

Contract Award Notification	Section: Procurement Number: 1.19
Approved: April 11, 2022	Page: 1 of 1
Revised:	Scope: All Employees

POLICY:

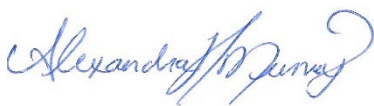
To ensure that contract award notification is posted in a timely manner and contains all pertinent information.

PROCEDURE:

For procurements valued at \$100,000 or more, CLO will post, in the same manner the procurement documents were posted, a contract award notification. The notification will be posted after the agreement with the successful supplier is executed. Contract award notification must list the name of the successful supplier, agreement start and end dates, and any extension options.

After executing the contract, CLO will notify all suppliers who participated in the competitive process. The notification will include: thanking them for participating in the competitive process, that a contact has been signed and the competitive process is completed.

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date