# Appendix 18

[Date

[Name]

[Title]

[Firm]

[Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mrs.] [Addressee Last Name]:

SUBJECT: Notice to Short-Listed Proposers, [Name of Project/Study], Agreement Number [Insert Number]

Congratulations! This letter serves as your notice that you have been placed on [AGENCY’s] short-list of qualified proposers for the [Name of Project/Study], Agreement Number [Insert Number]. Thank you for responding to [AGENCY’s] Request for [Proposals (RFP) or Qualifications (RFQ)]. We realize that a considerable amount of time must be spent to prepare a [Proposal or Statement of Qualifications (SOQs)] in response to an [RFP or RFQ]. AGENCY’s consultant evaluation committee has reviewed and evaluated all of the [RFPs or RFQs]. The top-ranked proposers submitting a [Proposal or SOQ] have been placed on a short-list. (For SOQs- Only the proposers on the short-list will be asked to submit a technical proposal and cost estimate. Enclosed with this letter is a request for Cost Proposal. Cost Proposals are due on [Insert Date].)

[Project Manager] of this office has been assigned the management respon­si­bility for this project. All questions and administrative matters should be directed to [Mr./Ms./Mrs.] [PM Last Name] at the above address or at [Insert Phone Number].

Sincerely,

[Author Name]

[Author Title]

[Author Initials] /