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r. 4-7-15

**LETTER TO UNSUCCESSFUL COMPANY – TEMPLATE/SAMPLE**

Below is an example/template for a pre-award notification letter to an unsuccessful energy service company (ESCO) who is being eliminated from the task order competition. This example is consistent with FAR 15.503, stating:

         That revisions will not be considered

         Basis for determination of elimination from consideration

         Debriefing may be requested in writing to CO

         Company has 3 days to request debriefing

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

Date

Ref No

ESCO Name

Address

City, State

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

This is to inform you that the expression of interest (EOI) submitted by (company name) was not selected and your company has been eliminated from further competition.

The EOI, dated (insert date) was eliminated from further consideration based on(state the basis for determination, e.g., did not provide past performance data indicating that company has successfully performed energy audits of the size and volume similar enough/suitable to the needs of this agency). EOI revisions will not be considered.

A debriefing may be requested by submitting a written request to the Contracting Officer within three days after receipt of this notice of exclusion from the competition.

To schedule a date and time for a debriefing, please contact (CO name), Contracting Officer, at (phone number and/or email address). We appreciate your interest and participation.

Sincerely,

(Signature)

(Contracting Officer name)

(title, etc.)