Date

Vendor’s Name

Address

City, State, Zip

Dear: Contact Name

Thank you for submitting quotes for services/products. After a thorough review of your quote and based on the specifications, it is the Mississippi Department of Education’s intent to award vendor name upon approval by the State Board of Education (SBE) and/or the Public Procurement Review Board (PPRB), if required.

Please complete the attached documents, review the contract and Standard Terms and Conditions (STC) as set forth by the State of Mississippi. If there are any objections to the STC, please indicate the revisions desired; however, any revisions made may be considered as adequate cause for rejection of contract.

Please contact me via email at email@mdek12.org to 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