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| --- | --- |
| Current Agency LETTERHEAD HERE |  |

**RFQ Contract Award Recommendation**

**INSTRUCTIONS: Intended use for Sole Source RFQ Requests.** *Use Current Agency Letterhead. Adjust the highlighted text with the appropriate information. Finalize the Reference Number prior to submitting it to the Statewide IT Procurement Office by deleting this box, the directions in red type, and removing any highlights. When finished, delete this box.* ***Note: Per 09 NCAC 06B.0314, completion of specific sections of the template are required. These sections are highlighted in blue.***

**To:** Statewide Contract Specialist Name

 Statewide IT Procurement Office

**From:**  Procurement Specialist or Purchasing Agent Name

 Title

**Date:** Month day, year

**Subject:** RFQ Contract Award Recommendation

Name of Solicitation

**Reference #s**: DIT# xxxxxx-xxx

 Agency Solicitation #: xxxxxxx

 Agency Requisition #: xxxx

Enclosed for your review and approval is the evaluation and DRAFT award recommendation package for RFQ Name of Solicitation.

On xx/xx/xxxx Agency Procurement Office received approval from DIT Statewide IT Procurement to issue RFQ Name of Solicitation to Vendor Name and on xx/xx/xxxx the attached signed bid was received in response. State here what, if any, changes were made to the RFQ that was signed by the Vendor. The bid has been reviewed by an Evaluation Committee according to the criteria in the bid, the Agency is satisfied with the response and hereby requests approval by the Statewide IT Procurement Office to award the contract (with or without the renewals, please identify), as follows:

|  |  |
| --- | --- |
| **Description:** | Name of Solicitation  |
| **Recommended Vendor:** | Vendor name that appears on Page 1 of the signed bid |
| **Cost:** | $xxx,xxx – Dollar amount of the Award |
| **Contract Term:** | EXAMPLE: One (1) year, plus two (2), 1-year optional renewals at the discretion of the State |
| **Total Contract Amount if all Renewal Options exercised:** | $xxx,xxx - Total dollar amount if all renewal options are exercised  |

Thank you for your consideration of this request. If additional information is required, please do not hesitate to contact me at Procurement Specialist/Purchasing Agent email or Procurement Specialist/Purchasing Phone #.

Attachments: Signed Vendor Bid

Signed Addenda

Signed Clarifications

Worksheets/Evaluation documentation (if needed)