**Instructions for the Notification of Award Letter:**

1. This letter is the Notification of Award (NOA) that must be sent to all proposing vendors once an award is made.
2. It must be sent at least eleven (11) calendar days prior to the Board of Examiners (BOE) meeting and signing of the contract.
3. Purchasing recommends that the NOA letter be sent by email putting all vendor names in the ‘BCC’ so it can be sent as one (1) email with the NOA letter attached.
4. The NOA should be put on the appropriate agency letterhead and attached to the email sent to the vendors.
5. When calculating the last day for appeal, simply add eleven (11) calendar days to the date of the letter to arrive at the deadline date.
6. Should the deadline date fall on a weekend or holiday, the date should be extended to the next business day.

Date

**Subject: Notice of Award for Solicitation \*\*\*\* - Solicitation Title**

To Whom It May Concern:

Thank you for participating in the State of Nevada procurement process for the above referenced solicitation. This is the formal notification of contract award to:

|  |  |  |
| --- | --- | --- |
| Vendor Name(s) | Contract Amount | $ |

Effective the date of this letter, the eleven (11) day appeal period has commenced.

Any notice of appeal must be filed in strict accordance with NRS 333.370 no later than the date and time noted below:

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | **MMDDYYYY** | No later than: | **5:00 pm PT** |

In the event the appeal process results in a determination by the Hearing Officer that the contract was awarded in a manner that does not comply with the provisions of NRS Chapter 333, the only available remedy is the cancellation of the award. Pursuant to NRS 333.370(5), the solicitation would be re-issued, and the evaluation and award process would begin again.

On behalf of the State of Nevada, thank you for your interest in our project. Should you have any questions, please call me at XXX-XXX-XXXX.

Sincerely,

Individual’s Name

Individual’s Title