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r. 4-8-15

**LETTER TO SUCCESSFUL COMPANY – TEMPLATES/SAMPLES**

The following are examples/templates for notification letters to energy service companies (ESCOs) who have been chosen either:

(1) to proceed to the second down-selection in the ESCO selection process, or

(2) to perform a preliminary assessment for the potential project referred to in the subject notice of opportunity (NOO).

Text is shaded where the user needs to fill in agency-specific information.

 (1) LETTER TO SUCCESSFUL ESCO BEING INVITED TO PARTICIPATE IN SECOND DOWN-SELECTION

Date

Ref No

ESCO Name

Address

City, State

Subject: (Agency, location) Energy Savings Performance Contract Task Order Notice of Opportunity dated (date of NOO)

Congratulations, your company has been rated as among the most highly qualified competitors for award of the potential project described in the subject notice of opportunity (NOO), based on evaluation of your expression of interest (EOI). (Company) has been selected to continue to the next phase of the task order competition.

In accordance with the instructions in the (date) NOO and the terms of the DOE master contract, the next phase of the competition will consist of (describe procedures for next steps, e.g.; agency evaluation of further submittals as described below; interviews with the ESCOs selected for this step; other).

(Company) is instructed to:

* Submit (describe required submittals of written information and due dates).
* Schedule a meeting to interview with (agency’s) source selection committee at (location). Interviews will be held the week of (dates, times.) at (location, date, time).
[Or: The exact location has yet to be determined; however, you you will be notified in writing as to the exact building/room number prior to the interview.]
* Provide a (insert timeframe such as “45-minute”) presentation on (company approach and experience) for this project. Interviews will not exceed (number) hours in length.
* Submit names of (company) personnel who will attend the meeting to (agency CO or other) by (date). Each company is limited to (insert #) individuals to participate in the interview (or presentation) process.
	+ The management and technical personnel that will be assigned to this project, including the project manager most likely to be assigned, should attend this meeting and they should be prepared to discuss the firm’s experience and approach to this project.

(Include instructions for gaining access to the interview location, such as “Please check in with the Security Office located at Building #1 to obtain your security passes.)

If the meeting date and time is not agreeable with (company’s) project team, please advise (name, contact information).

Thank you for the interest in the Notice of Opportunity for (agency/facility).

(Signature)

(Contracting Officer name)

(title, etc.)

(2) LETTER TO SUCCESSFUL ESCO SELECTED TO PERFORM A PRELIMINARY ASSESSMENT FOR THE POTENTIAL PROJECT

Date

Ref No

ESCO Name

Address

City, State

Subject: (Agency, location) Energy Savings Performance Contract Task Order Notice of Opportunity dated (date of NOO)

Congratulations, (company name) has been selected to conduct a Preliminary Assessment of the (agency, facility name, address) in accordance with the subject Notice of Opportunity and terms of your Department of Energy master contract.

Please plan to attend a meeting between our Acquisition Team and (company’s) key personnel, including the (company) Project Manager, to plan the site energy assessment. The meeting will be held at (location, date, time). Please coordinate with (contact person and email/phone) to obtain (site access/security passes). Prior to your visit, the Point of Contact listed below will need a list of the names of staff attending the meeting.

Prior to your visit, the Point of Contact listed below will need a list of (company’s) staff attending the meeting.

If the meeting date and time is not agreeable with (company’s) project team, please advise (name, contact information).

 Thank you for your interest and participation in this opportunity.

(Signature)

(Contracting Officer name)

(title, etc.)