

From: Laura Sala
To: Nancy Suttentfield
Cc: Linda Odom
Subject: Re: Signatures
Date: Wednesday, April 30, 2014 11:43:51 AM

Thanks, Nancy.

>>> Nancy Suttentfield <nsuttentfield@niu.edu> 4/30/2014 11:39 AM >>>

I have made arrangements for them to be overnighted to/ from me. Linda has planned it out.

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> On Apr 30, 2014, at 11:24 AM, "Laura Sala" <laurasala@niu.edu> wrote:

>

> Hi, Nancy. Thanks for taking the time to meet this morning. It slipped my mind to ask...Linda mentioned that you will be out next week, and I believe Linda is out, as well. If you could please let me know how you want our office to handle contracts during that time in terms of signature, I would appreciate it. We of course can wait on non-urgent contracts, but I imagine there could be some "rush" ones that come through the pipeline. Thanks so much!

>

> Laura

Matt Cabrera

From: Nancy Suttentfield
Sent: Saturday, November 23, 2013 5:45 PM
To: Douglas Baker
Cc: Jerry Blakemore;lsala@niu.edu
Subject: Re: Special Internal Control Assessment Contractor

Jerry is going to try something else.

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> On Nov 23, 2013, at 5:38 PM, "Douglas Baker" <ddbaker@niu.edu> wrote:

>

> Dang. If there is a way to start earlier, let's explore it. thanks. db

>

> >>> Nancy Suttentfield 11/22/2013 12:20 PM >>>

> Doug and Jerry,

>

> Based on my discussion with Jerry and Laura earlier this week about launching this project, I talked this morning with Becky May to seek her suggestions and help in expediting the contracting process.

>

> Bottom line: She does not agree with the approach we discussed (as the result of a new state requirement that she apparently just learned about this morning). She believes [REDACTED]

>

>

> Since the RFP has to be on the street for 15 days, the PPB has 30 days to approve an award of contract, and from our perspective time is of the essence to get this review started, I will work up a draft RFP this weekend. My goal is to get it to Laura and Becky on Monday, and I hope we can get the RFP issued by November 30, earlier if possible. Even so, it appears that nothing can really start until about February 1.

>

> Nancy

>

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