**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 PEPPM 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 school 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 [note if there are any changes to component numbers, etc. and/or quantities from original response to mini-bid].

Please include the following language in the document:

* PEPPM Mini-bid E-rate contract for the term 4/1/2020 – 9/30/2021.
* 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.

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

Please provide the updated price quote 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.