

**Vendor Contact Outside of Formal Procurement Process**

Division:

Contact Employee(s):

Name of Vendor Company or Entity:

I am making contact with the above-named employee(s) for the purpose of:

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I understand that this contact is not part of a procurement process and no agency procurement decisions will be made based on this contact. I am not making this contact in an attempt to influence any agency employee with regard to any procurement process that may occur in the future.

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Printed Name of Vendor Representative

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Signature of Vendor Representative

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Date