

## A/E Selection Guide Exhibit XVII – Short-List Notification of Non-Selection

# Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

**SUBJECT:** [solicitation number], [project title] - Notification of Non-Selection

[greeting]

Final selection of the A/E firms the Department of Health and Human Services considered the most highly qualified to perform the A/E services for the subject project in accordance with the selection criteria published in the Commerce Business Daily (CBD) has been made. The Department of Health and Human Services will commence negotiations with the firm selected as most preferred. That firm is:

[company name]

[address]

This is the only information that is releasable on firm selection. The names of other firms that were considered will not be released.

The release of information on firm selection, notifications to unsuccessful offerors, and debriefing of successful and unsuccessful offerors are covered by Federal Acquisition Regulation (FAR) Subparts 36.6 and 15.10. To receive a debriefing, you must submit a request within three days of this notice. If you do not make a timely request for a debriefing, you will not be entitled to receive one.

You must specify whether you want a pre-award or a post-award debriefing. If you receive a pre-award debriefing, you are not entitled to a post-award briefing. If you request a pre-award briefing and the response is delayed until after final selection, you will be entitled to a post-award debriefing. Debriefings will be in writing. Pre-award debriefings will include significant weaknesses or deficiencies noted in review of your qualification statement, a summary of the rationale for excluding your firm from further consideration, and responses to relevant questions about the procedure used for evaluation. Pre-award debriefings will not disclose the number, identity, ranking, or evaluation of other firms. The basic information we provide is the exact weight of each evaluation factor, your general score on those factors (average, good, etc.), and recap comments for any factors on which you received low scores.

Post-award debriefings will identify the number of firms considered, the name of each firm receiving an award, and the contract price in addition to the information provided in a pre-award debriefing. This information is included in the letter sent to notify you of the award, whether or not you request a debriefing. We appreciate your interest in our project and the time and effort spent in preparing your submission.

/s/Contracting Officer