Exhibit 25 (rev. 11/09)

Required

Example of Letter to Agency with Signed Contract

1201 N. Third Street • Suite 2-160 • Post Office Box 94095 • Baton Rouge, Louisiana 70804-9095 • (225) 342-8010 • Fax (225) 342-8688

An Equal Opportunity Employer

 **Bobby Jindal Kristy H. Nichols**

 **GOVERNOR COMMISSIONER OF ADMINISTRATION**

**State of Louisiana**

Division of Administration

**Office of State Purchasing**



*(Date)*

*Agency Contact Person*

*Agency Name*

*Agency Address*

*City, State, Zip Code*

RE: Request for Proposal for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFP File Number \_\_\_\_\_\_\_\_\_\_\_\_, Solicitation Number \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

Attached is your fully executed copy of the signed contract between \_*(Agency Name)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_*(Contractor’s name)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and the resulting purchase order. You may proceed with coordinating the implementation phase of this contract with \_\_*(Contractor’s name)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

At the end of this contract, please return your evaluation of the contract to this office in accordance with R.S. 39:1593.C.(2)(f)(i), which states “After completion of performance under a contract, the using agency shall evaluate contract performance and the utility of the final product. This evaluation shall be delivered to the Director of State Purchasing within one hundred twenty days after completion of performance and shall be retained in the official contract file”. State Purchasing’s website contains two sample evaluation forms for your convenience (Exhibit 21A and 21B under “Agency Center”, “Request for Proposals”).

If you have any questions, regarding this project please contact at (225) 342- .

Sincerely,

*(Name)*

*(Title)*