

DATE

Vendor
Attn:

Re: Request for Proposal (Bid) # _____
For: _____

Dear _____:

This is a letter to advise you of the current status of the above Request For Proposal.

Our policies require that purchases of this magnitude be reviewed and approved by our University Board of Regents. The next meeting of the Regents is scheduled for _____ and this item has been added to the agenda for approval.

This letter is to provide you with documentation of our intent to award to your company upon Regents approval of our recommendation. This information must be kept confidential at this point. No press releases or such are appropriate until after award.

Your company may wish to take steps to ensure availability of this item once the Board has approved the request. Any steps taken by your company to ensure availability are not to be construed as committing the University of Minnesota to any expense in the event that the request is not approved by the Regents.

Once approved by the Regents, the request may be finalized and the award may be processed.

Sincerely,

(Buyer)

:bf
1P020

cc: Department