**Please amend/delete all text in red.**

**Example email to successful provider:**

Dear [Contact Name],

**Invitation to Tender for [Project Title]. Research RFQ Number: [insert number]**

I am pleased to inform you that Essex County Council has made the provisional decision to accept your tender for the [project title] requirement, subject to successful completion of internal governance.

It is our intention to enter into a contract for this requirement by [enter date].

Please find our contract document attached for you to sign and return. [This document should be downloaded from the intranet, amended with details for this tender and sent to the successful provider].

You are strongly advised not to incur any expenses or enter into any bindling arrangements until such time as the contract has been executed by both parties. The Authority will not be held liable for any expenses incurred in connection with the anticipated contract before execution of the contract.

The contract shall comprise:

* The documents provided by Essex County Council dated [insert date you sent the RFQ specification document].
* The documents provided by [insert provider name] as part of the Tender Submission dated [insert date provider submit proposal].
* Clarifications made during the tender process as follows:

[insert details if relevant]

This letter is sent without prejudice to the right of Essex County Council to abandon the procurement, cancel the award procedure or suspend award of the contract for any reason.

We also wish to supply you with the following information:

As you are aware, the quality evaluation criteria provided outlined the criteria used for the evaluation of the bids.

**Your Total Score:** Your total score was [enter score]

Feedback can be provided on request if you want any further detail in addition to the score provided above. Please email [email address] no later than [enter date] to request feedback.

Please direct any queries regarding this letter to [Name].

We would like to take this opportunity to thank you for the time and effort you have dedicated to this tender process, and we look forward to working with you.

Yours sincerely,

[Name]

[Position]

Essex County Council