



Greater Los Angeles
Veterans
 Research & Education
 Foundation

Request for Services of an Independent Consultant

Please complete the following items as they apply and forward the information to GLAVREF.

Name of Consultant:

Address:

Describe the work to be performed and the expected results:

Provide supporting evidence to demonstrate the essential nature of the services to be provided, and offer an explanation as to why the work cannot be carried out by an existing employee:

Please provide a description of the qualifications that the consultant possesses in order to effectively perform the required services. Additionally, please attach their current CV or resume to further support their qualifications:

Dates of Service: From: To:

Proposed compensation: Fee: For: Total Cost:

Please provide detailed description of services and payment terms for those services:

Provide a completed W9, Request for Taxpayer Identification Number and Certification. If services are to be performed on VAGLAHS campus, WOC is required.

Payment will be made upon receipt of invoice detailing the services performed. **No work can begin until this agreement is fully approved and executed.**

Signature/Approval

| | | | |
|--|------|---------------------------------------|--------------|
| Consultant | Date | GLAVREF Project # | VA Project # |
| Social Security # | | Principal Investigator | Date |
| If non-US citizen, please provide Visa | | Service Chief (for VA Employees Only) | Date |
| | | GLAVREF Executive Director | Date |

Note: If you are requesting consulting services currently performed by a VA employee, the signature of the Service Chief is required as documentation that all work will be performed outside their tour of duty.

Greater Los Angeles Veterans Research & Education Foundation

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