

PROSECUTOR OFFICE STATIONERY LETTERHEAD

MEMORANDUM

TO: Norman Gobert

FROM: _____ District Attorney

DATE: _____

RE: SELECTION OF SOFTWARE VENDOR

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 Prosecutor's Office has selected
_____ as the winning proposal.

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DATE: _____

RE: SELECTION OF SOFTWARE VENDOR

The _____ Prosecutor'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.