Click here to enter a date.

Vendor Contact

Vendor Company.

Street (PO).

City, State, Zip Code.

Vendor Email.

**RE: Solicitation Number/Title**

Dear Mr./Ms. Vendor Contact.:

Please be advised that Vendor Company Name (“Vendor”) has been tentatively selected for the award pursuant to the above-referenced 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 or the Agency-facilitated 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, on or before Select Due Date. Please submit all of the documentation listed below, except the Vendor’s MBE Plan and EEO Compliance Materials, to Agency Contact Name at 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 base 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 Addendum A to the General Conditions of Purchase (located at <https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>). 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, Division of Equity, Diversity & Inclusion (DEDI), Minority Business Enterprise Compliance Office at One Capitol Hill, 3rd Floor, Providence, Rhode Island 02908. For further information, MBE Compliance Office at 401-574-8606 or via email at [mbe.compliance@doa.ri.gov](mailto:mbe.compliance@doa.ri.gov), or visit the DEDI website at <http://dedi.ri.gov/>. The resulting determination from DEDI shall be the required final document to complete the tentative award process. For Non-DBE service based RFQs, an MBE Plan shall be submitted within 5 business days of the date of this tentative selection notice. |
| **X** | Rhode Island Affirmative Action Plan and Contract Compliance forms. Submit the applicable forms as indicated below to Rhode Island Department of Administration, Division of Equity, Diversity & Inclusion, ATTN: Equal Opportunity Office at One Capitol Hill, 3rd Floor, Providence, Rhode Island 02908. Any questions relative to EEO and/or the submission of any EEO documents contact [eoo.compliance@doa.ri.gov](mailto:eoo.compliance@doa.ri.gov).  Contract Compliance Report  Certificate of Compliance  Required EEO compliance forms are located at <https://dedi.ri.gov/divisions-units/equal-opportunity-office/contract-compliance-related-forms>. |

Should you have any questions regarding the requirements delineated in this correspondence, please feel free to contact the undersigned.

Sincerely,

Agency Contact Name, Title

cc: MBE Compliance Office, [mbe.compliance@doa.ri.gov](mailto:mbe.compliance@doa.ri.gov)

Sean Holley – Equal Opportunity Office, [sean.holley@doa.ri.gov](mailto:sean.holley@doa.ri.gov)

EOO Compliance, [eoo.compliance@doa.ri.gov](mailto:eoo.compliance@doa.ri.gov)

Enclosures: ex, Rhode Island custom AIA contract guide