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## Contracting For Services

### Instructions:

- 1) This form must accompany all service contracts.
  - 2) Type or print legibly.
  - 3) Complete all categories.
  - 4) Provide full explanations, complete descriptions, and/or list all relevant reasons as requested.
  - 5) Inadequately completed forms may be returned to the sender.
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- I. The service(s) cannot be performed in-house by University resources and it is not feasible to obtain temporary or casual hire through the payroll system for the following reasons:

Explain:

- II. Is the contractor an employee of the State of Hawaii or is this firm owned or controlled by an employee of the State (as a legislator, elected or appointed officer, compensated or uncompensated member of a State board or commission, or other employee of the State)? If "yes," please state name of individual and position.
- III. Has the contractor been an employee of the University or the State within the past two years or, is this firm owned or controlled by a former (within the past two years) State employee? If "yes," what was employment termination date, department and position?

NOTE: A "yes" response to either question II or III requires a written justification for the non-competitive award of this contract to be filed with the State Ethics Commission at least ten days before such contract is entered into. If applicable, such justification and clearance by the Ethics Commission must be included in this contract package.

- IV. The Contractor's performance will be monitored by:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

### Certification:

I certify that the information provided herein is true and correct to the best of my knowledge.

\_\_\_\_\_  
Full Name of Principal Investigator, Department Head, or Administrator