



State of Delaware  
**DEPARTMENT OF TECHNOLOGY AND INFORMATION**  
William Penn Building  
801 Silver Lake Boulevard  
Dover, Delaware 19904

April 30, 2015

IPR International  
1201 N. Market Street  
Suite 2G-10  
Wilmington, DE 19801  
Sean.meenan@iprsecure.com  
ATTN: John Meenan

Subject: DTI14601-DERFIAAS, IAAS Services

Dear Mr. Meenan:

I am pleased to inform you that IPR International has been awarded the IAAS Services contract #DTI14601-DERFIAAS.

Attached is one copy of our contract that must be completed and returned prior to **May 11, 2015**. Return one signed soft copy via email attachment or two signed hard copies to:

**State of Delaware  
Department of Technology and Information  
801 Silver Lake Blvd.  
Dover, DE 19904  
ATTN: Procurement Officer**

The contract MUST have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Department of Technology and Information. One copy of the fully executed contract will be returned for your records.

At this time, please also:

1. Submit copy of IPR International's State of Delaware business license or confirm that you have initiated the application process and will supply upon process completion;
2. Remember to supply a valid Certificate of Insurance prior to any work; and
3. Complete the online W-9 Form by visiting the Division of Accounting's website at [http://accounting.delaware.gov/w9\\_notice.shtml](http://accounting.delaware.gov/w9_notice.shtml). If this is not completed and accepted by the Division of Accounting, we will be unable to process a purchase order request.

The awarded vendor(s) are required to complete the new W-9 Form by visiting the Division of Accounting's website. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, agencies will not be able to purchase if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.

Should you have any questions, please contact me at [carmen.herrera@state.de.us](mailto:carmen.herrera@state.de.us).

Thank you again for your proposal. We look forward to doing business in this upcoming contract period.

Respectfully,

**REDACTED**

Carmen Herrera  
IT Procurement Officer

Enclosure