

“NO RESPONSE” NOTIFICATION

The Purchaser places significant value on quality vendors. We desire to keep current awarded vendors or award new vendors as suppliers of materials, equipment and/or services; therefore, it is important for us to determine why you are not responding to this solicitation. This information also helps us determine if the solicitation was too restrictive in any way that prevented fair and open competition.

A bid response was not submitted for the following reasons:

(Please check one or more of the reasons listed below and/or provide further information.)

1. No longer supply the requested product/service.
2. Quantities offered or scope of job is **TOO SMALL** to be supplied by my company.
3. Quantities offered or scope of job is **TOO LARGE** to be supplied by my company.
4. Time frame for submitting our response was too short (please explain below).

5. Other. This includes reasons if you feel it was too restrictive.

If you **DID NOT** submit a bid response, please indicate:

I wish to remain on the contact list for future opportunities.

I do not wish to remain on the contact list.

RFP # and Name

Date

Company Name

Authorized Representative – Printed Name

Company Address – City, State Zip Code

Authorized Representative - Email

Authorized Representative – Phone

Authorized Representative - Signature