Good morning.

My name is **Name**, **Title**with the Division of Purchasing.

We are here to open **ITB or RFP**0**####**

for **the** **Agency**

for **ITB or RFP Title**

to be opened at 10:30 A.M., **Date of Opening**.

FOR PROPOSALS: At this time, only proposers’ names will be read publicly.

FOR BIDS: At this time, bidders’ names and bid amounts will be read publicly.

Please be advised that the State will review each submittal to determine whether it is responsive to the requirements of the solicitation; and that each submittal will be further evaluated by the Division of Purchasing and the Agency in accordance with the solicitation documents. Once the evaluation is complete, the Division of Purchasing will issue Letters of Intent to all responsive proposers/bidders.

**Attendees**

NAME (printed and signed) REPRESENTING PHONE/EMAIL

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