Date

Vendor’s Name

Address

City, State, Zip

Dear Contact Name:

Thank you for submitting a response to the solicitation for providing services to type services. After a thorough review, it is the Mississippi Department of Education’s intent to award to another vendor, 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 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 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