

July 13, 2012

Records Consultants, Inc.
Mr. Dan Gibbens
12829 Westmore Road
San Antonio, Texas 78247

Dear Mr. Gibbens,

Delaware State University is pleased to inform you that Records Consultants, Inc. has been awarded Contract Number 12-06-01-11, to provide Fixed Asset and Inventory Management Services for the University.

Please find enclosed two (2) copies of the Award Notification. Please return one signed by a representative having the legal authority to enter your organization into a formal contract.

Sincerely,

Jessica Wilson
Director of Purchasing

JW

Enclosure