

A/E Selection Guide Exhibit XXI – Notification of Award

Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

SUBJECT: [solicitation number], [project title] - Notification of Award

[greeting]

Thank you for your response to the subject requirement. This is to notify you that [firm name, address] has been awarded a contract for providing the A/E services for [project description]. The initial contract award for design is [contract price]. The contract also contains an option for Construction Contract Administration Services for [option price].

[number of firms evaluated] SF 254/255 submittal packages were received by the required submittal date. Interviews were held with [number of firms interviewed] firms.

Your interest in Department of Health and Human Services design requirements is appreciated and I hope you will continue to respond to our future design announcements

/s/Contracting Officer