

[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 within the established Competitive Range. The _____ [insert procurement title/description] _____ Source Evaluation Board (SEB) has decided to enter into discussions with [insert name of offeror] _____ in accordance with FAR 15.306(d). Discussions will be oral, as well as written. The main purpose of these discussions is to notify [insert name of offeror] _____ of deficiencies and weaknesses in its proposal, as well as other aspects of its proposal that could be altered or explained. These deficiencies, weaknesses and other aspects of the proposal that could be altered or explained are specified in Attachment 1.

[insert name of offeror] is requested to meet with the DOE SEB on _____ [insert date] _____, beginning at _____ [insert time] _____ in _____ [insert location] _____ to discuss each issue identified in Attachment 1. Your oral responses to each issue should be followed up with a written response to DOE. Your written response is required no later than 4:00 p.m. local (Eastern) time, _____ [insert date] _____ via FedConnect.

At the conclusion of discussions, Final Proposal Revisions will be requested from all offerors remaining in the Competitive Range.

If you have any questions, please contact me on _____ [insert telephone number/e-mail address] _____.

Sincerely,

[insert name]
Contracting Officer

Attachment