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 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

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