

Re: 1) MPA #486 – Lean Process Improvement Services: _____
2) Amount: Lump-sum, fixed fee \$ _____

Dear _____:

This letter is to notify you that the _____, “Agency,” is authorized to begin contract negotiations with _____ for the above referenced project. This tentative selection may be revoked by the “Agency” if your company fails to satisfy any of the requirements of this letter or the solicitation.

No work may commence until your company has received a Purchase Order issued by the Division of Purchases and, in addition, an authorization from the user Agency. Prior to issuance of a purchase order by the Division of Purchases, your company must provide the documentation listed below to the Agency by _____. Submit all documentation to: _____, _____, _____. Failure to timely provide the required documentation may result in the revocation of this notification by the Agency.

Please provide the following documents indicated by a :

- 1) Agreement outlining the scope and special terms and conditions covering the work, *executed by both the Agency Chief Executive and an authorized representative of your firm.*
- 2) Vendor awards of \$10,000 or more are required to submit a completed Minority Business Enterprise Plan to Division of Purchases, Minority Business Office, One Capitol Hill, 2nd Floor, Providence, Rhode Island 02908. For further information, contact Dorinda Keene at (401) 574-8253 or dorinda.keene@doa.ri.gov.
- 3) Certificates of insurance in accordance with the MPA Bid Solicitation. When commercial general liability is required, ensure that the Agency is the Certificate Holder and both the Agency and the State of Rhode Island are Additional Insured.

Please contact me if you have any questions regarding this letter.

Sincerely,

cc: Dorinda Keene – MBE
RI Division of Purchases MPA Buyer