

Date

Mr. John Doe  
President  
XYZ Company  
1111 Somewhere Street  
Fun City, ZZ 1111

Dear Mr. Doe:

**SELECTION OF CONTRACTOR – REQUEST FOR PROPOSALS (RFP)  
NUMBER (insert RFP number)**

The Source Selection Official has selected **[insert name of successful offeror]**, as the contractor under the subject Request for Proposal. The following information is provided related to the contract award and the evaluation of your proposal:

1. Number of offerors solicited: proposals were solicited via FedConnect, therefore no mailing list was developed.
2. Number of Offers received: \_\_\_\_\_
3. The name and address of the offeror receiving the award:  
ABC Company.  
2222 Anywhere Street  
Sun City, TT 22222
4. Contract Value: \$\_\_\_\_\_
5. Contract award date:\_\_\_\_\_

Through a process of evaluating the strengths and weaknesses of each offeror's proposal in accordance with Section M Evaluation Factors as set forth in the solicitation, including evaluated price, the Source Selection Official determined **[insert name of successful offeror]** to be the best value to the government. The strengths and weaknesses between or among technical proposals were assessed from the standpoint of: (1) what the difference might mean in terms of anticipated performance; and (2) what the evaluated price to the Government would be to take advantage of the difference. The evaluation results supported meaningful discrimination between proposals and, along with evaluated price, formed the basis for the best value selection decision. The enclosure provides written debriefing information regarding the strengths and weaknesses of your technical proposal and the evaluated most probable cost of your proposal

In accordance with Federal Acquisition Regulation (FAR) 15.506, you must submit a written request for a post-award oral debriefing by close of business [insert date]. If requested, we have tentatively scheduled the debriefing on [insert date], beginning at [insert time]. We can conduct this oral debriefing by telephone or at the [insert the location]. To request a debriefing and confirm the tentatively scheduled date, contact [insert the name of the contract specialist or contracting officer] via e-mail at [insert e-mail address] or by facsimile at [insert fax number]. Please include the names and titles of anticipated attendees with your request.

At a requested debriefing, DOE will respond to relevant questions about the evaluation process. If you have any questions, you are asked to submit your written questions to DOE by close of business [insert date], to allow us the opportunity to provide you with the most helpful information. Information will not be disclosed related to the content, ranking, or evaluation of other offerors' proposals, except as provided in this letter, in accordance with FAR 15.503(b). During the debriefing, no recording devices or use of a stenographer will be allowed.

The Department greatly appreciates your interest in the [insert title of procurement] procurement and looks forward to your continued interest in future contracting opportunities with the Department.

Sincerely,

Contracting Officer

Enclosure:  
Strengths & Weaknesses