NOTICE OF INTENT TO AWARD

*contact name* *insert date*

*vendor company name*

*address*

*city, state, postal code*

RE: Notice of Intent to Award SFA NAME

SOLICITATION NUMBER***,*** TITLE OF SOLICITATION

Dear Mr./Ms. CONTACT NAME:

Thank you for submitting your offer for SOLICITATION NUMBER***,*** TITLE OF SOLICITATION dated SOLICITATION DATE.

The following vendors submitted responses to the above solicitation:

* INSERT VENDOR NAME, CITY, STATE
* INSERT VENDOR NAME, CITY, STATE
* INSERT VENDOR NAME, CITY, STATE

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a contract to:

INSERT VENDOR NAME, CITY, STATE

We would like to thank each vendor for your time and efforts in preparing a response to the solicitation.

We invite you to contact SFA CONTACT PERSON if you would like additional information or have any questions about the evaluation process. Vendors are reminded that any protests of this decision must be submitted to the SFA NAME within NUMBER OF DAYS days after the issuance of this notice. The protest must be in writing. Clearly identify the solicitation and detail the nature of the protest.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and SFA NAME sign the contract.

We appreciate your interest in doing business with the SFA NAME.

Sincerely,

*Authorized Representative Name*

*Title*

*Email*

*Phone*