“PUT ON AGENCY LETTERHEAD”

**New Contract Notification**

|  |  |
| --- | --- |
| DATE: | Date |
| RFQ, ITB OR RFP NUMBER AND TITLE: | RFQ, ITB or RFP Number RFQ, ITB or RFP Title |
| **CONTRACT TERM**  INITIAL PERIOD:  NUMBER OF RENEWALS  LENGTH OF RENEWALS:  MAXIMUM END DATE: | Initial Period  Number of renewals  Length of Renewals  Maximum End Date |
| AGENCY REQ #: | Agency Requisition # |
| SOLICITATION CLOSED: | Month Day, Year, Time Closed |
| AGENCY CONTACT: | Agency Contact |
| PURCHASING OFFICER: | Buyer, (208) 332-Buyer Extension |

**NEXT STEPS:**

**Initial Meeting:**

* Review objectives, timeline, deliverables and expectations (including roles/responsibilities)
* Ensure clarity on what will be accomplished when; how reporting, invoicing and payment will occur
* Written summary of discussions for file. Follow up correspondence to Contractor confirming understanding and next steps
* *Create Tickle File*: Milestones (service periods, scheduled reviews, deliverables); meetings; insurance expiration; notice dates; and end of Term
* Confirm First Milestone (deliverable or performance period) AND schedule next meeting
* Confirm contact information (phone, fax, e-mail) and alternative points of contact
* You must keep DOP informed at the onset of any contract issues (poor performance, missed deliverables, overbilling, etc.), so that we can work together to address these

**Contract File:**

The Agency must create a file for any procurement above $10,000 which includes at a minimum the following:

* Requisition/Budget Authority
* The solicitation document, the contractor’s response, evaluation determination, and the notice of award document (as well as all RFP amendments)
* All vendor correspondence related to the procurement
* Copies of letters of intent with fax confirmation (for formal procurements)
* Copy of the resulting Contract/Purchase Order and modifications/amendments
* A schedule of compliance review and communication protocols
* A copy of all routine reports required by the contract such as sales reports, pricing schedules, approval requests, and inspection reports.
* Documentation of all required approvals
* Documentation of payments and deliverables
* Amendments to the contract
* Contract closeout

**Additional information can be found in the Contract Administration and Management Guide.**