

	<p>POLICY</p>	<p>SECTION: 10.12 SUBJECT: Letter of Agreement</p>
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The Richmond Public Library (RPL) shall follow all Procurement and Finance Policies and Procedures as it relates to securing professional and non-professional services.

In the absence of a formal contract, Richmond Public Library shall require all individuals who have been engaged to provide training, library programs and activities, and other services to Library employees and/or patrons to sign a Letter of Agreement.

In addition, the individual will be required to register using the online registration portal on the Department of Procurement Services website: <http://www.richmondgov.com/Procurement/index.aspx> - City of Richmond Supplier Registration if payment is applicable.

The individual can contact 804.646.5818 or email: [rapidsvendorregistration@richmondgov.com](mailto:rapidsvendorregistration@richmondgov.com) with questions. A kiosk is set up in the Procurement Services area on the 11th Floor of City Hall to allow suppliers to perform self-registration and/or receive assistance from Procurement subject matter experts to ensure their information is complete and correct. This registration process **MUST** be completed before payment can be issued. Prior approval from the Library Director is mandatory.

The Letter of Agreement will include the following:

- Business Name and Address
- Statement of Purpose
- Scope of Services
- Service Fees and Terms of Payment
- Insurance Certificates (if applicable)
- Date, Time, and Location
- Equipment Needs, etc.
- Signature of the Library Director, RPL Program Coordinator, and the Business Representative

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Approved: January 2006  
 Reviewed: February 2012  
 Revised: February 2014  
 Reviewed: September 2018