**U.s. Energy Department**

**Federal Energy Management Program**

**ESPC ENABLE LETTER TO UNSUCCESSFUL ESCO OFFERORS GUIDE AND TEMPLATE**

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***PLEASE READ THIS GUIDE BEFORE USING THE LETTER TO UNSUCCESSFUL ESCO OFFERORS GUIDE AND TEMPLATE***

**ESPC ENABLE Letter to Unsuccessful ESCO Offerors Guide**

**Introduction -** Following the Acquisition Team’s selection of an ESCO, the following letter should be used to notify the unsuccessful offeror(s) that they have not been selected. This letter will briefly describe the criteria that prevented each particular ESCO from being selected, and provide them with the opportunity to request a debrief. Additionally, a copy of the completed **03 ESCO Evaluation Guide Attachment 1 - ESCO Evaluation Worksheet** for the subject ESCO will be attached to this letter. Please be sure to accommodate any and all related agency-specific procurement requirements, if applicable.

**Instructions –** The Contracting Officer (CO) for the ESPC ENABLE project should use the template on the next page (page 2) to draft the Letter to Unsuccessful ESCO Offerors. The Letter to Unsuccessful ESCO Offerors should be issued to the successful ESCO within the timeframe established in your Request for Quote/Notice of Opportunity (NOO).

This template ***cannot be used without editing***. In the template, you will find two types of text. [Sample text will appear in black font.] Please review the [sample text] to ensure that it meets your agency specific requirements and project goals when using it in your NOO. [Text that requires you to insert agency- or project-specific information, or requires you to edit for your purposes, will appear in red font.] You should be sure to reformat this document to fit your particular agency’s formatting requirements for procurement documents.

**ESPC ENABLE Letter to Unsuccessful ESCO Offerors Template**

(Please format this Letter to Unsuccessful ESCO Offerors to meet your agency specific requirements)

(Name of ESCO or ESCO POC)

(Address of ESCO)

Reference: (Insert for project descriptor such as NOO Reference Number, Project Name, Site)

Dear (ESCO or ESCO POC Name)

This is to inform you that your company has not been selected to perform the Investment Grade Audit (IGA) referenced above. Your Expression of Interest indicated that (briefly list the ESCOs weaknesses, or the primary basis by which they did not meet the best-value criteria established in the NOO). A copy of the evaluation is attached to this letter.

These evaluations are a basis for debrief notes. Be advised that you may request a debriefing within five (5)[Ensure this timeline matches your NOO] working days of the date of this notice to discuss the results of the evaluation.

Please contact (CO Name) if you have any questions or would like to schedule a debrief at (Insert CO Email) or (Insert CO Phone #).

Should you have any questions, please contact the Contracting Officer (CO), (Name of CO) at (CO Telephone #).

Sincerely,

(CO Signature)

(Name of CO)

Contracting Officer

(Agency/Sub-agency/Division)

(CO Address/Location)

**Attachment:**
03\_ESCO Evaluation Guide Attachment 1 - ESCO Evaluation Worksheet (This should be complete by the agency and sent to the ESCO as documentation).