

# CLERK OF COURT STATIONERY LETTERHEAD

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## MEMORANDUM

**TO: Norman Gobert**

**FROM: \_\_\_\_\_ Clerk of Court**

**DATE: \_\_\_\_\_**

**RE: SELECTION OF SOFTWARE VENDOR**

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On, \_\_\_\_\_, our office issued a Request for Proposals for a  
\_\_\_\_\_. The RFP was advertised two times, with the  
first advertisement occurring at least 15 days prior to the opening of bids in  
accordance with R.S. 38:2212(B)(1).

The following companies responded to the proposal:

\_\_\_\_\_  
\_\_\_\_\_

In accordance with R.S. 38:2212.1, the Clerk of Court's Office has selected  
\_\_\_\_\_ as the winning proposal.

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The \_\_\_\_\_ Clerk of Court's office has selected

\_\_\_\_\_ for a \_\_\_\_\_.

This vendor was selected on a sole source basis, because there is not currently any other vendor who is able to perform this service.