**DMS Tenant Broker Contract (DMS 22/23-007) Appendix 3:**

**Credit Hour Direct Order Request & Approval Form**

The Tenant Brokers and the Eligible Users shall use this form to define and confirm the scope of work/ services; propose the approach and work products to be delivered, as well as the credit hours that will be used to provide them; and provide authorization to provide the requested work or services.

If additional space is required to provide necessary detail and specificity within sections A or B below, other documents may be included within these section by explicit reference therein.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requested Service** | | | | |  | |
| **A.** **Summary of Desired Work Product(S) / Service(S)** | | | | |  | |
| ***Eligible User Information*** | [Name Position/Title Agency] | | | |  | |
| ***Short Descriptive Title for Work*** |  | | | |  | |
| ***Scope of Work*** | [Brief overview of services being requested] | | | |  | |
| ***Specific Milestones or Deliverables*** |  | | | |  | |
| ***Period of Performance*** |  | | | |  | |
|  | | | | |  | |
| **B.** **Tenant Broker Proposal to Accomplish Work** | | | | |  | |
| ***Proposed Work Breakdown*** |  | | | |  | |
| ***Proposed Credit Hours*** |  | | | |  | |
| ***Allocated*** |  | | | |  | |
| ***Proposed Timeline*** |  | | | |  | |
| ***Tenant Broker Information*** | [Name and Position/Title Company] | | | |  | |
|  | | | | |  | |
| **C.** **Agency Authorization to Proceed** | | | | |  | |
| ***Approved to Proceed*** | Yes | | | No |  | |
| ***Date*** |  | | | |  | |
| ***Approver’s Name & Signature*** |  | | | |  | |
|  | | | | |  |
| **D.** **DMS Acceptance & Authorization to Proceed** | | | | |  |
| ***Approved to Proceed*** | | Yes | No | |  |
|  |
| ***Date*** | |  | | |  |
| ***Approver’s Name & Signature*** | |  | | |  |