Please cater letter as needed for your program

Date

Vendor’s Name

Address

City, State, Zip

Dear Contact Name:

Thank you for submitting a response to the solicitation to provide services for services. After a thorough review, it is the Mississippi Department of Education’s intent to award the contract to vendor name upon approval by the State Board of Education (SBE) and the Public Procurement Review Board (PPRB).

PPRB Contract Only!

If you would like to request a post-award debriefing, please email YourName@mdek12.org no later than Day, Date to schedule a telephonic conference. The debriefing will include information relative to the evaluation committee member comments, technical ratings and overall ranking specific to your company’s proposal. This debriefing is a meeting and not a hearing; therefore, legal representation is not required. However, if you prefer to have legal representation present, you must provide notification to the Mississippi Department of Education (MDE) prior to the scheduled meeting.

Please complete the attached required documents, provide verification of your company’s MS Accountability Government Information Collaboration (MAGIC) registered supplier number, and review the draft contract. If there are any objections or revisions made to the Standard Terms and Conditions (STC), the revision may be considered adequate cause for rejection of the contract.

Please contact me via email at yourmail@mdek12.org to begin contract negotiations and/or discuss the anticipated start date of the contract and/or important details of the work required. The MDE greatly appreciates your interest in working with the State of Mississippi.

Kind Regards,

Your Name and Title