

Requisition No. \_\_\_\_\_

South Texas College  
Vendor Agreement Information

Department: \_\_\_\_\_

Financial Manager: \_\_\_\_\_

Vendor: \_\_\_\_\_

1. Please explain why this individual was selected and provide a summary of their expertise. How did you find this vendor?
2. Please explain why this individual is the best vendor for these services. Who recommended this vendor?
3. Was research conducted to see if any other persons were available who provide the same type of services?
4. If the individual has provided services to your department in the past. Please include how long.
5. Is the vendor related to someone at the College?
6. Do you know if this individual provides services to other colleges or schools?
7. Is the information or materials presented owned by the individual or other entity? If the latter, did he/she acquire permission to use it?
8. Please have the vendor provide at least three references and/or VITA. Provide one reference check.
9. Please have the vendor initial the agreement on the notification of criminal history section.
10. Please have the vendor initial the agreement on the conflict of interest section.

Completed by: \_\_\_\_\_

Financial Manager: \_\_\_\_\_ Dated: \_\_\_\_\_  
Signature