



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 Established for XXX

Dear Mr. xxx xxxx

Pursuant to Title 16, §9604, the State Use Commission wishes to inform the contracting unit at Government Support Services that on (Enter Date) the State Use Commission met to officially ratify the set aside for (Enter Commodity, Service, etc.) that was first proposed on (Enter Date).

The State Use Commission recognizes that these services were previously performed under Contract (Enter Contract Number) and the State Use Commission intends to begin providing the set aside services on (Enter Date). The State Use Commission has chosen the date to coincide with the ending date of the current term for Contract (Enter Contract Number). If there are any questions or concerns from end users, effected vendors or contract officers, please contact the State Use Commission at (Enter Phone Number).

Sincerely,

Commission, State Use Commission

Cc: Committee members

EXHIBIT D