



STATE OF DELAWARE
THE STATE USE COMMISSION
ASSISTING
PEOPLE WITH VISUAL IMPAIRMENTS AND
OTHER DISABILITIES WITH EMPLOYMENT

Date of SULC Mtg

Mr. xxx xxxx
Director
Government Support Services
100 Enterprise Place, Suite 4
Dover DE 19904

RE: Set Aside Proposed for XXXX

Dear Mr. xxx xxxx

State Use Commission met on (Enter Date), to bring forward a proposal to (Enter information) . This proposal was officially brought before the State Use Commission on (Enter Date) with the intent to (Enter Information). The State Use Commission formally acted on this pursuant to the general guidelines of the commission, Article IV, and wishes to inform the contracting unit and Government Support Services that this option may directly impact contract #XXX.

Pursuant to 16 Del Code §9604 and Article IV of the commission's general guidelines, the State Use Commission will hear for approval and vote at the next regularly scheduled meeting to be held on (Enter Date). If there are any concerns for questions from the contract officer, end users or vendors that may be impacted by this action public comment and questions will be handled at this meeting.

Sincerely,

Chairman, State Use Commission

Cc: Committee members

EXHIBIT C