

Procurement Templates

Request For Proposal- Request for Proposals are used to solicit proposals from prospective sellers. A proposal is a type document created by a seller when there are multiple types of approaches for meeting buyers needs and expectations.

Supplier Evaluation Matrix- An evaluation tool usually presented in the form of a table or a spreadsheet using rating and scoring.

Contract Statement of Work- A statement of work is a description of the work required for the procurement. A statement of work is also like a scope document that can give a bidder a well known understanding of what the buyer expects from them. It is only a contract SOW when the SOW is used as a part of a contract to describe the work required for that specific contract.

Company Name Contract/Service Agreement- This contract is an agreement between the buyer and seller about the work, the delivery of the work, the right to terminate and payments.

Contract Closure Notice- This contract is supposed to include acceptance and closure. Closing procurements have to do with finalizing and settling contracts. As well as resolving any changes. The team should see if the work was completed correctly and update records.