**SOLICITATION ANNOUNCEMENT LETTER -**

**copy to appropriate Agency letterhead**

May 3, 2024

Dear Prospective Bidder:

The State of Nebraska, Agency Name, is issuing the following solicitation:

 Solicitation Number:

 Description:

 Opening Date:

 Buyer:

The solicitation and all relevant information, to include addenda and/or amendments, may be obtained from the following website:

<https://das.nebraska.gov/materiel/bid-opportunities.html>

**It is the responsibility of the bidder to check this site for all pertinent information and any mandatory requirements. All information relevant to this solicitation, to include addenda and/or amendments that may be issued prior to the opening date, will be posted to the website.**

Solicitation responses must be submitted and/or received at the location identified in the solicitation on or before the date and time indicated in the Schedule of Events, at which time responses will be publicly opened.

If there are any problems accessing the website regarding the above solicitation, please contact Agency Name at Agency Email or Agency PhoneNumber.

Sincerely,

Name, Title

Agency Name