Form Letter - Discussions with Offerors

[*Date*]

TRANSMITTED VIA FACSIMILE: (999) 999-9999

CERTIFIED U.S. MAIL # (*insert certified mail number*) [if applicable1] [*send to offeror at address appearing on cover page*]

Re: URGENT NOTICE - **Response Due by [date]**

Request for Proposal Revisions RFP # x

Dear [*person signing proposal cover page*]:

As the procurement officer for the above referenced RFP, I am writing to conduct discussions regarding your business’ proposal. As contemplated in the Request for Proposals, the State has elected to conduct discussions pursuant to South Carolina Code Section 11-35-1530(6) and Regulation 19-445.2095I. Under these laws, discussions are conducted with all offerors submitting proposals initially classified, for discussion purposes, as either acceptable or potentially acceptable. Your proposal has been classified as [acceptable / potentially acceptable].

The authority to conduct discussions is strictly limited. First, discussions involve only a limited exchange of information. They are not and cannot constitute negotiations.

Second, all discussions must be controlled by the procurement officer. Accordingly, please do not communicate with any other state employees regarding these discussions without my express prior approval and my direct participation.

Third, these discussions involve an opportunity for you to submit cost or price, technical, or other revisions to your proposal. However, the law allows such revisions “*only to the extent such revisions are necessary to resolve any matter raised in writing by the procurement officer during discussions.*” Accordingly, you must ensure that any revisions submitted are strictly limited to only those revisions necessary to resolve the concerns raised in this letter. Please see the attached list of concerns. Unauthorized revisions or additional unsolicited responses may result in rejection of your revisions and consideration of only your initial proposal.

Fourth, revisions must be timely received. A**ny revisions must be received by me no later than [*date*]. Late proposal revisions will not be considered.**

Please contact me if you have any questions. Sincerely,

[*name*]

Procurement Officer

[*Instructions to Procurement Officer: If a proposal is acceptable, you may have no need to send any letter. A letter is not needed unless you intend to authorize a proposal revision.*]