

Consultant Request



Frederick

Please type or print information clearly

Proposed Consultant Information

1. First Name		2. Last Name		3. Title		4. Telephone Number	
5. Business Affiliation							
6. Business Street Address				7. Business City		8. Business State	9. Business Zip Code
10. Is the Proposed Consultant a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			11. If service will be performed onsite, will consultant have access to controlled technology, data, hardware, or biological or chemical agents (ITAR, EAR)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
12. Statement of the services the proposed consultant will provide and work product to be provided: Please attach Statement of Work using Research Contracts Template and include Consultant Resume or Curriculum Vitae.							
13. Number of working days services are required				14. Rate per day for consulting services: \$_____/day. (If rate exceeds \$200 per day, attach justification)			
15. Consultant Agreement Dates Start: Expires:		16. Person consultant will report to		17. Building Number	18. Room Number	19. Telephone Number	
20. Will consultant work in a laboratory area <input type="checkbox"/> Yes <input type="checkbox"/> No				21. To be charged against: Project: Project Number:			
22. Additional Comments							

For Purchasing Use Only

23. File Number		24. Task Order Number		25. COA Number	
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Submitting Official Information

26. First Name			27. Last Name		
28. Signature					29. Date

Approval Official Information

30. First Name		31. Last Name		32. Telephone		33. E-mail Address	
34. Signature					35. Date		

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NOTE: The following documentation must be submitted with this request:

- A. Purchase Request: [Purchase Request Template Form](#)
- B. Statement of Work
- C. Independent Contractor vs. Employee Questionnaire: [Independent Contractor vs. Employee Questionnaire](#)
- D. GC489 Employment Questionnaire and Certification: [GC489 - Employment Questionnaire and Certification](#)
- E. If applicable, Justification for Single or Sole Source Vendor Recommendation: [Justification for Single or Sole Source Vendor Recommendation](#)
- F. If applicable, copy of Foreign National Tax Information: Foreign National Tax Information: [Foreign National Tax Information](#)
- G. If Foreign National, Form W8-BEN: [W-8BEN Certificate of Foreign Status for United States Tax Withholding](#)

Consultant Request – Instructions

1. Enter first name of consultant
2. Enter last name of consultant
3. Enter title of consultant
4. Enter telephone number of consultant
5. Enter business affiliation of consultant
6. Enter business street address of consultant
7. Enter business city of consultant
8. Enter business state of consultant
9. Enter business zip code of consultant
10. Is the Consultant a U. S. Citizen – Check the appropriate Yes or No box
11. For onsite service, will consultant have access to controlled technology, data, hardware or biological or chemical agents (ITAR, EAR) – Check the appropriate Yes or No box
12. Attach Statement of Work using Research Contracts template and include Consultant Resume or Curriculum Vitae of consultant
13. Enter the number of working days services is required
14. Enter the daily rate charged for consulting services. (If rate exceeds \$200 per day, attach justification)
15. Enter start and expiration date for consultant agreement
16. Enter name of supervisor of consultant
17. Enter building number where consultant will be located
18. Enter room number where consultant will be located
19. Enter phone number where consultant will be located
20. Will consultant work in a laboratory area – Check the appropriate Yes or No box
21. Enter center number and project number consultant services are to be charged against
22. Enter any additional comments
23. Enter file number
24. Enter task order number
25. Enter COA number
26. Enter submitting official's first name
27. Enter submitting official's last name
28. Enter submitting official's signature
29. Date Submitting official signed form
30. Enter approving official's first name
31. Enter approving official's last name
32. Enter approving official's telephone number

Consultant Request – Instructions



Frederick

33. Enter approving official's e-mail address
34. Enter approving official's signature
35. Enter date approving official signed form