

Award Notifications

Once OSP concurs with the recommendation report, OSP writes letter(s) of “Intent to Award” to the successful proposer(s) - Exhibit 16 and “Notice of Regret” to the unsuccessful proposer(s) – Exhibit 17. All letters are issued on the same day. These notifications are usually signed by the State Purchasing Officer if the Assistant Director has previously approved; however, there may be some circumstances that require the Director's signature. The 14 day protest period is allowed to elapse.

The “Notice of Regret” letters **shall** include at a **minimum** –

- The name of the successful proposer(s)
- Instructions for scheduling a debriefing

The “Notice of Regret” letters **may** also include

- The number of proposers solicited
- The number of proposals received
- The total estimated cost of each proposal