[INSERT AGENCY LOGO]

STATE OF DELAWARE

[INSERT AGENCY NAME]

[INSERT DATE]

[Insert Vendor Name]

[Insert Vendor Address]

Dear [Insert Vendor Name (Mr. Smith)]:

Thank you for your response to our Invitation to Bid/Request for Proposal (select one, then remove this note) for Contract No. Insert Contract Number and Name. Unfortunately, we must reject your bid as being nonresponsive according to the State of Delaware, [Insert Agency Department, Division, Section Name (as applicable)] General Provisions – Section 18 f. (ITB)/ General Administration - Paragraph 6f (RFP):

"If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning."

Should you have any questions, please give me a call at [Insert Phone Number].

Sincerely,

[Insert Name]

[Insert Title]

S:\ Insert File Name Non Responsive