

**Overview:** This form is used to obtain departmental review and approval to contract for AFSCME Covered Services.

There are several University restrictions limiting UC's ability to contract AFCSME covered work, prior to initiating this form, please refer to the [Contracting Out For Services webpage](#) for more information.

Contracting out should be used sparingly and treated as an **option of last resort**. Departments are **required** to explore all options for completing work with in-house before considering or requesting to contract the work.

**Covered services** include work customarily performed by bargaining unit employees, whether in whole or in part, including but **not necessarily limited** to the following services:

- Transportation and Parking Service
- Food Services
- Security Services
- Grounds Keeping
- Cleaning/Custodial/Janitorial/Housekeeping Services
- Patient Care/Health Center Staff (Vocational Nursing),
- Laundry Services
- Billing and Coding Services
- Medical imaging or other medical technician services

#### **Instructions:**

- Step 1** Requester completes Section 1–4 providing a **detailed** justification for why contracting for services is the **option of last resort** and identify the applicable exemption(s) on the form. Failure to provide detailed justification may cause delays in the review process.
- Step 2** Department routes request to [laborrelations@ucmerced.edu](mailto:laborrelations@ucmerced.edu) to complete **Section 4** of the form before submitting Procurement request.
- Step 3** Requester submits requisition or ServiceNow request with the signed and completed Contracting Out Justification Form (COJF) as an attachment.



I. Department Information			
<b>Request Type</b>			
<input type="checkbox"/> New Request <input type="checkbox"/> Extension/Renewal of Existing Service <input type="checkbox"/> Emergency Service Request If this is an Emergency Service Request, has the work been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Contract Term:			
Department:		Requestor Email:	
<b>Requestor</b>	Name	Signature	Date
<b>Approver</b>	Vice Chancellor/ Department Dean	Vice Chancellor/ Department Dean Signature	Date

II. Limited/Exigent Circumstance: Identify carve-out that may apply under Policy 5402	
<p>The following provisions set forth the only circumstances in which services customarily performed by bargaining unit employees may be contracted out. <b>Contracting out should be used sparingly and treated as</b> an option of last resort to address temporary needs, not as a means to replace employees with contractors. Reduced cost is not an acceptable justification. By requiring wage and benefit parity in any contract for covered services, there will be no cost advantage to the university. Please indicate which of the following apply.</p>	
	(1) 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.
	(2) 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.
	(3) 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.

	(4) 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.
	(5) 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.
	(6) 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.

**III. Explanation of qualifying Circumstances**

<p>Please explain in detail why this work cannot be done with UC staff</p> <p>Provide a detailed explanation of all staffing options considered (e.g. overtime, out-of-class assignment, limited term appointment) and why they are not feasible</p>	
<p>Will any UC staff be displaced, i.e., laidoff, as a result of this RFP/Contract?</p>	
<p>Explain rationale for selection/qualifying circumstances (please attach additional documents as needed)</p>	
<p>Document your effort to in-source service, including identifying if alternatives were considered before contracting (please attach additional documents as needed)</p>	

Please attach any additional documentation that you believe would assist us with understanding your needs.

IV. Type of Service			
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Food Services	<input type="checkbox"/> Laundry Services
<input type="checkbox"/> Grounds-keeping	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Transportation	<input type="checkbox"/> Parking Services
<input type="checkbox"/> Security Services	<input type="checkbox"/> Billing/Coding	<input type="checkbox"/> Sterile Processing	<input type="checkbox"/> Medical Imaging
<input type="checkbox"/> Hospital Assistant Services	<input type="checkbox"/> Nursing Assistant Services	<input type="checkbox"/> Medical Technician Services	<input type="checkbox"/> Other
<b>Explain the scope of work:</b> Provide detailed description of services, why this service is required and where services are to be performed; include type of work and job duties ( <b>be very specific</b> ). If employees on our campus perform this kind of work, please identify job titles.			
Building Name and/or Location of work to be performed:			
Is this building SB 820 restricted? ( <b>Please refer to Attachment A for listing</b> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Is this a new facility?  Check "yes" if the covered services will be performed in a building or other facility that is new to UC - includes newly built, buildings that have been renovated, & buildings purchased in the current year.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please list the job title that most closely aligns with this service:			

V. Labor Relations Review		
<b>Wage and Benefit Parity</b>		
Job Title:	Hourly Rate (per hour):	
Pension Parity (per hour):	Benefits Parity (per hour):	Total UC Cost (per hour):
<b>Union Notification</b>		
<input type="checkbox"/> Union Notification required due to: <ul style="list-style-type: none"> <li><input type="checkbox"/> extending or renewing a contract valued at over \$100,000 ; or</li> <li><input type="checkbox"/> an RFP for a covered service</li> </ul> <input type="checkbox"/> Union Notification not required		
Labor Relations Signature:	Printed name:	Date:

**VI. Contract Information (to be completed by Procurement)**

Proposed Service Provider	
Is the proposed provider a certified small and/or diverse business?	<input type="checkbox"/> Small Business <input type="checkbox"/> Minority Business Enterprise <input type="checkbox"/> Veteran-owned <input type="checkbox"/> Women-Owned Small Business <input type="checkbox"/> Service Disabled Veteran Owned
Estimated contract amount (for life of the contract)	
Actual contract amount provided by Procurement once agreement is final if different than estimate above	
Purchase Order #	

Attachment A  
**SB 820 Restricted Buildings**

Administration Building  
Arts and Computational Sciences  
Bellevue Loading Dock  
Biomedical Sciences & Physics  
Castle 1200  
Castle 1201  
Central Plant  
COB 1  
COB 2  
COB 3  
El Portal  
Glacier Point  
Granite Pass  
Haz Mat Facility  
Leo Kolligian Library  
Sentinel Rock  
Student Services Building  
Sustainability Research and Engineering  
Medical Education Building