

Date

Mr. John Doe
President
ABC Company
2222 Anywhere Street
Sun City, TT 22222

Dear Mr. Doe:

NOTICE OF SELECTION OF [insert name of successful offeror]] FOR THE _____ (insert title of procurement) _____ PROCUREMENT – _____ (insert RFP number) _____

This serves as official notification that the Source Evaluation Board has completed its review of your proposal and the Source Selection Official has selected your firm as the successful offeror. **[insert successful offeror name]** will assume full responsibility for the new contract on **[insert date]**. Congratulations on your selection for this important contract with the Department of Energy **[insert DOE office name]** Office. We look forward to working with you.

[insert # of proposals received] proposals were received on this procurement. 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 15.506, you must submit a written request for a post-award oral debriefing by close of business **[insert date]**. You will be provided an opportunity to discuss the process and your evaluation during the debriefing. Please contact **[insert the contract specialist or contracting officers name and contact information]** if you have any questions.

Sincerely,

Contracting Officer

Enclosure