

# CONTRACT MANAGEMENT

## Requests for Proposals

15-6-2.2

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### Policy

The Department of Children and Families shall comply with all state statutes and regulations regarding procurement standards for Personal Service Agreements and Purchase of Service Contracts.

**Cross reference:** "[Procurement Standards: For Personal Service Agreements and Purchase of Service Contracts.](#)"

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### RFP Contents

Each request for proposal (RFP) shall include:

- a brief program category of the initiative;
- the source of funding (federal or state);
- a statement of purpose;
- the period of award;
- the amount of the award; and
- the number of applications DCF plans to fund.

To achieve service goals, DCF may include in requests for proposals:

- priority consideration; and
  - special requirements.
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