**Date**

**Richard Beattie, Director**

**Department of Administration**

**Procurement and Contracts**

900 SW Jackson, Suite 451 South

Topeka, Kansas 66612-1216

Subject: Procurement Negotiation Committee

 Subject

Dear Mr. Beattie:

On behalf of the **Department/Division Name**, I am requesting that you convene a Procurement Negotiating Committee in accordance with KSA 75-37,102. The purpose of the committee is to secure a contract to provide **Name of Contract or Services.**

I have delegated **Name of Agency Purchasing Representative** as my designee for this committee. Additionally, I would like to recommend **Name of Agency Subject Matter Expert** as the Secretary of Administration designee on the Procurement Negotiating Committee.

Thank you for your consideration and assistance in this matter.

Sincerely,

**Name**

**Title**