



SALT LAKE COUNTY
Contracts and Procurement Division

REV 09.15.20

SPEAKER REQUEST

- * LESS THAN OR EQUAL TO \$10,000: Speaker Request Form is not required.
- * GREATER THAN \$10,000: Must be approved by Contracts and Procurement prior to purchase.

Date: _____

Note: Please click on the fields to insert your information. Complete all fields below. Requests missing information will be rejected and returned to requestor for completion. Upon completion of this form, please email it to slco-purchasing@slco.org.

The procurement of speakers to provide a speech or lecture is appropriate when the speaker possesses a high degree of subject matter expertise, knowledge, or specific experience appropriate to a county agency; or if it otherwise qualifies under County Ordinance 3.20.030 A.(6)(L).

It is anticipated the procurement will result in a (check one):

Purchase order: Enter requisition in PeopleSoft. Attach this form and speaker quote

County prepared contract: Email this form and speaker quote to slco-purchasing@slco.org

Speaker prepared contract: Email this form with the speaker contract to slco-purchasing@slco.org

Department requesting authorization:

Division:

Division contact and title:

Division contact email address:

Division contact phone number:

Event where speaker is needed, including date(s) of event:

Recommended speaker:

Costs: Professional fee:

Expense reimbursement, if allowed:

Speaker contact person:

Speaker contact email address:

Speaker contact phone number:

Speaker address, including zip code:

Supplier number:

Submit a completed Supplier Management Form if no vendor number exists.



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Complete all fields below and include as much detail as possible:

GENERAL INFORMATION

- 1 Describe the conference, event, or function for which services are proposed:
2 Explain the expertise, knowledge or specific experience of the requested speaker:
3 Has this speaker been used by the County before?
4 Attach a copy of all documentation such as a quote, speaker prepared contract, etc., that have been submitted by the potential speaker.
5 Complete disclosure must be included with this request if the requestor has any personal, financial or fiduciary relationship with the recommended supplier

NOTE: By signing, the agency is certifying the information is accurate. Final decision will be determined by Contracts and Procurement.

Requested by:

Buyer Recommendation:

Agency Signature Date

Title:

Approved:

Purchasing Agent Date

Buyer Signature Date