After an award decision has been made, an agency must issue a notice of the intent to award, which must be sent to each bidder or offeror that submitted a bid, proposal, or qualification by the stated deadline, even if their bid, proposal, or qualification was rejected. This notice announces all the bidders or offerors awarded a contract. It should also include an evaluation summary, provide instruction on how to request a post-award vendor debriefing, disclose the debriefing request deadline, and address the agency protest process and deadline. This notice may be mailed, faxed, and/or emailed. However, the best practice is to send via email with read receipt or by certified mail.

An agency may use this optional Notice of Intent to Award template. To customize this template for agency use, go to all fields highlighted in green, insert the requested information in place of the green field, and save the customized document to your computer.  Please note that all instructional paragraphs should be deleted from your final customized document.  If you have any questions, please contact your OPSCR contract analyst at 601-359-3422.

**Reference:** Sections 3-101.04.1, 3-202.01(g), 3-202.16, 3-204.05, and 3-205.02.3 of the *PPRB OPSCR Rules and Regulations*.

**Notice of Intent to Award**

[Insert Date]

|  |  |
| --- | --- |
| **Procurement Type and Number** | [Insert Procurement Type and Number] |
| **Procurement Title** | [Insert Procurement Title]  |
| **Opening Date and Time** | [Insert Opening Date and Time] |

The following vendors submitted responses to the above solicitation:

* [Insert Vendor Name, City, State]
* [Insert Vendor Name, City, State]

The following [vendor was/vendors were] determined non-responsive and/or non-responsible and has been notified separately of the reason(s) therefor:

* [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 the following vendor upon approval by the Public Procurement Review Board:

* [Insert Vendor Name, City, State].

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

We invite you to contact [Insert Procurement Officer Name, Title] if you would like to request a post-award vendor debriefing where we can share with you any applicable information about **your response** including significant weaknesses or deficiencies, technical ratings, and overall ranking specific to **your company’s response**. This debriefing is a meeting and not a hearing; therefore, legal representation is not required. However, if you prefer to have legal representation present, you must provide notification prior to the scheduled meeting so that we can also have legal representation present. Your request for debriefing must be received within three (3) business days after the issuance of this notice or no later than [Insert Date].

Vendors are reminded that any protests of this decision must be submitted to [Insert Procurement Officer/Agency Assigned Special Assistant Attorney General Name, Title] within seven (7) calendar days after the issuance of this notice or no later than [Insert Date]. The protest must be in writing, identify the name and address of the protestor, provide appropriate identification of the procurement and resulting contract number (if known), and detail the nature of the protest, including available supporting exhibits, evidence, or documents to substantiate any claims.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project or services until execution of the contract.

We appreciate your interest in doing business with the State of Mississippi.

Sincerely,

[Insert Name, Title]

[Insert Agency Name]

[Insert Address]

[Insert City, State Zip Code]

Phone: [Insert Ten Digit Phone Number]

Fax: [Insert Ten Digit Fax Number]

Email: [Insert Email Address]