[Insert Date]

To: All Interested Vendors

Re: Request for Information Notice

The State of Montana, [insert agency name] (State) is requesting information regarding [insert a 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 to gain knowledge of services and supplies available with an estimate of their corresponding costs. It 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 marked as confidential or proprietary, including cost.

The State will not pay for any requested information or be liable for any cost incurred by the vendor.

RFI responses must be uploaded in eMACS in the Supplier Attachment section before[insert time and date].

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

We appreciate your response to this request.