



Western Kentucky University
1906 College Heights Blvd.
Bowling Green, Kentucky 42101

Proof of Necessity (PON) Form

Contract Number: _____

Department _____

TYPE OF CONTRACT: _____ New _____ Renewal (Re-negotiation) or _____ Extension for Time Only

NOTE: All questions *must* be answered fully. If space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Questions regarding this form should be directed to the Bureau/Staff Office Contract Officer.

1. Name & Address of Contractor:

2. Effective Period of Contract:

Starting Date:

Ending Date:

3. Explain, with specificity, the work to be performed. (Include: Description of project; types(s) of service to be delivered; reports or products to be prepared; reason for duration of contact; etc.):

4. a. Does an identified or anticipated reason now exist which would indicate a need to renew the contract for the succeeding fiscal year? _____
If yes, explain:

b. Will the contract provide for cancellation by the Department upon a maximum of 30 days or less written notice to the contractor? _____

5. FINANCIAL AND CONTRACT COST DATA:

a. Total Projected Cost of Contract: \$ _____
Source of Funds: Federal: \$ _____ State: \$ _____ Local/Other: \$ _____

b. If contract is supported by federal funds, indicate: Grant/project title; grant I.D. number; and CFDA number: _____

c. If contract is supported by state funds, indicate source(s) and amounts(s) (e.g., General Fund, Trust and Agency, Other):

d. Was the contract cost included in the original Budget Request? _____ YES _____ NO If no, explain:

e. Describe, in detail, how the projected cost of the contract was derived (attach proposed budget when applicable):

f. Basis for Payment: • Hourly: \$ _____ per hour • Per Diem: \$ _____ per day
• Fee for Service: \$ _____ per service • Other - Explain:

g. Method of Payment: • Straight Disbursement _____ • Inter-Account _____

h. Frequency of Payment: • Monthly _____ • Quarterly _____ • Upon Completion _____
• Other Explain:

i. Social Security Number (if individual) or IRS I.D. Number (if firm or corporate entity) of proposed contractor:

NOTE: If professional employment contract with firm or corporate entity, attach a complete list of names and social security numbers of all officers, as well as all employees performing work directly related to the contractor. If individual, attach name and social security number.

j. If an individual, will the terms of contract require that the contractor be considered an "employee" of this Department for FICA purposes? _____

6. JUSTIFICATION FOR CONTRACTING WITH AN OUTSIDE PROVIDER TO PERFORM THE SERVICE.

The following questions should be addressed at a minimum:

What in-house method(s) were considered and why were potential in-house method(s) rejected? Is the part of such nature that: it should be done independently of the agency to avoid a conflict of interest; it requires unique or special expertise/qualifications; and/or legal or other special circumstances require use of an outside provider? If services are needed on a continuing basis, describe efforts made to secure services through regular state employment channels? Will agency personnel provide staff support services to the contractor?

7. Name and address of other provider(s) considered to perform the service:

8. Basis for selection of the proposed contractor (explain process used in making decision, i.e., solicitation of proposals, bids, references, and evaluation criteria applied):

9. PLANNED SUPERVISION AND MONITORING OF THE CONTRACTOR'S PERFORMANCE:

a. Name and Title of Responsible Person:

Office and Location:

Telephone Number:

b. Describe the monitoring activities, both programmatic and fiscal, which will be performed including the manner in which monitoring needs will be addressed in the contract to facilitate this activity:

10. SIGNATURES:

PREPARED BY: _____

DATE: _____

RECOMMENDED BY: _____

DATE: _____

Title: _____

APPROVED BY: _____

DATE: _____

Department Head

APPROVED BY: _____

DATE: _____

Director of Purchasing or Designee