**BEST AND FINAL OFFER LETTER –**

**Copy to appropriate Agency letterhead and**

**adjust as necessary**

DATE

«Company\_Name»

«Contact\_Person»

«Address\_Line\_1»

«City», «State» «ZIP\_Code»

E-Mail: «Email\_Address»

RE: Request for Best and Final Offer (BAFO) for «RFP/ITB Number », «Description»

The State of Nebraska has reviewed the bids/proposals submitted in response to the above-captioned solicitation. At this time, the State requests your overall best and final offer (BAFO) which will require a new cost proposal to be submitted, which is included with this request.

OPTION 1 IF BAFO MANDATORY: A response to this BAFO request is mandatory. Failure to submit a BAFO response that conforms to this request may result in the rejection of the cost proposal and thereby disqualify the entire proposal from further consideration.

OPTION 2 IF BAFO NOT MANDATORY: Any BAFO response submitted will replace the original cost submitted. In the absence of a BAFO response from your company, the original cost submitted will be the cost considered for evaluation purposes. Any response to this BAFO request does not alter the scope or requirements of the solicitation.

Please submit your BAFO response via ShareFile using the following submission link: XXX or in a sealed envelope, clearly marked with the solicitation number to:

«Buyer»

«Agency»

«Agency\_address»

«Agency\_City\_State\_Zip»

Your BAFO Response must be received by the State no later than XX:00 PM CST, «Opening\_Date», when all BAFO submissions will be public opened.

(Name), (Title)

(Agency Name)

(Agency Phone#)

(E-Mail)