“PUT ON AGENCY LETTERHEAD”

Date

Vendor Contact VIA FACSIMILE or EMAIL TRANSMISSION

Vendor FAX or EMAIL: Fax Number or Email Address

Vendor Address ORIGINAL MAILED

City, State Zip Code

RE: RFQ ITB or RFP0#### Title

Dear Mr. or Ms. Last Name Vendor Contact:

The Agency (Agency Acronym) has begun evaluation of the  Bid or Proposalreceived in response to this Invitation to Bid or Request for Proposal ( ITB, or RFP), and has determined that describe what clarification is needed, e.g. explanation, documentation, certification, etc. is required in order to continue evaluating your submittal, as follows:

EXAMPLE OF CLARIFICATION

1. RFQ Exhibit A, Specifications for \_\_\_\_\_\_ stated as follows:

* **[Restate Requirement from solicitation]**

Your submittal documents indicated, “\_\_\_\_.” It is unclear from the information submitted whether the specification is met.

Vendor must submit the required whatever is needed i.e. explanation, documentation, certification, clarification no later than 5 PM Mountain Time, Day, Date, or the State may find Vendor's  Bid or Proposal non-responsive. The response must be submitted on Vendor's letterhead and signed by Agency Contact. Vendor may fax its response to this letter to our fax number shown above, or email to Buyer First Name.Last Name@agency.idaho.gov.

For any questions, you may contact me at (208) 332-Buyer Extension.

Sincerely,

Buyer First and Last Name

Title

cc: File, Agency Contact