

A/E Selection Guide Exhibit XIX – Request for Proposal

Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

SUBJECT: [solicitation number], [project title] - Selection Notification/Request for Proposal

[greeting]

Final selection of the A/E firms the Department of Health and Human Services (DHHS) 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 has been made. Your firm was selected as most preferred.

DHHS, Indian Health Service (IHS), anticipates award of a contract to you subject to the successful negotiation of a reasonable fee. The enclosed Request for Proposal includes:

Instructions, Conditions, and Notices to Offeror (Section L);

Representation, Certifications, and other Statements of Offeror (Section K):

SF 1411 (use if proposal is over \$500,000), FEC Form 4-14 and 4-15 (price proposal form) (Section J-FORMS); and

Draft Contract (SF-252, Contract Clauses, Special Contract Requirements, and Attachments A through []).

Please refer to Section L, Paragraph One for a description of the items to be included with your proposal. Your proposal, in original and three copies, is due at DHHS/IHS, [office], by [date], at [time].

If you have any questions, please contact me at [phone], or contact the Project Officer, [name] at [phone].

/s/Contracting Officer

Enclosure