CONSULTANT SELECTION INFORMATION:
List the criteria to be followed in the process of selecting the consultant. The list must include:
 - a. *the requirements for demonstrated competence, knowledge and qualifications of the consultants;*
 - b. *the justification for the anticipated cost and fee in terms of the services to be received; and*
 - c. *include a confirmation that preference will be given, all other considerations being equal, to a private consultant whose principal place of business is within the state or who will manage the consulting management entirely from one of its offices within the state.*