



 <p style="text-align: center;">PROCEDURE</p>	<p>SECTION: 10.12</p> <p>SUBJECT: Letter of Agreement</p>
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In the absence of a formal contract, Richmond Public Library (RPL) 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 on the online registration portal on the Department of Procurement Services website: <http://www.richmondgov.com/Procurement/index.aspx> - City of Richmond Supplier Registration when payment is involved. 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.

Procedure:

1. The Program Coordinator (RPL Staff) will complete the Letter of Agreement in draft format with all pertinent information for the program or services that has been negotiated with the vendor when an individual or a group has committed to deliver a service or program at a library facility (See Following SAMPLE).
2. The draft is forwarded via email to the Executive Assistant to be placed on RPL Letterhead.
3. The Program Coordinator and the Library Director will sign the Letter of Agreement.
4. The Executive Assistant will return the Letter of Agreement to the Program Coordinator for further processing.
5. The Program Coordinator will obtain the authorized vendor's signature and maintain a copy for the file.
6. The Program Coordinator will insure the vendor completes the online Supplier Registration process.

Completion of this process is required before goods/services can be procured and a payment can be issued.

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



RPL Letterhead

Name
Address
City, State ZIP

LETTER OF AGREEMENT

This will constitute a Letter of Agreement between Richmond Public Library and (Supplier / Company name and address), for services (examples - training, consulting, programs, activities, etc.) to be provided at the (library location and address) on (date and time).

SCOPE OF SERVICES

Example - One full-day day training session for children’s services staff, with content to include:

- Review of current early literacy research, as it applies to public library programs and services for preschool children and their parents/caregivers
- Introduction to Every Child Ready to Read materials
- Complete presentation and review of one age-level ECRR parent workshop, with age level to be selected in consultation with RPL
- Incorporating early literacy research into story times for preschool children, with overview, demonstration and practice for participants

SERVICE FEE

Example - Richmond Public Library will pay a sum of **\$0.00** to **Supplier/Company name** for the above services and provide lodging for one night with meals at a local hotel selected by the Library.

Please pay to the order of: Special Delivery, Inc.
 ATTN: John Doe
 444 Tiger Road
 Golden, Virginia 24149
 Phone: 540.381.2789
 Email: sara@surfbest.net

Required: registration by supplier using on the online registration portal on the Department of Procurement Services website: <http://www.richmondgov.com/Procurement/index.aspx> - City of Richmond Supplier Registration.

FACILITY NEEDS / ACCOMODATIONS

Example - Richmond Public Library will provide the following:

- Appropriate training space, to include necessary AV equipment and flipcharts; consultant will provide specifics needed by April 15, 2014
- Duplicating of handouts as necessary; consultant will provide masters for any handouts by April 15, 2014.

AUTHORIZED SIGNATURES:

Library Director

Date

Vendor / Company Representative

Date

Program Coordinator

Date