July 22, 2015

Dear Prospective Bidder:

The State of Nebraska, «Agency\_Name» is issuing the following «Request\_For\_Proposal»:

Solicitation Number: «Solicitation\_Number\_\_Type»

Description: «Solicitation\_Description»

Opening Date: «Opening\_Date»

Buyer: «Buyer»

Copies of «Solicitation\_Number\_\_Type» and all information relevant to this Solicitation to include addenda and/or amendments may be obtained from the following website:

<http://das.nebraska.gov/materiel/purchasing.html>

Agency to Provide Web Address Here if Applicable

**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 in a sealed container that indicates the Solicitation Number and Opening Date. Sealed responses must be 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.

Any problems accessing the website regarding the above Solicitation should be e-mailed or faxed to the «Agency\_Name» at «Agency\_Email» or «Agency\_Fax\_Number».

Sincerely,

«Buyer», Buyer

«Agency\_Name»