

[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 in writing. 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] should address each issue identified in Attachment 1 thoroughly in a written response to DOE. Your 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