**Instructions for the Letter of Intent (LOI):**

1. This is the Letter of Intent (LOI) that must be sent to all proposing vendors who submitted a proposal following the evaluation committee’s decision.
2. All information is still confidential as negotiations may not be successful and this LOI could be rescinded, and a new LOI issued to the next highest scoring vendor.
3. Purchasing recommends that the LOI letter be sent by email putting all vendor names in the ‘BCC’ so it can be sent as one (1) email with the LOI letter attached.
4. The LOI should be put on the appropriate agency letterhead and attached to the email sent to the vendors.

Date

**Subject: Solicitation \*\*\*\* - Solicitation Title**

To Whom It May Concern:

The State of Nevada, Department – Division has completed the evaluation process for the above noted solicitation. It is the State’s intent to award the contract to:

|  |
| --- |
| Vendor name(s): |

Proposals submitted are confidential until the contract is awarded. A formal Notification of Award (NOA) will be issued subject to successful contract negotiations and agency approval. At that time, all proposals submitted, and evaluation scores will be posted and available for viewing or downloading on the following: enter appropriate location.

Any contract resulting from this solicitation shall not be effective unless and until approved by the Nevada State Board of Examiners per NRS 333.700.

In accordance with NRS 333.333, the State will maintain confidentiality of appropriately labeled proprietary information regarding a trade secret as defined in NRS 600A.030.

Should you have any questions, please do not hesitate to call me at \*\*\*-\*\*\*-\*\*\*\*.

Sincerely,

Individual’s Name

Individual’s Title