Please cater letter as needed by 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 of your response, the evaluators regrettably did not award your proposal. Please review attached **Notice of Intent to Award** for additional information.

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.

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