**(Insert Date)**

To: All Interested Vendors

Re: Request for Information Notice

The State of Montana, **(insert agency name)** (State) is requesting information regarding **(insert brief description of services/supplies)**. All interested parties are invited to submit a response to this Request for Information (RFI).

This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered.

***No contract will result from any response to this RFI.***

Information submitted in response to this RFI will become the property of the State.  
Do not submit confidential information. The State will reject any response that has been marked as confidential or proprietary, including cost.

The State will not pay for any information herein requested nor is it liable for any cost incurred by the vendor.

RFI responses must be uploaded in eMACS in the Supplier Attachment section prior to **(insert time and date)**

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Procedural, administrative, or contractual questions must be submitted using the Q & A Board in eMACS prior to the Q & A Submission Close Date deadline.

We appreciate your response to this request.