“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

Dear Mr. or Ms. Contact Last Name:

RE: ITB or RFP Number, ITB or RFP Title, for the Agency,

Closed Month Day, Year

Vendor's Bid or Proposal, submitted in response to the above-referenced ITB or RFP, has been received and found non-responsive for the following reasons:

Describe those areas that are missing information, a signature page, or other mandatory documents; that the bid or proposal is conditioned on the state's acceptance of additional terms and conditions; cite/copy-paste Idaho Code, IDAPA, T's and C's, etc.

Since Vendor Name does not meet the minimum mandatory requirements of this ITB or RFP, its bid or proposal is deemed non-responsive and will receive no further consideration. Please note that the list provided above may not be exhaustive; and that failure to meet even one mandatory requirement would result in a finding of non-responsiveness.

For additional information, the Agency contact person is Buyer Name, 208 332-Buyer Extension.

We appreciate Vendor's interest in supplying the needs of the State of Idaho.

Sincerely,

Buyer Name

Agency

cc: File

Agency Contact

Agency