Request for Contract Services

U.S. Department of Housing and Urban Development
Office of Administration

APPENDIX NO. 7

1. Requisition Number:

2. Customer Control Number:

3. Description (services, service area minimum/maximum quantities, required delivery date, type of contract recommended, etc.):

4. Type of Action:

Contract:
- ☐ Full & Open Competition
- ☐ Limited Competition
- ☐ Sole Source

Other:
- ☐ Delivery/Task Order No: to Contract No:
- ☐ Simplified Acquisition/Purchase Order
- ☐ Interagency Agreement

5. Modification to:
- ☐ Contract No:
- ☐ Delivery ☐ Task Order No:
- ☐ Interagency Agreement No:
  - ☐ Option ☐ Change Order
  - ☐ Administrative ☐ Incremental Funding
  - ☐ Other:

6. Period of performance / New Completion Date:

7. Preference Program Recommendation:
☐ Small Business Set-Aside ☐ 8(a) ☐ HUBzone

8. Estimated Amount of This Action: (e.g., initial contract period and option periods)
$

9. Amount of Funds t be Obligated at this Time:
$

10. Source of Funding:
☐ Salaries & Expenses (S&E) 86 0143 ☐ Working Capital 86x4586 ☐ Other:

11. Name of Government Technical Representative: (name, office/division, phone)

12. Name of Government Technical Monitor: (name, office/division, telephone):

13. Source Selection Authority: (if applicable, e.g., modification, task order, etc.)

14. Contractor Name: (if applicable, e.g., modification, task order, etc.)

15. Electronic Information Technology (EIT)
☐ Mandatory Section 508 documentation attached

Concurrences/Approvals

16. Requestor: (name, office, signature & date)

X

17. Approving Official: (name, title, signature & date)

X

18. Accounting Certification:
☐ Funds Available: X ☐ Funding Certification attached

signature & date

Small Business Set-Aside Determination

19. Set-aside:
- ☐ Small Business - full
- ☐ Small Business - Partial
- ☐ HUBzone competitive
- ☐ Competitive 8(a)
- ☐ Sole source 8(a)
- ☐ HUBzone sole source
- ☐ No Set-aside

NAICS Size standard

20. Small Business Review - Signature & Date:

X