*This letter is an “Intent to Award.” It should be sent out via email after the contract is negotiated, and before it is fully executed. While we cannot place time limits on a vendor protest, this letter is designed to let vendors know a final contract is on the horizon, so if they think there were errors, they should speak up soon. It lets them know that they can request information, and agencies should be prepared to release that information at the time this letter goes out. It is a good practice to send a letter like this, and if you choose not to, it is imperative that evaluation summary sheets are checked for errors.*

Dear (name):

This letter is in regard to the Request for Proposal for (title), which opened on (date of opening.)

The evaluation team has made its recommendation and intends to award to (name of vendor), which received the highest total points. Negotiations are complete and the contract is being prepared for final execution.

Thank you for your response to this solicitation.  Documents are now open to the public.  If you wish to review the solicitation files, please submit a request to (agency contact).

Sincerely,