# Notice of Contract Opportunity

# Department of \_\_\_\_\_\_\_\_\_\_\_

**PROJECT NAME:** [name of RFP]

**DETAILS:** The Minnesota Department of \_\_\_\_\_\_\_\_\_\_\_ is requesting proposals for the purpose of [provide a brief description of project purpose].

Work is anticipated to start after [date].

**COPY REQUEST:** To receive a copy of the Request for Proposals, please send a written request by email to:

[Name]

[Title]

[Email address]

**PROPOSAL DEADLINE:** Proposals in response to the Request for Proposals in this advertisement must be received [describe method of submission – email, mail, SWIFT] not later than [time], Central Time, [date]. **Late proposals will not be considered.** [Email/fax/mailed] proposals will **not** be considered.

This request does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest. All costs incurred in responding to this solicitation will be borne by the responder.