

Contract Initiation

All RFP awards shall be reduced to contracts. Generally, the contract will be between the contractor and the agency - not OSP. See Exhibit 4D for sample generic contract. The contractor and the agency execute and sign three (3) original contracts and submit to OSP for statutory approval. After signatures are complete, the contract is in effect. An original contract is sent to the contractor and the agency. See Exhibit 25 for the cover letter to be used to send the contract to the agency. One original contract is maintained by OSP. The appropriate AGPS document is activated, if applicable. The Director is statutorily required to sign the purchase order if there is one.

The contract between the State agency and the contractor shall include

- the contract
- the RFP solicitation and any addenda
- the contractor's proposal

The contract shall, to the extent possible, be construed to give effect to all provisions contained therein; however, where provisions conflict, the order of precedence which shall govern is as follows: 1) the final contract; 2) the Request for Proposal (RFP) and addenda, if any; and 3) the contractor's proposal.