

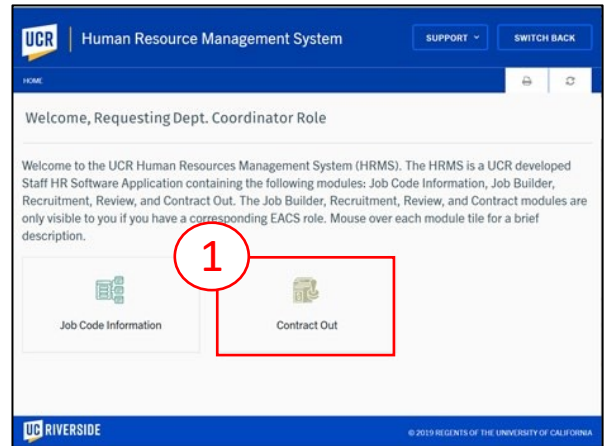
Initiate a Contracting-Out Non-Emergency Justification Request

The following steps are required to initiate a Contracting Out Non-Emergency Justification Request.

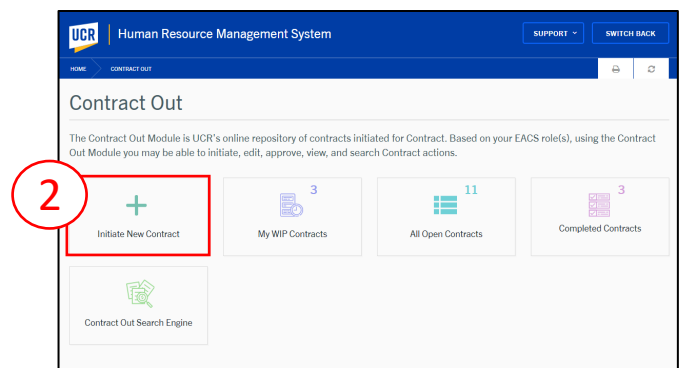
Navigation: R'Space > HRMS > Contract Out

Requesting Department Coordinator Role

1. From the HRMS Gateway page, click the **Contract Out** tile.



2. The Contract Out landing page displays. Click the **Initiate New Contract** tile.



3. The **Initiate a New Contract Out Request** displays

- Check the **"I have consulted with Labor Relations about this Contract Out request"** box
- Select **Requesting Department**
- Select **Service Department**
- Select **"It is not an emergency or other option qualifying for expedited review (Labor Relations concept approval required)"**.
- Upload the concept approval attachment and then enter Pre-approval comments
- Click the **Create the Contract Out Request**

- Once the Create Contract Our Request has been submitted the Contract Out landing page displays. Click the **Click to expand** icon to expand the **Required Fields Banner** to display all the fields for this role. Click on the **Contract Out Certification** button. Click on the Justification tab or **Next Section** tab to proceed.

- The Justification page displays. Select one of the available justification exceptions. Once selected, you will be required to enter the details about the situation that supports the justification. Click on the **Supplier Information** tab or **Next Section** tab to proceed.

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CONTRACT OUT CERTIFICATION
JUSTIFICATION
SUPPLIER INFORMATION
SERVICE INFORMATION
SERVICE DEPARTMENT RESPONSE
WAGE PARITY
PROCUREMENT
CONTRACT OUT ATTACHMENTS
CONTRACT OUT COMMENTS
REVIEW & SUBMIT

Justification

The following provisions set forth the only circumstances in which services customarily performed by bargaining unit employees may be contracted out. Contracting out should be used sparingly and treated as an option of last resort to address temporary needs, not as a means to replace employees with contractors.

Which of the following exceptions do you feel best represents the justification for contracting out (only one can be selected)?

☐ **Emergency:** The services are needed to address an actual emergency. An emergency may include, but is not limited to, the need to prevent the stoppage of university operations or to ensure continuous operations at the university medical centers. This includes danger to any building or person.

☐ **Quantity:** The employees capable of providing the required services are not available at the University location in sufficient quantity or do not possess the necessary level of expertise, or the services cannot be performed satisfactorily by University employees, or the services are of a specialized or technical nature and the expertise, knowledge, ability and/or equipment required is not available internally. This provision shall be interpreted narrowly and shall not be relied upon to avoid reasonable efforts to hire and train sufficient numbers of University employees.

☐ **Lease:** The services are incidental to a contract for the purchase or lease of real or personal property. This includes services that are to be provided on property that the university has leased to or from a third party or through public private partnerships. This does not include arrangements where the university maintains operational control.

☐ **Occasional:** The services are of such an urgent, temporary, or occasional nature that the delay resulting from their performance by university employees hired under the university's regular or ordinary hiring process, or the inefficiencies or difficulties in utilizing university employees, would frustrate the university's goals giving rise to the need for the services. This provision shall be interpreted narrowly and shall not be relied upon to justify the ongoing use of temporary workers.

☐ **Equipment or Location:** The contractor will provide equipment, materials, facilities, or support services that could not be provided feasibly in the location where the services are to be performed. Services at remote facilities, which are those not within a 10-mile radius of a university campus, medical center, or Laboratory, may fall within this exception.

☐ **Clinical:** The services are performed by registry personnel in its clinical operations to address short-term staffing needs, including circumstances where the university's reasonable recruitment efforts to hire are unable to satisfy ongoing staffing needs.

[< Previous Section](#)
[Next Section >](#)

- The Supplier Information page displays. Complete the fields by first Indicating if you/staff are affiliated with the supplier. Then choose a supplier. **Note if the supplier is not listed, slide the **Enter Manually** slider to the right and complete all the supplier information sections.* Click on the **Service Information** tab or **Next Section** tab to proceed.

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Requesting Department Coordinator
Service Department Coordinator
HR Compensation Analyst
Department CAO/CFAO
Department Chair/Head/D
HR Labor Relations
HR Talent Acquisition
Central HR (AVC)
Planning and Budget (VC)
Procurement
History

CONTRACT OUT CERTIFICATION
JUSTIFICATION
SUPPLIER INFORMATION
SERVICE INFORMATION
SERVICE DEPARTMENT RESPONSE
WAGE PARITY
PROCUREMENT
CONTRACT OUT ATTACHMENTS
CONTRACT OUT COMMENTS
REVIEW & SUBMIT

Supplier Information

Are you/staff affiliated with the supplier? ☐ Yes ☒ No

Supplier

Choose a supplier

0000089480 - STAFF PRO INC, FULLERTON, CA

☒ Enter Manually

Supplier Name

Supplier Email

Supplier Representative

Supplier Phone Number

Supplier Address 1

Supplier Address 2

Supplier City

Supplier State

Supplier Zip Code

[< Previous Section](#)
[Next Section >](#)

7. The Service Information page displays. Complete the Service Information tab fields. **Note requests equal to or over \$100,000 require HR Talent Acquisition, Central HR (AVC) and Planning and Budget (VC) approval. *Note The Service Department Response, Wage Parity and Procurement tabs will be completed by other roles. Click on the **Contract Out Attachments** tab. The Upload Request for Quote tab will display. *Note Comments are optional.*

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- JUSTIFICATION
- SUPPLIER INFORMATION
- SERVICE INFORMATION**
- SERVICE DEPARTMENT RESPONSE
- WAGE PARITY
- PROCUREMENT
- CONTRACT OUT ATTACHMENTS**
- CONTRACT OUT COMMENTS
- REVIEW & SUBMIT

Service Description:
Describe the service being provided and the specific work duties being performed by each of the people (supplier position titles) providing the service.
The department is hosting a big event where extra security will be needed. This will include security personnel to provide security services. 2858 characters remaining

Is the work site 10+ miles from Main UCR Campus or UCR property? ☐ Yes ☒ No

Service Site: UCR Main Campus Service Building: A. GARY ANDERSON HALL 1

Requested Term of Service: Enter Begin Date (MM/DD/YYYY)
1/7/2022 Enter End Date (MM/DD/YYYY)
1/7/2022

This is a new service or extension to existing service?: ☒ New ☐ Extension

Dollar Value of service quoted by supplier: Enter dollar value here
5000

Annual Estimated Dollar Value of service quoted by supplier: Enter annual estimated dollar value here
5000

Supplier Pricing

Vendor Head Count	Estimated Hours (Per Vendor Head Count)	Estimated Supplier Hourly Rate (Per Vendor Head Count)	Supplier Position Title	Actions
25	8	\$25.00	Security Guard	✎ ✖

Add

Previous Section
Next Section

Previous Section
Next Section

✓

Requesting Department Coordinator
Service Department Coordinator
HR Compensation Analyst
Department CAO/CFAO
Department Chair/Head/Dean
HR Labor Relations
HR Talent Acquisition
Central HR (AVC)
Planning and Budget (VC)
Procurement

History

- CONTRACT OUT CERTIFICATION
- JUSTIFICATION
- SUPPLIER INFORMATION
- SERVICE INFORMATION
- SERVICE DEPARTMENT RESPONSE
- WAGE PARITY
- PROCUREMENT
- CONTRACT OUT ATTACHMENTS**
- CONTRACT OUT COMMENTS
- REVIEW & SUBMIT

Contract Out Attachments

Maximum size per file is 10MB

Drop a single file to upload.
(or click)

Uploaded Attachments

File	Type	Attachment Title	Uploaded By	Date Uploaded	Comments	Action
Concept Approval.docx	Concept Approval	Initial Concept Approval	Ana Kafie	12/29/21 12:59 PM		✎ ✖

Previous Section
Next Section

Upload Request for Quote.docx

Type (Required)
Request For Quote

Title (Required)
Supplier Request for Quote

Comments
Attached supplier quote

Save

CONTRACT OUT CERTIFICATION

JUSTIFICATION

SUPPLIER INFORMATION

SERVICE INFORMATION

SERVICE DEPARTMENT RESPONSE

WAGE PARITY

PROCUREMENT

CONTRACT OUT ATTACHMENTS

CONTRACT OUT COMMENTS

REVIEW & SUBMIT

Contract Out Comments

Enter your comments here
Comments are not required, but highly recommended.

3950 characters remaining

Add Comment

Ana Kafie 12/29/2021 12:59:32 PM
Concept Approval for Non-Emergency Contract Out Initialization

I have consulted with Labor Relations and have uploaded the Concept Approval email.

Previous Section

Next Section

8. Click on the **Review and Submit** tab. Click on the + icons to review what will be submitted. Click on **Contract Out Actions Option** dropdown.

- The Contract Out dropdown displays.
- Select **Submit to Service Department** Option **Note the user has the ability to check out this request to any UCR employee with a NetID for view only purposes.*
- A pop-up box will display. Enter comments (required).

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Contract Out

Contract ID: 23017750 | Requesting Department: D01039 - School of Business | Service Department: D01123 - Security Services

Cancel Contract Out

Back

Previous

Contract Out Action Options

History

Requesting Department Coordinator

Service Department Coordinator

HR Compensation Analyst

Department CAO/CFAD

Department Chair/Head/D

HR Labor Relations

HR Talent Acquisition

Central HR (AVC)

Planning and Budget (VC)

Procurement

CONTRACT OUT CERTIFICATION

JUSTIFICATION

SUPPLIER INFORMATION

SERVICE INFORMATION

SERVICE DEPARTMENT RESPONSE

WAGE PARITY

PROCUREMENT

CONTRACT OUT ATTACHMENTS

CONTRACT OUT COMMENTS

REVIEW & SUBMIT

Review & Submit

Justification

Supplier Information

Service Information

Service Information

Service Description:
Describe the service being provided and the specific work duties being performed by each of the people (supplier position titles) providing the service. The department is hosting a big event where extra security will be needed. This will include security personnel to provide security services.

3858 characters remaining

Is the work site 10+ miles from Main UCR Campus or UCR property?

☐ Yes ☒ No

Check Out Contract Out

Submit to Service Department

Contracting Out – Justification Application Request (Rev. 12.09.21)

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Click on **Submit to Service Department**.

Submit to Service Department

Comments (Required)

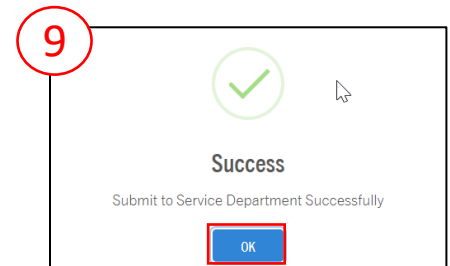
Please review this request at your earliest convenience.

3444 characters remaining

Submit to Service Department

Close

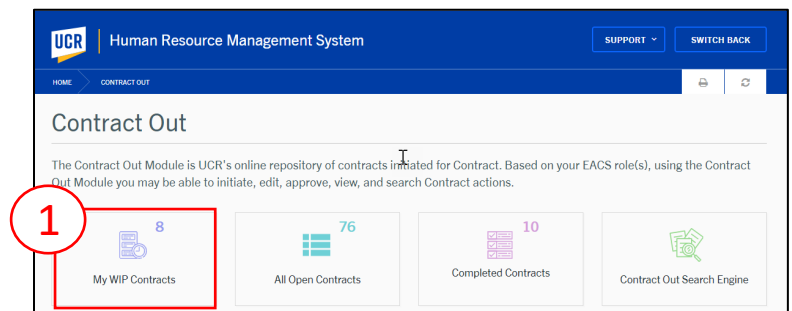
- A pop-up box appears indicating the request has successfully been submitted to the Service Department. Click on **OK**. An email notification will be sent to all associated users that request is now in the Service Department queue.



Service Department Coordinator Role

Navigation: R'Space > HRMS > Contract Out

- Click on the **My WIP Contracts** tile.



- The My WIP Contract page displays. Click on the pencil icon under the actions column.

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Contract ID	Requesting Department	Service Department	Routing Queue	Request Initiated Date	Actions
23017750	School of Business (D01039)	D01123 (Security Services)	Service Department Coordinator	12/29/2021	
23008302	School of Business (D01039)	D01123 (Security Services)	Service Department Coordinator	11/29/2021	
22999230	SOM Compliance (D02010)	D01123 (Security Services)	Service Department Coordinator	11/02/2021	
22998494	SOM Compliance (D02010)	D01123 (Security Services)	Service Department Coordinator	11/02/2021	

- The Contract Out page displays. Click the **Click to expand** icon to expand the **Required Fields Banner** to display all the fields that must be completed for this role. Click on the **Contract Out Certification** button. Review the **Justification, Supplier Information and Service Information** tabs. Once these tabs have been reviewed click on the **Service Department Response** tab.

3

- The Service Department Response page displays. Answer the two questions along with entering a comment (required). **Note The Wage Parity and Procurement tabs will be completed by other roles. Attachments and comments are optional.*

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5. Click on the **Review and Submit** tab. Click on the + icons to review what will be submitted. Click on **Contract Out Actions Option** dropdown.

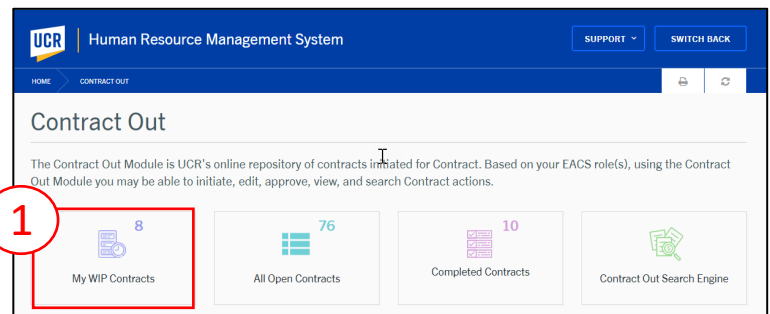
- The Contract Out dropdown displays.
- Select the **Accept Contract Out Request or Return Contract Out**. **Note the user has the ability to Return Contract Out Request to Requesting Department for additional information or check out this request to any UCR employee with a NetID for view only purposes.*
- A pop-up box will display. Enter comments (required). Click on **Accept Contract Out Request**.

6. The request has successfully been submitted to the Compensation Analyst. Click on **OK**. An email notification will be sent to all associated users that the request is now in the HR Compensation Analyst queue.

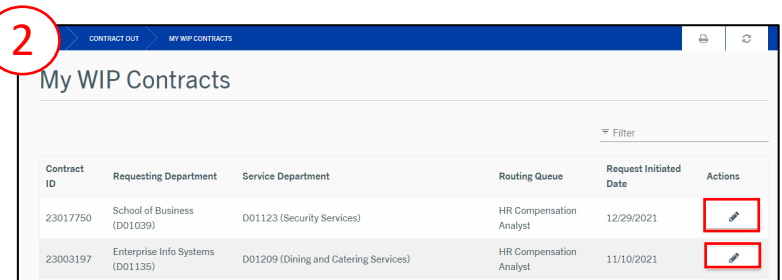
HR Compensation Analyst Role

Navigation: R'Space > HRMS > Contract Out

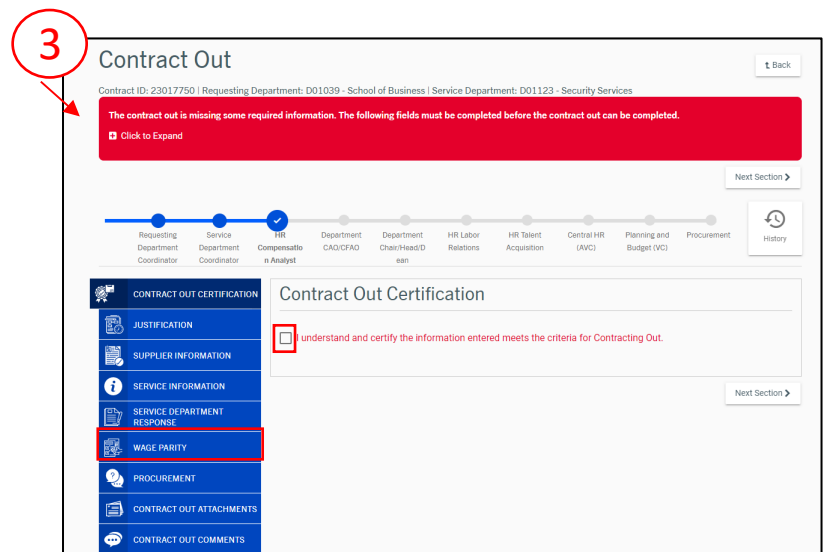
1. Click on the **My WIP Contracts** tile.



2. The My WIP Contract page displays. Click on the pencil icon under the actions column.



3. The Contract Out page displays. Click the **Click to expand** icon to expand the **Required Fields Banner** to display all the fields for this role. Click on the **Contract Out Certification** button. Review the **Justification, Supplier Information Service Information and Service Department Response** tabs. Once these tabs have been reviewed click on the **Wage Parity** tab.



4. The Wage Parity page displays. Complete the information on this page. **Note The Procurement tabs will be completed by other roles. Attachments and comments are optional.*

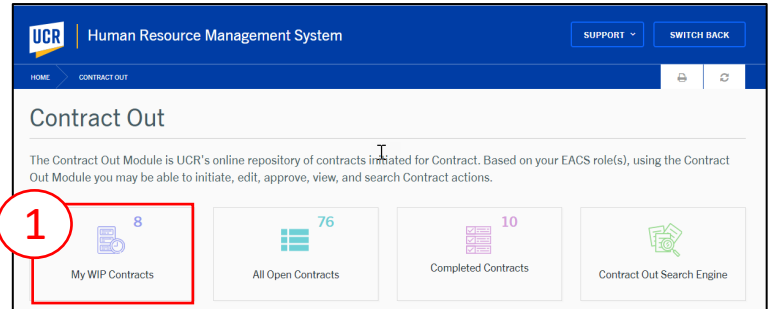
5. Click on the **Review and Submit** tab. Click on the + icons to review what will be submitted.
 - a. Click on **Contract Out Actions Option** dropdown. The Contract Out dropdown displays.
 - b. Select the **Approve Wage Parity or Return Contract Our Request to Requesting Department** for additional information **Note the user has the ability to check out this request to any UCR employee with a NetID for view only purposes.*
 - c. A pop-up box will display. Enter comments (required). Click on **Approve Wage Parity**.

6. The request has successfully been submitted to the Department CAO/CFAO. Click on **OK**. User will receive confirmation email that request is now in the Department CAO/CFAO queue.

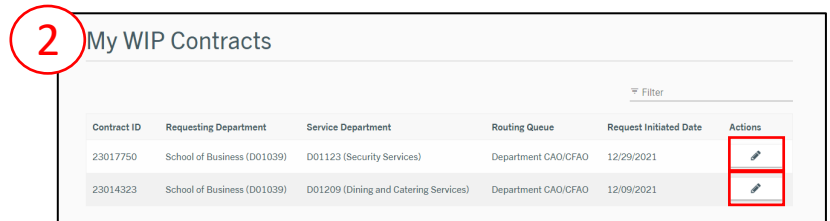
For the following roles the steps below will be followed: Department CAO/CFAO, Department Chair/Head/Dean, HR Labor Relations, HR Talent Acquisition, Central HR (AVC) and Planning and Budget (VC). **Note only requests equal to or over \$100,000 require HR Talent Acquisition, Central HR (AVC) and Planning and Budget (VC) approval.*

Navigation: R'Space > HRMS > Contract Out

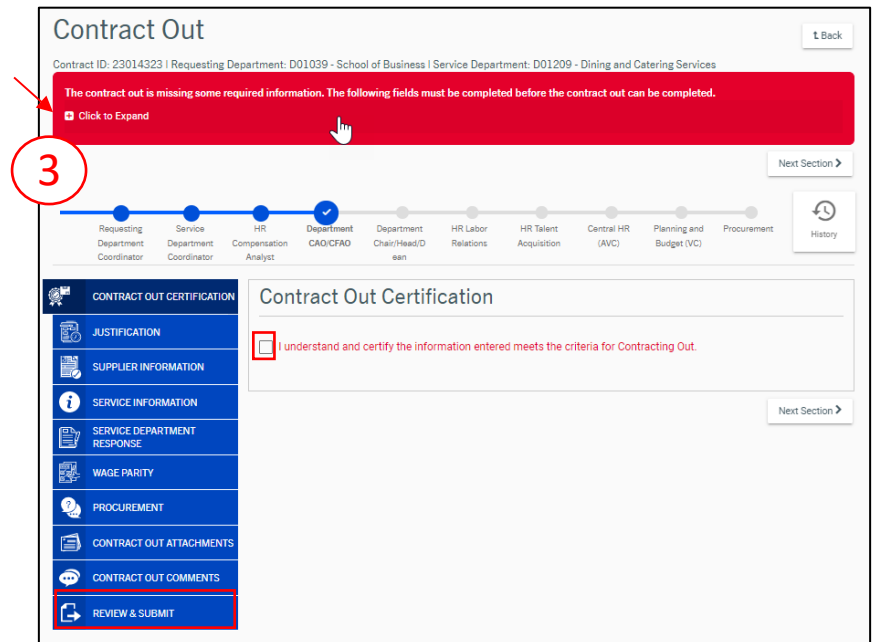
1. Click on the **My WIP Contracts** tile.



2. The My WIP Contract page displays. Click on the pencil icon under the actions column.



3. The Contract Out page displays. Click the **Click to expand** icon to expand the **Required Fields Banner** to display all the fields for this role. Click on the **Contract Out Certification** button. Review the **Justification**, **Supplier Information Service Information**, **Service Department Response** and **Wage Parity** tabs. During the review process these roles can view and add comments and attachments. Once these tabs have been reviewed click on the **Review & Submit** tab.



4. Click on the **Review and Submit** tab.
Click on the + icons to review what will be submitted.

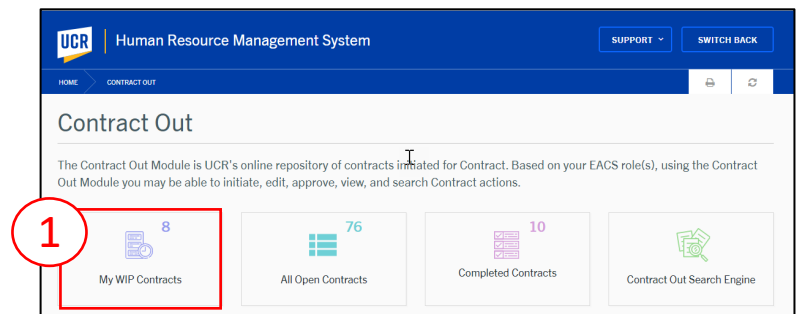
- a. Click on **Contract Out Actions Option** dropdown. The Contract Out dropdown displays.
- b. Select the **Approve** *Note the user has the ability to check out this request to any UCR employee with a NetID for view only purposes.
- c. A pop-up box will display. Enter comments (required). Click on **Approve**.

5. The request has successfully been submitted to the Department CAO/CFAO. Click on **OK**. User will receive confirmation email that request is now in the Department CAO/CFAO queue. An email notification will be sent to all associated users that the request is now in the next role's queue.

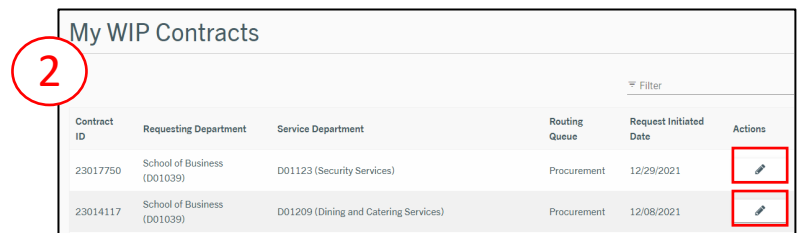
Procurement Role

Navigation: R'Space > HRMS > Contract Out

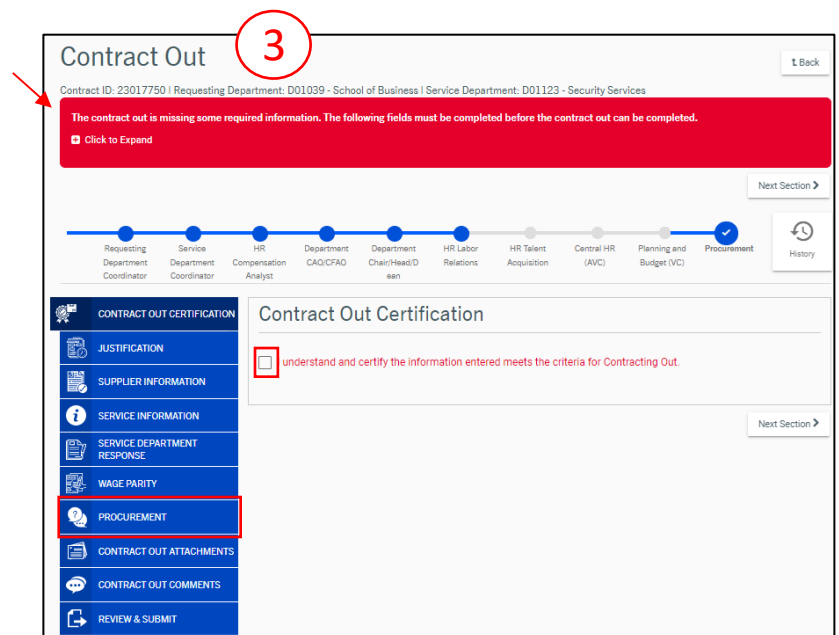
1. Click on the **My WIP Contracts** tile.



2. The My WIP Contract page displays. Click on the pencil icon under the actions column.



3. The Contract Out page displays. Click the **Click to expand** icon to expand the **Required Fields Banner** to display all the fields for this role. Click on the **Contract Out Certification** button. Review the **Justification, Supplier Information Service Information, Service Department Response and Wage Parity** tabs. Click on the **Procurement** tab.



4. The Procurement page displays. Answer the following questions displayed on the page. Attachments and comments are optional.

5. Click on the **Review and Submit** tab. Click on the + icons to review what will be submitted.
 - a. Click on **Contract Out Actions Option** dropdown. The Contract Out dropdown displays.
 - b. Select the **Approve** *Note the user has the ability to check out this request to any UCR employee with a NetID for view only purposes.
 - c. A pop-up box will display. Enter comments (required). Click on **Approve**.

6. The request has successfully been approved. Click **OK**. The process has ended. This request can be located under completed contracts tile on the Contract out homepage.