

Notice to Proceed (Sample)

Month Day, Year

TO Contractor Name

TO Contractor Mailing Address

Re: CATS+ Solicitation Number (TORFP #): <><solicitationNumber>>

Dear TO Contractor Contact:

This letter is your official Notice to Proceed as of Month Day, Year, for the above-referenced Task Order Agreement. Mr. / Ms. <><contractOfficerName>> of <><issuingAgencyName>> (Agency Name) will serve as the TO Manager and your contact person on this Task Order. He / She can be reached at telephone <><contractManagerPhoneNumber>>.

Enclosed is an original, fully executed Task Order Agreement and purchase order.

Sincerely,

<><procurementOfficerName>>

Task Order Procurement Officer

Enclosures (2)

cc: <><contractManagerName>>, TO Manager

Procurement Liaison Office, Department of Information Technology

Project Oversight Office, Department of Information Technology