

**Draft Vendor Selection Letter
For Planned E-Rate Purchase
Under a New York State OGS Contract**

Note: The purpose of this letter is to document an E-rate applicant's agreement to purchase eligible products and services under a New York State Office of General Services ("OGS") contract for the following funding year. Information on OGS contracts is available at <http://www.ogs.state.ny.us/purchase/snt/wiredindex/nywired.asp>.

[To Be Placed on Applicant Letterhead]

Date¹

Name and Address
of Vendor Selected²

Dear _____ :

This letter is to notify you of our decision to purchase \$_____ of [specify product/service or reference more detailed attachment] from your company during the next E-rate funding year (07/01/200_ to 06/30/200_³) under the terms of the New York State OGS Contract No. _____.

The procurement of these [product(s)/service(s)] will be dependent upon the following conditions [choose any that apply]:

1. Final approval of next year's fiscal budget;
2. Contract confirmation by next year's school board;
3. Award of associated E-rate funding.

We look forward to working with [vendor name] on this project.

Sincerely,

Name and Title

¹ Letter should be dated on or after the applicant's Allowable Vendor Selection/Contract Date, based on the applicant's Form 470 filing. The date should also be on or before the applicant's Form 471 filing date.

² The name and address of the appropriate vendor contact is listed under Contractor Information on the OGS Web site referenced above.

³ For non-recurring services, it is suggested that the terminating date be specified as 09/30/200_.