Dear {fill in vendor name here},

Wisconsin is undertaking a community-based project to consider how to best provide public library system and other collaborative library services in the state. Building on the work of many, the goal of the process is to develop a plan to implement new models of service. Eight workgroups are considering different service areas and preparing these new models, including associated costs, functionality, and recommendations for implementation, funding, and governance.

As part of this process, the {NAME} workgroup is hoping to receive some information from your company. {DETAIL REQUEST HERE}.

Responses to this request are for informational purposes only. They will not be used as part of any procurement process, but will be used to inform the functionality and structure of the model recommendations and to provide related cost estimates.

This request is not in any way affiliated with any procurement processes being undertaken by the Department of Public Instruction, any public library systems, or any public libraries, including processes for the BadgerLink and WISCAT projects.

Any questions about the specific request can be directed to me. Questions about the process can be directed to John Thompson, Chair of the PLSR Steering Committee (1-715-839-5082 ext. 116 or thompson@ifls.lib.wi.us).

Thank you,

{WORKGROUP REPRESENTATIVE}

{CONTACT INFO}