

Please submit this form along with all Hospitality Contracts sent to [HospitalityContracts@ucsd.edu](mailto:HospitalityContracts@ucsd.edu). This form helps our team in the review process so we can ensure the appropriate terms and conditions are included for your contract.

## Contact & Fund Information

### Requestor (your information):

First &amp; Last Name:

Email:

Department Name:

Phone Number:

### Fund Manager (approver's information):

First &amp; Last Name:

Email:

### Fund Information:

Index:

Is this Federal Funds?

If **yes, and the expenditure exceeds \$10,000**, additional documentation is required. UCOP<sup>1</sup> requires the Source Selection & Price Reasonableness Justification Form be completed and signed. The form can be found online at: <https://www.ucop.edu/procurement-services/policies-forms/index.html>

## Contract Value

Fill in where applicable, leave blank if field does not apply.

Total Room Block Amount (Total Room Nights: # \* Room Rate/Night: \$ ):

Meeting Room or Venue Rental Fee:

Food and Beverage Minimum<sup>2</sup>:

Audio Visual:

Other (explain):

### TOTAL ESTIMATED CONTRACT VALUE:

If the **total estimated contract value exceeds \$100,000**, additional documentation is required. UCOP<sup>1</sup> requires the Source Selection & Price Reasonableness Justification Form be completed and signed. The form can be found online at: <https://www.ucop.edu/procurement-services/policies-forms/index.html>

Additional details regarding the event (optional – Examples: "Hotel is offering a courtesy block<sup>3</sup>, UCSD does not anticipate paying for any rooms" or "Individuals will be paying their own rooms, UCSD Master Account<sup>4</sup> is only paying F&B amount");

## Contract Details

Do you plan to hire additional third party suppliers for this event?

If yes, please explain:

Please provide a brief overview of the contract and purpose of event. Who is attending this event? What is the purpose of this event? How & why was this supplier selected? If you received quotes from other suppliers, please provide information:

By submitting this form to [HospitalityContracts@ucsd.edu](mailto:HospitalityContracts@ucsd.edu) you confirm you have read the Obligations & Next Steps section on page 2. Check the box to confirm.

## Obligations & Next Steps

By submitting this form to IPPS Strategic Procurement via [HospitalityContracts@ucsd.edu](mailto:HospitalityContracts@ucsd.edu), you are confirming:

- All necessary Department and funding source approvals have been received.
  - Note: Even if the Department does not anticipate any charges to the Master Account<sup>4</sup>, approval and this form is still needed in case disputes arise (e.g. attrition<sup>5</sup> or cancellation charges<sup>6</sup>).
- All contractual terms, obligations, and responsibilities are understood and acknowledged by the Department as well as the individual overseeing the contract. It is the responsibility of the Department to ensure payment is processed timely to the vendor.
  - Note: Procurement is reviewing the contract to ensure compliance with University policies, state, and federal regulations. Specific event details and obligations are the responsibility of the requesting Department. If there are any questions on terms within the contract, please notify Procurement when submitting the request.
- All details on the contract are correct and finalized, including dates, room nights, and specific details relating to the event.

What to expect after submitting documents to [HospitalityContracts@ucsd.edu](mailto:HospitalityContracts@ucsd.edu):

- Procurement will review the contract and make adjustments, if needed. You will receive a signed contract and a contract number within 2-3 business days.
- When you receive a signed contract, please review all changes (if applicable) and ensure you understand all obligations and that event details are correct before forwarding to the supplier.
- Please return a countersigned contract after the supplier has signed. Request that the supplier initial changes (if applicable) to execute the signed copy instead of providing a revised version. If the supplier provides a fully revised contract to incorporate Procurement's changes, there may be a delay as the new contract will require review in full.
- Reference the Contract Number in all future communications relating to this contract.
- Questions regarding payment? See Blink page: <https://blink.ucsd.edu/buy-pay/contract-svcs/hotel-venue-contracts.html>
  - Please submit an ASK case to the Travel Team if further questions regarding payment arise.

<sup>1</sup> **UCOP:** UCOP stands for UC Office of the President and is the University's headquarters. The requirement to complete the Source Selection & Price Reasonableness Justification Form is mandated for the entire UC System.

<sup>2</sup> **Food & Beverage Minimum:** This is the *minimum* obligation the supplier must receive on food and beverage expenditures, and does not include other costs associated with the venue. Keep in mind, the actual F&B spend often times exceeds the minimum amount. The total F&B amount is taxable (tax rate is currently 7.75% in San Diego and La Jolla) and will typically incur a service charge<sup>7</sup> fee (commonly between 20-24%).

<sup>3</sup> **Courtesy Block:** Some hotels will offer a courtesy block, meaning the hotel is blocking the rooms without any obligation for the rooms to be utilized. While completing this form is still required for courtesy block contracts, please be sure to make note on the form if you believe the contract is a courtesy block to ensure Procurement can review accordingly.

<sup>4</sup> **Master Account:** Defined as the UC San Diego Department's account. For example, for a hotel room block where the individuals are paying their own guest rooms, the room block amount would not apply to the Master Account.

<sup>5</sup> **Attrition:** Defined as the minimum obligation of the reserved total number of room nights that must be booked. This is typically associated with hotel room block contracts. For example, if a hotel room block is for a total of 50 guest rooms and the contract has 90% attrition, this means the group is required to fill at least 45 guest rooms (90% of 50 guest rooms). With this example, if 40 guest rooms are booked, the Department is contractually obligated to pay the hotel for 5 rooms.

<sup>6</sup> **Cancellation Charges:** Defined as the amount of money the Department will owe to the hotel or supplier if the event is cancelled after executing the contract. Typically contracts will define various timeframes and amounts owed depending on when the cancellation occurs.

<sup>7</sup> **Service Charge:** Most contracts containing food and beverage, or some form of service, will have a service charge noted as a percentage. Typically the service charge is taxable.