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/or the Public Procurement Review Board (PPRB), if required.

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 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](mailto: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