**Notice of Intent to Award a Contract under a National Cooperative Purchasing Agreement**

(Insert: your full agency or entity name) intends to participate in the Region 4 Education Service Center contract for (insert: title of contract, including number) to purchase (insert: description of services or goods procured through contract) made available through The Cooperative Purchasing  Network (“TCPN”).

Information regarding the contract may be found on the TCPN website at: [www.tcpn.org](http://www.tcpn.org)

(Insert: your full agency or entity name) anticipates joining the Region 4 Education Service Center contract, made available through TCPN, on (insert date: dd/mm/yyyy). The current term for contract (insert: title of contract, including number) is (insert dates: dd/mm/yyyy   to    dd/mm/yyyy).

It is the intent of the (insert: contracting procurement agent’s name and title) to make a contract award to (insert: name of vendor whom you intend to award contract to), pursuant to the proposal submitted in response to the Region 4 Education Service Center contract for (insert: title of contract, including number).

(Insert: your full agency or entity name) is permitted to participate in national cooperative agreements under the authority of N.J.S.A 52:34-6.2(b)(3).

Comment period ends dd/mm/yyyy.