

>insert date

>insert successful Qualified Supplier's name

>insert successful Qualified Supplier's address

Dear >insert name

This letter follows the letter you received from [INSERT SENDER OF RFSQ NOTIFICATION] dated [INSERT DATE] that notified you of your successful qualification in the RFSQ [INSERT RFSQ REFERENCE NUMBER]. That letter notified you of your right to receive the stage two procurement document, the Request for Services ("RFS"). The RFS will be ready for distribution in [INSERT APPROXIMATE DATE].

For the RFS stage, we, the [INSERT NAME OF CONSORTIUM], would like to ensure that we are communicating with Qualified Suppliers that want to provide services to [INSERT NAME OF CONSORTIUM] for the 2011 – 2012 school year.

The attached Request for Expression of Interest is to ask you: **Do you intend to submit a Submission to service routes in the [INSERT NAME OF CONSORTIUM] Consortium for the 2011-2012 school year?**

If you intend to submit a Submission to service routes for [INSERT NAME OF CONSORTIUM], please mark "Yes, please send me the RFS" in Attachment A. This means that you **WILL** receive the RFS for [INSERT NAME OF CONSORTIUM].

If you **DO NOT** intend to submit a Submission to service routes for [INSERT NAME OF CONSORTIUM], please mark "No, please **DO NOT** send me the RFS" in Attachment A. This means that you **WILL NOT** receive the RFS for [INSERT NAME OF CONSORTIUM].

Please note this Expression of Interest is for the upcoming RFS only and does not exclude the Qualified Supplier for future service requirements for the Consortium.

Please sign, date and return the attached Request for Expression of Interest to the Consortium Contact below by [INSERT DATE]. Attachment A must be signed by someone with the authority to bind the Qualified Supplier. The attached Request for Expression of Interest may be returned by mail, by fax or a scanned copy by e-mail. Please do not hesitate to contact me with questions.

Yours truly,

>insert Consortium Contact name and title

> insert Consortium Contact phone number

> insert Consortium Contact fax number

> insert Consortium Contact email address

**Attachment A: Request for Expression of Interest**

I/WE, \_\_\_\_\_, a Qualified Supplier, hereby certify that I/WE have carefully examined this Request for Expression of Interest and have a clear and comprehensive knowledge of its contents. By submitting a response to this Request for Expression of Interest, the Qualified Supplier agrees and consents to the terms, conditions and provisions of the Request for Expression of Interest.

INSTRUCTIONS TO THE QUALIFIED SUPPLIER: The Qualified Supplier must check the box which applies.

<input type="checkbox"/> Yes – please send me the RFS for <b>[INSERT NAME OF CONSORTIUM]</b>
<input type="checkbox"/> No – please <b>DO NOT</b> send me the RFS <b>[INSERT NAME OF CONSORTIUM]</b>

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Signature of Qualified Supplier representative

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Name and Title of Person Authorized to bind the Qualified Supplier

Date: