Various Forms of Contracting

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The Road Map

- IDEA!!!
- CYA (call your attorney)
- Request for Information
- Request for Proposal
- Bidding
- Memorandum of Understanding
- Contract
Request for Information

• What can you do for us?
• What do we need to do?
• When do we need it?
• We own it.
Request for Proposal

• What do we want?
• How would you do it?
• How much does it cost?
• When do we need it?

April 12, 2017

Dear Vendor:

This letter is to announce the release of the Ohio Department of Job and Family Services' (ODJFS) Request for Letterhead Bids (RLB) number JFSR16171081137 for the purpose of soliciting bids from Ohio Certified Minority Business Enterprises (CMBE) with an authorized Ohio Department of Administrative Services (ODAS) State Term Schedule (STS) to propose a candidate to serve as the Organizational Change Management Consultant to the ODJFS Office of Information Services (OIS). This Request for Letterhead Bids (RLB) is released by ODJFS and OIS for the purpose of identifying one (1) Prosci certified consultant to assist OIS in organizational transformation improvements. The proposed consulting services will include changes in service delivery models, transformation, culture, roles and responsibilities, communication, and leadership.

If you are interested in submitting an application for this important project, please obtain the RLB through the ODJFS web site at http://www.ohio.gov/rfp/. If you do not have Internet access to this document or experience problems opening the above referenced ODJFS URL, please contact the RFP/RLB Unit:

ODJFS, Office of Contracts and Acquisitions
30 East Broad Street, 31st Floor, Suite 3150
Columbus, Ohio 43215
Ph: (614) 728-5693

Responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RLB. Thank you for your attention to this request.

Sincerely,

Signature On File

Jay Easterling
Deputy Director
Contracts and Acquisitions
Bidding

• Do we have to bid?
• What exactly do we want?
• Best and lowest? Or just lowest?
Memorandum of Understanding

- No understanding whatsoever about what this means
- Contract or not a contract?
- Agreement to Agree
- Due Diligence / Additional Terms / Third Parties
- Follow up with a Contract
Contract

- Form contract
- Addendum
- Necessary Signatories
- Board Approval
- CYA
Questions?

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