



REQUEST TO APPROVE OUTSIDE CONTRACTING

Purpose of form: the college has an obligation not to contract out bargaining unit work of CSEA without providing notice and an opportunity to bargain. In circumstances in which bargaining is required, the district cannot contract the work until the bargaining process is concluded. The purpose of this form is to assist the college in deciding (a) whether the proposed work is "bargaining" unit work, (b) whether the work should be done in-house or contracted out. Only the Vice President for Human Resources, or Campus Counsel, can decide to give notice to CSEA. This form must be approved by a supervisor and transmitted to the Vice President for Human Resources for final action. This form does not need to be completed for any project in which a contract will be awarded by the board of trustees following a formal bidding process.

Person making request:	Department:
Location of proposed work:	
Describe the nature of the work you proposed to contract out:	
Number of hours anticipated to do the work:	
Estimated cost of the work:	\$ _____
Estimated cost of any materials supplied by college:	\$ _____
Date you first become aware of the need for this project:	
Describe any specialized equipment needed for the completion of the project:	
Explain why the project cannot be performed by the college's workforce:	
What process will you use to select an outside contractor?	
Other information necessary to process request:	
Date: _____	Requestor's signature: _____
<input type="checkbox"/> Approved	Print Supervisor's Name: _____
<input type="checkbox"/> Denied	Supervisor's Signature: _____