**Sample Email Notification to Winning Vendor**

*\* Modify highlighted language as may be appropriate \**

I am pleased to inform you that after review and evaluation of the various proposals received in response to our ITT72 E-rate Mini-bid, we have determined that your proposal offers the most cost effective solution and we are going to make an award to your company, subject to [obtaining library board approval, receipt of E-rate funding approval and issuance of a Purchase Order].

We request that you submit a formal and final price quote and contract [note which speeds you want to receive for the first year of the contract at each location].

Please include the following language in the document:

* ITT72 Mini-bid E-rate contract for the term [insert contract term and whether there are optional extensions].
* Contract is contingent upon receiving E-rate funding. Customer may opt to proceed with purchase in the absence of E-rate funding but in doing so, customer will pay 100% of the costs and submit for reimbursement, unless alternative arrangements have been made with the vendor.
* Customer may opt to upgrade or downgrade speeds at any location listed in the contract to another speed included for that location in the Vendor’s bid, at the pricing included in the Vendor’s bid.

Also, please be sure to include both a signature line and date line for a Vendor signature and a library official’s signature.

Please provide the updated price quote and contract to me as soon as possible, but no later than [insert date] so that this document can be processed and finalized in time for our E-rate application submission. Please contact me if you have any questions.