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 pre-review, the agency regrettably cancelled the solicitation./rejected your proposal.

Rejection – delete this section if cancellation

The proposal did not meet the following requirements below as specified in the solicitation. On page # it states:

Copy and paste from the solicitation requirement(s) not met

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 evaluation committee members’ comments, technical ratings and overall rankings 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.

Cancelled – delete this section if rejection

The solicitation has been cancelled and all responses have been rejected. The solicitation will/will not be reissued. If the solicitation is reissued within 60 days, the agency shall email the solicitation directly to the company’s representative found on the cover sheet.

The Mississippi Department of Education (MDE) greatly appreciates your interest in working with the State of Mississippi. Please review the MDE Request for Bids page often to take advantage of other contract opportunities.

Sincerely,

Your Name and Title