

Standing Offer Agreements

A Standing Offer Agreement is a contract with a business to provide a service or product in the future.

A Standing Offer Agreement should include a clear description of responsibilities and expectations including:

1. A detailed description of the services or products to be provided.
2. The standards for performance or manufacture of the service or product.
3. The fees and costs. Standing offer contracts require a dollar limit to be specified, but no funds to be committed. There is no obligation to the contractor. The agreement is not bound by fiscal year budgetary requirements.
4. If a disaster occurs, the contract cannot be implemented until the institution's signing authority approves it and designates funds.
5. The delivery timeframe.
6. Priority service - i.e., if a disaster is regional, which client is given priority?
7. Control and reporting - who directs the service on-site, the client or the contractor?
8. Security considerations.
9. Liability issues.