“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

Your bid for the above referenced Bid/Proposal has been received and considered.

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 correspondence is Notice of Intent to Award to the following low cost or high point responsive responsible bidder/proposer:

**Name of Successful Vendor**

This serves as notice under Idaho Code §67-9232(3) that you were not the lowest responsible bidder and the State intends to award a contract to Name of Successful Vendor.

We appreciate your interest in supplying the needs of the State of Idaho. The Agency contact for this bid is Buyer at 208-332-#### or Buyer First.Last@agency.idaho.gov.

Sincerely,

Buyer

Agency

cc: File

Agency Contact