

| Field Name | Field Type | Required? | When Does It Show Up? | List Values | Which Other Questions or Actions are Triggered? |
|---|---|-----------|--|--|--|
| GENERAL QUESTIONS | | | | | |
| Short Project Description (e.g. "Vendor to Create Encryption Education Videos" or "SAAS Financial Planning Tool" or "New Default Search Provider in Africa") | Text Box | Yes | Always | NA | None |
| Who Will Be Managing the Relationship? | Auto-filled with reporter's name or email address, but editable | Yes | Always | Reporter's Name or Email Address | None |
| Requesting Team | Text Box | Yes | Always | NA | None |
| How quickly do you need this contract completed? | Dropdown | Yes | Always | 2 days a week 2-4 weeks this will take awhile but please start soon no rush | If 2 days or a week is chosen, then show "Explain Timing Need." If "2 days" chosen, make it a P1, if "a week" is chosen, make it P2, if "2-4 weeks" is chosen, make it P3, if "this will take awhile..." is chosen, make it P4, and if "no rush" is chosen, make it P5. |
| Explain Timing Need | Text Box | Yes | If 2 days or a week is chosen | NA | None |
| Priority for Meeting Mozilla Goals | Dropdown | Yes | Always | Very high priority, Mozilla might not meet its goals without this; Important, but not critical to achieving Mozilla's goals; | If the first option chosen, make the Importance "Critical," if the 2nd option is chosen make the Importance "Normal," if the 3rd option so chosen, make the Importance "Minor." |
| Top Level Goal(s) This Work Supports | Text Box | Yes | Always | NA | None |
| Vendor/Partner Full Legal Name | Text Box | Yes | Always | NA | None |
| Is This Someone We've Worked With Before? | Radio Button Yes/No | Yes | Always | Yes, No | If "No" is selected, then display the next 3 questions |
| Vendor/Partner Address | Text Box | | If "No" selected for "Is This Someone We've Worked With Before?" | NA | None |
| Vendor/Partner Contact Name | Text Box | | If "No" selected for "Is This Someone We've Worked With Before?" | NA | None |
| Vendor/Partner Contact Email | Text Box | | If "No" selected for "Is This Someone We've Worked With Before?" | NA | None |
| Mozilla Contact Name (if different than requester) | Text Box | No | Always | NA | None |
| Mozilla Contact Email | Text Box | No | Always | NA | None |
| CONTRACT SPECIFIC QUESTIONS | | | | | |
| Type of Contract Needed | Dropdown List Searchable If Other | Yes | Always | Contract for services with company we haven't worked with before, Independent Contractor Agreement, New SOW or Renewal with existing Vendor/Consultant/Independent Contractor, Technology/Software License, Hardware Purchase, Clickwrap Agreement/Terms of Service, Connected Devices Commercial Deal, Firefox Desktop or Mobile Distribution/Bundling Deal, Search Provider Deal, NDA, Other (e.g. hotel reservation, supplies purchase, change order) | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW with existing Vendor/Consultant/Independent Contractor" is selected, the questions on lines 29-45 should be displayed. If "Contract for services with company we haven't worked with before" or "New SOW with existing Vendor..." is selected open a Legal>Vendor/Services bug. If "Independent Contractor Agreement" is selected open a Legal>Independent Contractor Agreement bug. If "Technology/Software License" or "Clickwrap Agreement/Terms of Service" is selected, open a Legal>Licensing bug. If "Hardware Purchase," "Other " or "Not sure" is selected, open a |

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| Additional Relevant Info for Legal | Text Box | No | Always | NA | None |
| Is This a Company or an Independent Contractor? | Dropdown | Yes | Always | Company, Independent Contractor | If "Independent Contractor" is selected, then display the next 7 questions |
| Does this contractor have other clients? | Radio Button Yes/No | Yes | If "Independent Contractor" is selected for "Is This a Company or an Independent Contractor?" | Yes, No | None |
| Are you expecting him/her to work for Mozilla more than 25 hours per week? | Radio Button Yes/No | Yes | If "Independent Contractor" is selected for "Is This a Company or an Independent Contractor?" | Yes, No | None |
| Do you expect to engage him/her for more than 4 months? | Radio Button Yes/No | Yes | If "Independent Contractor" is selected for "Is This a Company or an Independent Contractor?" | Yes, No | None |
| Will he/she be managing his/her own time? | Radio Button Yes/No | Yes | If "Independent Contractor" is selected for "Is This a Company or an Independent Contractor?" | Yes, No | None |
| Will he/she be using his/her own equipment? | Radio Button Yes/No | Yes | If "Independent Contractor" is selected for "Is This a Company or an Independent Contractor?" | Yes, No | None |
| Will he/she be regularly working at any Mozilla facility? | Radio Button Yes/No | Yes | If "Independent Contractor" is selected for "Is This a Company or an Independent Contractor?" | Yes, No | None |
| Clarifications or additional information re Independent Contractor | Text Box | | If "Independent Contractor" is selected for "Is This a Company or an Independent Contractor?" | NA | None |
| Services Overview | Text Box | No | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | NA | None |
| Detailed Description of Services | Text Box | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | NA | None |
| Description of Deliverables | Text Box | No | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | NA | None |

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| SOW Start Date | Date | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | Calendar | None |
| SOW End Date | Date | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | Calendar | None |
| Region where services will be provided | Dropdown List | No | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | U.S., Europe, Canada, Australia/New Zealand/Taiwan, Other | If Europe selected, display "Which Country?" |
| Which Country? | Dropdown List | Yes | If "Europe" selected for "Region where services will be provided" | Germany, UK, France, Sweden, Belgium, Finland, Netherlands, Spain, Poland, Other | None |
| Payment Structure Type | Dropdown | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | Time & Materials, Flat Fee | If "Time & Materials" selected, display "Rate of Pay" and "Average or Maximum Hours Per Week." If "Flat Fee" selected, display "Flat Fee Amount" |
| What currency is Mozilla paying in? | Text Box | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor," "Technology/Software License," or "Hardware Purchase" is selected for "Type of Contract Needed" | NA | None |
| Flat Fee Amount (local currency) | Numeric Decimal | Yes | If "Flat Fee" selected for "Payment Structure Type" | NA | None |
| Rate of Pay (amount per hour/day/week in local currency) | Text Box | Yes | If "Time & Materials" is selected for "Payment Structure Type" | NA | None |
| Payment Schedule | Dropdown IfOther | | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor," "Technology/Software License," or "Hardware Purchase" is selected for "Type of Contract Needed" | 30 Days; 15 Days; Upon Acceptance of Deliverables; Half up Front, Half on Completion; Other (with box to fill in) | None |

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| Average or Maximum Hours per Week (number with either average or amximum) | Text Box | No | If "Time & Materials" is selected for "Payment Structure Type" | NA | None |
| Total Fees Not to Exceed (local currency) | Numeric Decimal | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | NA | None |
| Will Mozilla reimburse Vendor for expenses? | Radio Button Yes/No | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," or "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor" is selected for "Type of Contract Needed" | Yes, No | If "Yes" selected, display "Reimbursable Expenses Cap." Show this in the finance bug. |
| Reimbursable Expenses Cap (in local currency) | Numeric Decimal | Yes | If "Yes" selected for "Reimbursable Expenses Cap" | NA | Show this in the finance bug |
| If Vendor will charge VAT or similar tax, enter the amount | Numeric Decimal | No | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor," "Technology/Software License," or "Hardware Purchase" is selected for "Type of Contract Needed" | NA | Show this in the finance bug |
| Total Fees & Expenses Not to Exceed (local currency) | Numeric Decimal | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor," "Technology/Software License," or "Hardware Purchase" is selected for "Type of Contract Needed" | NA | Show this in the finance bug |
| Total Fees & Expenses Not to Exceed (USD equivalent) | Numeric Decimal | No | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor," "Technology/Software License," or "Hardware Purchase" is selected for "Type of Contract Needed" | NA | Show this in the finance bug |
| Will Mozilla have its standard 30 Day Cancellation Rights, such that Moz can cancel for any reason and only pay for services/license term through such 30 day period? | Radio Button Yes/No | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor," or "Technology/Software License" is selected for "Type of Contract Needed" | Yes, No | Show this in the finance bug |
| New NDA, Extension, or New CITR? | Dropdown List | Yes | If "NDA" selected for "Type of Contract Needed" | New NDA, Extension, New CITR | None |

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| Justification of Need for NDA | Dropdown List | Yes | If "NDA" selected for "Type of Contract Needed" | Sharing Mozilla confidential info, Partner will be sharing pre-release software/apps/services, Partner will be sharing unannounced business plans, Neither party wants the fact we're talking to be public yet, Either party sharing 3rd party info that can only be | None |
| Description of Purpose of Confidential Info Sharing | Text Box | Yes | If "NDA" selected for "Type of Contract Needed" | NA | None |
| Description of Mozilla Info to be Kept Confidential | Text Box | Yes | If "NDA" selected for "Type of Contract Needed" | NA | None |
| Description of Partner Info to be Kept Confidential | Text Box | Yes | If "NDA" selected for "Type of Contract Needed" | NA | None |
| When Did/Will Sharing of Confidential Information Begin? | Text Box | Yes | If "NDA" selected for "Type of Contract Needed" | NA | None |
| FINANCE QUESTIONS | | | | | |
| Total Vendor Cost | Dropdown List | Yes | If "Contract for services with company we haven't worked with before," "Independent Contractor Agreement," "New SOW or Renewal with existing Vendor/Consultant/Independent Contractor," "Technology/Software License," or "Hardware Purchase" is selected for "Type of Contract Needed" | >US\$25,000; ≤US\$25,000, PO Needed; ≤US\$25,000, No PO Needed | If >US\$25,000 or ≤US\$25,000, PO Needed is selected, display the rest of the Finance Questions |
| Is this purchase within your department budget? | Radio Button Yes/No | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | Yes, No | None |
| What is this purchase for? | Text Box | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | NA | None |
| Why is this purchase needed? | Text Box | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | NA | None |
| What is the risk if this is not purchased? | Text Box | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | NA | None |
| What is the alternative? | Text Box | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | NA | None |
| Main Project Cost Center (Please enter cost center number, e.g. 1120) | Numeric field if possible, otherwise text box | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | Will need to generate | None |
| What percent of this cost is being paid by the main project cost center? | Text Box | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | NA | None |

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| Additional Cost Centers & Percent to be Paid by Each | Text Box | No | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | NA | None |
| What is the product line? | Dropdown List | Yes | If >US\$25,000 or ≤US\$25,000, PO Needed is selected for "Total Vendor Cost." | Business Support, Firefox, Firefox Mobile, Platform, Connected Devices, Marketing | None |
| | | | | | |
| Rules: | | | | | |
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| 1. A legal bug is always created. | | | | | |
| 2. A finance bug is always created, but Finance Questions are only generated if the total spend is over \$25,000 or a PO is needed, in accordance with the change made in Bug 912793. | | | | | |
| 3. An Enterprise Information Security, Rapid Risk Assessment bug is always created except if the "Type of Contract Needed" is Independent Contractor Agreement, Hardware Purchase, Connected Devices | | | | | |
| 4. No data compliance bugs will be created - these reviews will be conducted in the legal bug when needed. | | | | | |
| 5. The finance and security bugs will be blockers of the legal bug and no master bug is needed. | | | | | |
| 6. Questions in the General Questions section should appear in Comment 0 of all bugs created from the form. | | | | | |
| 7. All questions in the Finance Questions section should appear in the finance bug. | | | | | |
| 8. All questions in the Contract Specific Questions section should appear in the Legal bug. | | | | | |