

DAS EGS-Procurement Services
 1225 Ferry St. SE - 2nd Floor U140 Salem,
 OR 97301
 Phone (503) 378-4642 - Fax (503) 373-1626
DAS.PS.ContractServices@oregon.gov

Requesting Start Date

Contract Services Use Only

CSR #
 Received

Please send completed form (including the Agency's required signatures) to the fax, e-mail or physical address listed above

Contract Services Request Form (CSR)

Requesting Agency Name PCA Code Object Code
 Agency Contract Admin Phone #
 Agency Subject Matter Expert Phone #
 Agency Contract Coordinator Phone #
 Description of Product or Services Requesting

Job Type: Please only 1 Job Type per CSR Form and complete appropriate section below New Renewal Amendment Review Discontinue Service

NEW

Product Type Will you want extension or renewals? No Yes, # of years
 Est. Initial Contract Value Est. Potential Contract Value (including renewals)
 Proposed Expiration Date Vendor Name (if known)

RENEWAL

Est. Renewal Value Prior CSR # (if known) ORPIN # (if known)
 Vendor Name **Renewal Period** Start End

AMENDMENT

Proposed Expiration Date Prior CSR # (if known) ORPIN # (if known)
 Vendor Name
 Est. Amendment Value Est. Potential Contract Value (including Amendments & Renewals)

REVIEW

T&C's
 Other
 Please Description

DISCONTINUE SERVICE

Effective Date Prior CSR # (if known)
 Vendor Name

Agency Signatures

Authorized Budgetary	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Print	Sign	Date
Section Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Print	Sign	Date