Click here to enter a date.

Vendor Contact

Vendor Company.

Street (PO).

City, State, Zip Code.

Vendor Email.

Re: 1) MPA #MPA Number , MPA Title - Agency Project Title

2) Offered Price, lump-sum fixed-fee engagement: $Amount

Dear Mr./Ms. Vendor Contact.:

Please be advised that Vendor Company Name (“Vendor”) has been tentatively selected for the above reference project (the “Project”).

No work on the Project may commence until the Vendor has received a Purchase Order issued by the Division of Purchases (“Purchases”) and written authorization issued by the Agency. This tentative selection may be revoked if the Vendor fails to satisfy any of the requirements of this notification, the agency mini-bid or the Master Price Agreement (“MPA”) solicitation.

Prior to issuance of a Purchase Order by the Division of Purchases, the Vendor must provide required documentation to the Agency within twenty-one (21) calendar days of the date of this notification, i.e. by Select Due Date. You must submit all of the documentation listed below, except the Vendor’s MBE Plan, to Agency Contact Name, Agency Mailing Address, Agency Contact Email Address.

|  |  |
| --- | --- |
| **X** | The General Conditions of Purchase (220-RICR-30-00-13), available at <https://rules.sos.ri.gov/regulations/part/220-30-00-13>, shall serve as the agreement with the State of Rhode Island. If you have any questions and/or to finalize the scope of work and/or any addenda which may apply, please contact Agency Contact Name Agency Telephone # Agency Email. |
| **X** | Certificates of insurance in accordance with the MPA bid solicitation. When commercial general liability insurance is required, then both the Agency and the State of Rhode Island must be named as certificate holders and additional insureds. |
| **X** | Minority Business Enterprise (MBE) Plan. Submit MBE plan to Rhode Island Department of Administration, Office of Diversity, Equity and Opportunity (ODEO), Minority Business Enterprise Compliance Office at One Capitol Hill, 3rd Floor, Providence, Rhode Island 02908. For further information, contact Kate Constance Brody at (401) 574-8670 or [kate.brody@doa.ri.gov](mailto:kate.brody@doa.ri.gov) or visit the Office of Diversity, Equity and Opportunity website at <http://odeo.ri.gov/>. The resulting determination from the Office of Diversity, Equity and Opportunity shall be the required final document to complete the tentative award process. For Non-DBE Service-based RFQs - Minority Business Enterprise (MBE) Plan shall be submitted within 5 business days of the date of this tentative selection notice. |
| **X** | For public works projects valued in excess of $150,000.00, the Vendor must submit a performance bond and labor payment bond from a firm authorized to conduct business in the State of Rhode Island. |
| **X** | For public works projects, Vendor must submit a fully executed Rhode Island custom AIA contract selected by the agency. Vendor shall obtain the Rhode Island custom AIA contract at: <https://documentsondemand.aia.org/?filter=Rhode>. The Rhode Island custom AIA contract shall contain the information required by the attached AIA contract guide. |

Let me know if you have any questions regarding this correspondence.

Sincerely,

Agency Contact Name, Title

cc: Kate Constance Brody, Esq. Administrator – MBE, [kate.brody@doa.ri.gov](mailto:kate.brody@doa.ri.gov)

Enc: ex, Rhode Island custom AIA contract guide