

Guide to Judiciary Policy

Vol 14: Procurement
Ch 3: Purchasing Methods

Appx 3A: Sample Offering Letter to Randolph-Sheppard Agency

[Date]

(Point of Contact Name)
State Agency Rehabilitation Services
(Street address)
(City, State and Zip Code)

Dear M :

We need ___ vending machine(s) at our location, which is:
United States xxxxxx Court
xxxxxxx District of xxxxxx
(Suite, Floor, Street Address, etc.)
(City, State and Zip Code)

This request is made according to the provisions of the Randolph Sheppard Act of 1974. We have enclosed our request for proposal with our specific requirements. Please review the documents and provide us a determination if a blind licensee can meet our needs. Please indicate your interest by completing the information below and returning a copy to the attention of *(name)* via fax at xxx-xxx-xxxx. If you have any questions, or need additional information, please contact *(name)* at xxx-xxx-xxxx.

Sincerely,

Procurement Liaison Officer

Enclosure

(Name)
State Agency Rehabilitation Services

We have identified a licensed Randolph Sheppard vendor interested in providing copy center services at your location. We will contact you shortly.

We are unable to provide a licensed Randolph Sheppard vendor to provide copy center services at your location.

Signature: _____

Printed Name: _____

Title: _____

Phone: _____

FAX: _____