



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES

Procurement Division

707 Third Street • West Sacramento, CA 95605 • (916) 375-4400 • Fax (916) 375-4505 • www.pd.dgs.ca.gov

Date

Contact Name
Customer
Department Street
Address
City, CA ZIP

Dear XXX:

Attached are two approved copies of Contract XXXX, with [Supplier name]. We have retained an original for our files along with the Std. 215.

The contract has been entered into the State Contract and Procurement Registration System (SCPRS) and SCPRS No. XXX has been assigned.

Please note for your reporting purposes that the application of the DVBE incentive resulted in a contract award.

If you have any questions, please call me at

(916)111-1111.

Thank you,

Analyst Name
Technology Acquisitions
Section

Attachments (2 - Std. 213s)