

**CONTRACT COVERSHEET ADDENDUM
CERTIFICATION OF CONSULTANT NEED**
(Texas Government Code 2254)

Instructions: This coversheet addendum is to be completed by the university employee (requesting authority) who is considering consulting services and will be executing the consulting contract. Return signed certification with Contract Coversheet.

As Requesting Authority I certify that:

- a. There is a substantial need for these consulting services.
- b. The University cannot adequately provide the services with its own personnel or obtain a contract with a state governmental agency.
- c. A selection process has been employed to secure the most qualified person available.
- d. The charge is appropriate considering the qualifications of the consultant, his/her normal charges, and the nature of the services rendered.
- e. Written or oral report(s) will be provided by the consultant as part of this agreement.

Signature of Requesting Authority

Date