

[insert address] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_ [insert name] \_\_\_\_\_ :

SOLICITATION NUMBER \_\_\_\_\_ [insert solicitation number] \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_ [insert procurement title/description] \_\_\_\_\_

In accordance with Federal Acquisition Regulation (FAR) 15.306(c), the Government has established a Competitive Range of offerors for the subject contract solicitation. [insert name of offeror] \_\_\_\_\_ is not within the established Competitive Range. We have provided the evaluation of your proposal as Attachment 1.

In accordance with the FAR 15.505, you may request a debriefing concerning the exclusion of your proposal from the competitive range. We have enclosed a Debriefing Request Form for your use, should you wish to request one (see Attachment 2). Please email a completed copy of the Debriefing Request Form to the attention of [insert name and email address] by [insert date and time]. If you select a pre-award debriefing, you should be aware that regulations contemplate less extensive content in pre-award debriefings than in post-award debriefings, because the acquisition is still ongoing, and that if a pre-award debriefing is elected there is no requirement for an additional post-award debriefing. Specifically, in accordance with FAR 15.505, information at a preaward debriefing will not be disclosed regarding the number of offerors, the identity of other offerors, the content, ranking, or evaluation of other offerors' proposals, or any of the information prohibited in FAR 15.506(e).

The Department greatly appreciates your interest in the [insert procurement title/description] \_\_\_\_\_ acquisition and looks forward to your continued interest in future contracting opportunities with the Department. If you have any questions, please contact me on [insert telephone number/e-mail address] \_\_\_\_\_.

Sincerely,

[insert name]  
Contracting Officer

Attachment