Contract Closure Notice

This template would fit better for the project or service that is officialy done. It lets the supplier know their work is complete and payment is being processed. It looks like formal wrap-up. I won’t need this one for my assignment, since I’m doing everything myself and not really need help outside help right now.

Contract / Service Agreement

This one’s I liked the most, since it has a full contract between the buyer and the seller. It also includes stuff like what needs to be done, when it’s due, payment info etc, basically everything is accurate, it also shows how to cancel the deal if needed. If I ever will need a help from someone to help with things like hosting or design, I would be down to use it, and I probably will use this, it makes it really official.

Contract Statement of Work

This work reminds me some clean plan, or when you have ideas and wrote them down, because this template is used to clearly write out what work is expected, like what features are needed, deadlines, so you stay on the track, and how to check if the work is good. Even though I am solo worker, I’d use this just to stay organized and avoid doing random extra stuff that’s not needed.

Request for Proposal

The RFP is for when you want to ask different companies to send invitations/offers for doing some work. It includes the project background, what’s needed, and how they should respond. Basically you are reaching for help and and showing your portfolio, and companies will respond if they want you to help. Since I’m not reaching out to vendors or companies for my project, I won’t need this one.

Supplier Evaluation Matrix

This is a comparison tool to rate and choose the best vendor based on price, experience, and other criteria. It’s useful when you’re picking between a few sellers. I don’t need it right now because I’m not working with multiple suppliers.

For my project (IntelliAssist), I probably will use the Contract / service Agreement in case I bring in outside help, for example, hosting or video content. I also found interesting "Statement of Work", and maybe I will use it, just to write out all the main tasks and keep the project focused. The other templates don’t really apply since I’m not hiring anyone or comparing vendors right now.