SCM350 Individual Project Unit 3

[Name of the Writer]

[Name of the Institution]

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**Introduction**

As it has been asked by the manager to recommend the contract type, so for this purpose, the best contract agreement for the cleaning service provider is the Independent contractor agreement. This agreement is between the provider of cleaning services and the client which outlines the specific projects terms(Chambers, Bannerman & Reed, 2005). Use of Independent contract agreements is when the service provider is hired on a short term basis to complete a task. It is different from the employment agreement in terms such as the independent agreement clearly tells the contractor that they are hired for this specific task and they are not the company's employee for legal and tax purposes. It is also referred to as the contract agreement.

**Discussion**

As far as the Request for Proposal is concerned, so it is a document that is sent to the suppliers in order for getting a bid on a service or product. The tasks that should be performed in asking for the proposals are:

1. **Company Description**

In this part, the presentation of the company's objectives and its mission is provided along with the project context and any constraints related to the budget. Define the requirements of the projects clearly so that comprehensive responses could be achieved(Will, 2008).

1. **Task Description**

The description is provided in this part of the outcomes that are desired and for whom the outcomes are envisioned. Specify any tools and the templates that are required. Define the tasks using verbs including “develop”, “meet”, “test”, “distribute”, and “document” etc.

1. **Description of the Submission Procedure**

List the format and the response timeline. Tell them the criteria of evaluation, such as location, quality example, style, price, and other important factors. Point out the particulars that are required in the proposal, such as staff qualification, cost estimate, information of contacts for references. Include the phone number of yours so that suppliers can inquire questions relevant to the project before they can submit the responses.

When the contract is in its ending phase, Contract closure comes into play. The Contract closure is concerned with the settling and completing the terms that are stated in the contract for the project. It supports the complete project process because the process of contract closure illustrates if contract described work is done satisfactorily and accurately. Updating the records of the projects is done by the contract closure, detailing the end results of project work.

**White Report**

**Types of Contracts**

**Introduction**

A contract is an understanding between two elements or people, which fills in as legitimate assurance for the two gatherings associated with a potential business bargain. There are various kinds of agreements, and each decides the rights and obligations of the two sides. A particular sort of agreement directs the dangers and costs of the temporary worker. Some of the contracts are as mentioned below:

**1. Cost-Plus Contract**

It is a type of an agreement which reimburses expenses of the company and also returns specific profit amount which is usually stated as the contracts full price percentage. Cost-plus contracts in the business world are also mentioned as cost-reimbursement contracts(Meredith & Bjorg, 2003).

**When to Use**

Cost-plus contracts are commonly utilized for a few reasons. They might be utilized if the gathering drawing up the agreement has budgetary limitations or if the general extent of the work can't be evaluated.

**2. Express Contract**

It is a type of contract in which terms are written in an agreement in an unmistakably expressed term. This is in contrasts from an implied contract, which is an agreement that is established to exist reliant on the included parties practices. The terms that are present in the express contract integrate the magnitude of conveyed merchandise (or explicit administrations solidified), just as the timeframe during which the exchange is relied upon to follow.

**When to Use**

When it is necessary to purchase a specific element, for example, home, then the express contract is a good way to handle things. The specific contract elements are expressed clearly and if it is agreed upon, accepted by the purchaser indisputably.

**3. Aleatory Contract**

In this type of contract, involved parties do not have to do particular actions until the occurrence of a specific event. These specific events are those events whose control is in neither party's hand.

**When to Use**

It is used in insurance policy type contracts.

**References**

Chambers, P., Bannerman, B., & Reed, K. (2005). U.S. Patent Application No. 09/790,895.

Meredith, L. G., & Bjorg, S. (2003). Contracts and types. Communications of the ACM, 46(10), 41-47.

Wills, J. (2008). Making class politics possible: Organizing contract cleaners in London. International Journal of Urban and Regional Research, 32(2), 305-323.