

Contract Termination Letter Request



Instructions

1. Review current contract termination language to ensure clause requirements are being met.
2. Discussions should have already occurred with the vendor to see if contract issues can be resolved before terminating the contract.
3. Fill out document as instructed. Completed document needs to be SIGNED by Agency Director or Designee and APPROVED/SIGNED by Agency Legal Counsel.
4. Provide IDOA the **signed** document, contract or link to the contract and any amendments being terminated, and any other details needed **within at least 10 business days** of the required notice provision for the requested termination date.
5. Please make certain the vendor is well aware of this Contract Termination action prior to the termination notice being sent by IDOA.
6. IDOA will send the Termination Notice letter by email and regular mail. Mail cutoff time is 2pm for next day pick up. If the letter is prepared before 2pm that day, it will not go out the building until the next day. So delivery of the actual letter can take 2-4 days.

Date:

To: Indiana Department of Administration
IDOA Contract Termination Request, contract_termination@idoa.in.gov

From:

Contract Number:

Contractor Name:

Contact Name:

Email Address:

Description of
Services:

Specify Termination for Default or Convenience:

Describe the Reason for Contract Termination:

Contract Termination Letter Request

Effective Date of Termination (must meet contractual notice requirements):

Agency/Division Names and e-mails to be CC'd on Termination Notice:

Name

E-mail

NOTE: If equipment shall be returned to the State by the Contractor, provide a detailed list to include in the letter.

Signed By:

Agency Division Director or Deputy Director or Designee

Date

Approved By:

Agency's Legal Counsel

Date