

UFIT NEW AUXILARY SERVICE OFFERING REQUEST

Requests for a new service offering must be approved by Barb Sedesse. This will allow the service to be reviewed by appropriate staff for feasibility, as well as ensure it will operate in accordance with federal cost principles and university policies.

Some of the questions to be answered before, and other items that may need clarification during the review process are as follows:

1. What is the description of the service and the justification of how the service meets the core mission of the UFIT unit?

2. Will the service be created in the service catalog? Yes No

3. Who is the end user of this service, and who will receive the greatest benefit of this service (students, faculty, staff and/or the public)?

4. What is the Cost vs. Benefit to UF?

5. Is this a sustainable service (will it be billable for an extended period > 1 year)? Yes No

6. Are the costs fully recoverable/self-supporting, or subsidized in any way by UFIT or UF?

7. How long until you reach breakeven?

8. Are there any special federal regulations regarding contract or grants that must be complied with related to the service itself, pricing, or funding sources used for payment?

9. Equipment/Infrastructure:

a. What type of infrastructure or software assets will be required to provide the service?

b. Will existing infrastructure or software assets be used? Yes No

If yes, will there be any additional costs to upgrade or modernize the current assets, and what impact will the proposed new service have on the availability of these resources for existing services?

c. Will there be any start-up costs, or other long or short-term investments required to purchase new infrastructure or software assets?

10. Staffing:

a. What type of employees are required to provide all work directly related to the new service (technical, administrative, billing support, fiscal)?

b. Will additional employees be hired or will existing staff only be used?

c. If existing employees are used, how will this impact their current workload?

d. What classification will they be (OPS, TEAMS, Contractors etc.)

e. What type of funds will be used to pay their salaries/fringe?

11. Service Provisioning

a. What is the Proposed Rate Schedule? It should explain how billing rates are calculated by providing a breakdown of anticipated direct and indirect costs including any overhead/facilities costs, salaries.

b. Will prices be per unit, labor hours, unit of output, etc.?

12. What is the detailed annual budget for anticipated expenses and revenues?

13. What are the proposed steps in the service provisioning process (request service, provide quote, place order, work complete, charges entered/billed, payment collection, etc.)?

14. How is the service accepted by the customer? By a quote/contract/MOU?