“PUT ON AGENCY LETTERHEAD”

# Today's Date

# NOTICE OF SOLICITATION

**Agency**

**RFQ0****RFQ Number**

Dear Prospective Vendor:

RE: **RFQ0****RFQ Number -** **RFQ Title**

Solicitation Closing Month Day, Yearat 5:00 PM Mountain Time.

Using Internet-based purchasing, the State of Idaho Agency, through the Division of Purchasing, has posted this solicitation to the following Internet site: <https://purchasing.idaho.gov/information-for-vendors/>

To view and respond to this solicitation you must profile your company with our electronic commerce vendor, IPRO powered by Jaggaer at the following Internet site: <https://purchasing.idaho.gov/information-for-vendors/ipro-epurchasing-system/ipro-vendor-registration/>

For additional information on the State of Idaho Internet-based purchasing go to the following web site: [www.purchasing.idaho.gov](http://www.purchasing.idaho.gov) then click on the ‘Information for Vendors’ tab at the top of the page.

The State of Idaho Agency Contact for this solicitation is Agency Contact Name at (208) 332-XXXX, Agency Contact E-mail

Thank you for your interest in doing business with the State of Idaho.

 Sincerely,

Support Staff Name

 Purchasing Support

cc: File

Agency Contact

Agency