

MEMORANDUM

TO: Norman Gobert, CMIS Director

FROM: _____ Clerk of Court

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 Clerk of Court's Office has selected _____ as the winning proposal.

MEMORANDUM

TO: Norman Gobert, CMIS Director

FROM: _____ Clerk of Court

DATE: _____

RE: **SELECTION OF SOFTWARE VENDOR**

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.