



## Facilities Purchasing Contractor Application Instructions

Revised 4/23/2018

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Dear Potential Contractor:

Thank you for your interest in becoming a contractor to Yale University. Yale encourages all contractors, including local, small, and diverse to complete this application package and return it to [contractorapplication@yale.edu](mailto:contractorapplication@yale.edu).

Yale appreciates the value that good contractors bring to the University, New Haven, and the local community, and encourages you to reach out to local diverse residents as staffing and apprentice opportunities arise in your company.

Yale has minimum requirements for new contractors, and our application package addresses them with our contractor questionnaire, background check form, insurance requirements, and SBA self-certification form.

Once you complete and return the application package, it will be reviewed and matched to our current needs. Contractors meeting our requirements and needs will be asked to come in for an interview with Yale Purchasing and/or Project Management. Those contractors who successfully complete the interview process will be added to our approved contractor list and allowed to bid on future projects in accordance with the policies and procedures of our bidding system.

Should you have any questions about the documents or process, please contact [contractorapplication@yale.edu](mailto:contractorapplication@yale.edu).

Sincerely,

Yale Procurement Department