



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 Information (RFI) Cover Letter Template]

[Insert Date]

To: All Interested Suppliers

Re: Request for Information

Indiana University of Pennsylvania (IUP) of the Pennsylvania State System of Higher Education (PASSHE) is requesting information regarding *[insert brief description of services/supplies]*. IUP invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. **No contract will result from any response to this RFI.**

Information submitted in response to this RFI will become the property of IUP. IUP will not pay for any information herein requested nor is it liable for any costs incurred by any supplier.

We appreciate your response to this request.

Best regards,

Request for Proposal



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

John R. Kasich, Governor
Cynthia C. Dungey, Director

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 JFSR1617108137 for the purpose of soliciting bids from Ohio Certified Minority Business Enterprises (MBE) with an authorized Ohio Department of Administrative Services (DAS) State Term Schedule (STS) to propose a candidate to serve as the Organizational Redesign 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 contractor to assist OIS in organizational transformation improvements. The proposed consulting services will include changes in service delivery models, transformation, culture, rolls 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.ifs.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

30 East Broad Street

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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