[Date]

**SAMPLE Request for VENdor Comment**

**RFP Number, Title**

The Agency is seeking input from potential Proposers for the upcoming release of its Request for Proposal (RFP) for description of commodity/service. Prior to releasing the RFP, the Agency is publishing a draft version of the document and a number of the associated documents to offer interested parties an opportunity to provide input on the draft documents, and for potential Proposers, an opportunity to determine their ability to respond to the final RFP.

Specifically, the Agency would like input from potential Proposers to identify any of the following:

* Restrictive requirements (e.g., anything that could preclude all potential Proposers from responding affirmatively).
* Requirements that could cause dramatically increased costs to the Agency.
* Requirements that are duplicative or unclear.
* Requirements that may have been overlooked but may be deemed necessary by the industry to ensure the Agency receives the best possible results from the RFP process.
* State-specific information that is missing or deficient to a level that would preclude potential Proposers from responding to the RFP itself or in a complete and cost-effective manner.

Comments and input regarding the draft RFP should be submitted as follows:

* Responses to the requested information should be returned no later than **Day, Date at Time.**
* Responses should be sent (via email to, in eSupplier using instructions provided, etc.),

Thank you in advance for your time and effort in assisting the Agency in putting together a clear and concise final RFP. We look forward to receiving your input.

If your company considers any input to be confidential, use form DOA-3027 (attached separately) to identify.