



**CONTRACT SUMMARY
TO ACCOMPANY REQUESTS FOR CONTRACT APPROVAL
BEFORE SUBMISSION TO CLERK OF COUNCIL**

Requesting Department or Agency: _____

Name of Contact Person: _____

Telephone Number: _____

Email Address: _____

Initials of Sponsoring Councilmember(s): _____

PROVIDE THE FOLLOWING CONTRACT DETAILS

1. The purpose and need for the contract: _____

2. The parties involved: _____

3. The obligations, expectations, and deliverables of the parties involved: _____

4. The duration of the contract: _____

5. The cost and any fiscal implications of the contract for the City: _____

6. Describe disadvantaged business enterprise (DBE) participation: _____
