“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, Title of ITB or RFP, for the Agency

Closed Month Day, Year

You are the apparent low cost or high point responsive responsible bidder/proposer for the above referenced bid/proposal.

The bid/proposal tabulation is as follows: Provide a table of Vendor scores/pricing

**Or**

A copy of the bid/proposal tabulation is attached for your records.

This serves as notice under Idaho Code § 67-9232(3) that the State intends to award a contract to Vendor Name.

Note: This is a letter of Intent to Award only. Do not take any action until you receive a Purchase Order from the Agency.

For additional information, the Agency contact person is Buyer First and Last Name at 208-332-#### or Buyer First.Last@agency.idaho.gov

Sincerely,

Buyer

Attachment

cc: File, Agency Contact