

**President's Cabinet Approval
Request for Consulting Services over \$250,000**

Dean or VP signature _____

Date _____

College/Unit name		Expected Total Cost	
Requested by		Contract Start date	
Supplier Name		Contract End Date	

Description of Service and specific deliverables:

Benefit expected from use of consultant (include metrics, dollars savings, and improvements):

Provide historic spend with consultant including cost, scope, and quality assessment of previous work (2 yrs.):

Please state why an internal OSU department could not perform work (i.e. Fisher College Consulting):

Impact if service was not performed:

This completed form and a copy of the proposed contract, engagement letter and/or scope of work should be forwarded to Kelly Des Roches in the Office of Business and Finance at des-roches.1@osu.edu.