

April 11, 2011

Benjamin Klein
71 Lakeside Lane
Frederica, DE 19946

RE: Compliance Coordinator RFP

Dear Mr. Klein:

I am pleased to inform you that you have been awarded the contract related to the above referenced Request For Proposal.

Attached is a copy of our contract that must be signed and returned at your earliest convenience. This is needed to start the purchase order process. One copy of the fully executed contract form will be returned for your records.

The next step is to ensure you have completed the new W-9 Form by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, agencies will not be able to get reimbursed 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.

We appreciate your interest and look forward to working with you.

Sincerely,

Annie Norman, Ed.D.
State Librarian / Director