**AWARD INSTRUCTIONS**

May 27, 2016

«Awarded\_Vendor»

«First\_Name» «Last\_Name»

«Vendor\_Address\_Line\_1»

«Vendor\_Address\_Line\_2»

«City», «State» «ZIP\_Code»

Dear «Mr\_or\_Ms». «Last\_Name»,

Congratulations! The State of Nebraska, «Agency\_Name» has announced its intent to award to «Awarded\_Vendor» for the solicitation «RFP\_Number\_and\_Type», «Project\_Description».

You are instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until receipt of the signed contract from the State.

INSTRUCTIONS: CUSTOMIZE AS NEEDED

Included with this letter is a copy of the Certificate of Insurance requirements that will meet the provisions of the «RFP\_or\_Contract\_Number». Please note the language related to subcontractors, and provide a list of any subcontractor(s) that may be utilized. In addition, The Certificate of Insurance will need to have a Subrogation Waiver and Liability Waiver. Please see the suggested language below:

Subrogation Waiver

“Waiver of Subrogation on the Worker’s Compensation in favor of the State of Nebraska.”

Liability Waiver

“The State of Nebraska, Certificate holder, is an additionally insured, primary & noncontributory on the General Liability.”

AND/OR A performance bond that will meet the provisions of «Section\_Number\_of\_RFP» of the solicitation RFP Number.

AND/OR A completed Vendor Application to become registered with the State of Nebraska. The application may be found at:

<http://das.nebraska.gov/materiel/purchase_bureau/vendor/vendor-info.html>

Upon contract award, your company may be required to meet with State of Nebraska staff to review requirements, timelines and deliverables, etc.

Sincerely,

«Buyer», Buyer

Phone: «Buyer\_Phone»

Fax: «Buyer\_Fax»

E-Mail: «Buyer\_Email»

Encl «Number\_of\_Enclosures»