

**University of Kentucky   
Purchasing Division**

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**[date]**

**[vendor name & address]**

**[vendor name]**

**[Company Name]** entire proposal submitted on **[RFP date]** in response to Request for Proposal, **[RFP number and title]** has been marked as confidential or proprietary. As per section 3.9 Disclosure of Offeror’s Response, Purchasing will not disclose any portion of the proposals prior to contract award to anyone outside the University. The University is required to disclose any information provided by the offeror in the offerors response after contract award per Kentucky Open Records law as stated in the RFP section 6.23 Confidentiality. The University and the offeror may clarify this as part of the contract negotiations. The final determination as to what information is confidential and what information is subject to the Kentucky Open Records Law rests with the University of Kentucky.

Sincerely

**[contracting officer name]**

Contracting Officer