**AWARD INSTRUCTIONS letter**

**(copy to appropriate Agency letterhead)**

DATE

AWARDED VENDOR

VENDOR CONTACT FIRST & LAST NAME

VENDOR ADDRESS LINE 1

VENDOR ADDRESS LINE 2

CITY, STATE ZIP CODE

RE: SOLICITATION NO, DESCRIPTION

Congratulations! The State of Nebraska, AGENCY has announced its intent to award a contract to your company for the above-referenced solicitation.

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 TO MATCH APPLICABLE REQUIREMENTS.

To complete the contract process, please provide the following information:

1. Letter of Good Standing from the Nebraska Secretary of State. An online version costs $6.50 and is available immediately at:

<https://www.nebraska.gov/sos/corp/corpsearch.cgi?nav=search>

1. Provide an email response answering the following questions: Will subcontractors be used to provide service for the contract?
	1. If yes, will the subcontractors be compliant with the insurance requirements?
2. Certificate of Insurance that meets the Insurance Requirements from the solicitation (see section inserted for your reference below).
3. A completed Vendor Application to become registered with the State of Nebraska. The application may be found at:

<https://das.nebraska.gov/forms/index.html#materiel-state-purchasing-vendor-information>

1. A performance bond that meets the requirements provisions of the solicitation (see section inserted for your reference below).

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

Sincerely,

NAME, Title

Agency Name

INSERT COPY OF RFP INSURANCE REQUIREMENTS

INSERT COPY OF PERFORMANCE BOND REQUIREMENTS (IF APPLICABLE)