

August 8, 2019

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**SENT VIA ONLINE PORTAL AND EMAIL**

Winston Salem State University  
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and Virginia

***Re: Open Records Law Request for Documents in Connection with  
Dining Services at Winston Salem State University***

To Whom It May Concern:

In conjunction with the provision of dining services at Winston Salem State University ("University") by a third-party food service provider, please allow this letter to serve as a request for provision of certain documents in accordance with NCGS §132-6 of the North Carolina Public Records Law ("NCPRL").

In accordance with this NCPRL request, we ask that the University provide copies (or make available for copying) the following items:

- (i) all proposals submitted by vendors in conjunction with the previous RFP for dining services (the "RFP") at the University;
- (ii) all pricing pages, attachments, exhibits or additional documents submitted by any vendor relating to the RFP;
- (iii) any scoring sheet or criteria evaluation related to the RFP;
- (iv) any memoranda created in conjunction with the RFP; and
- (v) the previous contract for dining services at the University and any contracts entered into in connection with the RFP.

As the NCPRL requires that documents should be provided "as promptly as possible," we would respectfully ask for your cooperation in providing the documents in whatever form necessary as quickly as possible. If you are willing to send copies, please provide the documents at our sole expense to my attention at the address above. In the alternative, please let us know the place where and the time when such documents will be available to copy.

If you have any questions or if you require additional information, please contact my Paralegal, Lori Gibson, at (704)-331-1118 or [lorigibson@mvalaw.com](mailto:lorigibson@mvalaw.com). If this request is partially or fully denied, please cite the specific exemption for such denial.

Thank you for your consideration and for providing the requested information.

Sincerely,

MOORE & VAN ALLEN PLLC

*M. Cabell Clay by LRG*

M. Cabell Clay

MCC/mla