



Office of P-20 Education Policy  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
[www.cn.nysed.gov](http://www.cn.nysed.gov)

May 6, 2019

Attn: FY 2018 Equipment Grant Applicants

RE: RFP #GC19-013  
Time Period: 8/1/2019-7/31/2020

Dear Sir or Madam:

On behalf of the New York State Education Department, I wish to thank you for your participation in our recent RFP listed above. It is the desire of the State Education Department to encourage as much competition as possible.

This letter is to inform you that your institution has not been selected to receive a grant award.

If you are interested in receiving a debriefing letter on the selection process regarding this RFP, you must submit a written request within fifteen (15) calendar days of this letter to Colleen Hasselbach at [foodequip@nysed.gov](mailto:foodequip@nysed.gov) or by mail at:

NYS Education Department  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA  
Albany, NY 12234  
Attn: Colleen Hasselbach

Program staff will provide you with a written summary of your proposal's strengths and weaknesses, as well as recommendations for improvement. Within ten (10) business days, the program staff will issue a written debriefing letter to you.

If I can be of further assistance regarding this matter, please contact me at 518-473-8781.

Sincerely,  
*Colleen Hasselbach*  
Contract Management Specialist

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.