

STATEMENT OF NO BID/PROPOSAL

If your company does not intend to submit a bid/proposal, we request that the following STATEMENT OF NO BID/PROPOSAL be completed and submitted to us in order to assist us in maintaining documentation and in order to provide us with helpful information related to future bid processes. All Vendors are highly encouraged to submit bids whenever possible.

If returning a STATEMENT OF NO BID/PROPOSAL, please email or mail it to the contact person listed within the solicitation.

Date: _____

We, the undersigned, have declined to submit a bid/proposal on (*insert institution name*)'s solicitation for a Vended Meals Contract for the following reasons:

	We do not offer this service	
	We are unable to meet all of the specifications (please describe)	
	We are unable to meet procurement requirements (please describe)	
	We are unable to provide service to your location/area (please describe)	
	Solicitation was too restrictive (please describe)	
	Other	

Please provide any suggestions on how the institution can improve its procurement process in order to encourage more companies, similar to your company, to respond to future solicitations.

Company Name		Prepared by	
Phone #		Email	
Signature			