Date

Vendor’s Name

Address

City, State, Zip

Dear Contact Name:

Thank you for submitting a response to the solicitation to provide services to type of service. After a thorough review and based upon the selection criterion set forth in the solicitation, your submission met the requirements to award a contract for services. However, due to the number of responses meeting requirements, the Mississippi Department of Education’s intent to award a contract will be based on the highest to lowest ranking score. Your name will be placed on a list of providers and a program designee will contact you directly if additional contracts are awarded for the solicited services.

The MDE greatly appreciates your interest in working with the State of Mississippi.

Sincerely,

Your Name and Title