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| **REQUEST FOR DOCUMENT PROCESSING SERVICES (“Pinkslip”)**  **(Note: Use your down arrow to move between fields)** | |
| **FILE NUMBER:** |  |
| **FROM:** |  |
| **DATE:** |  |
| **DAY AND TIME NEEDED:** |  |
| **TYPE OF LETTERHEAD:** |  |
| **SPECIAL INSTRUCTIONS OR COMMENTS:** |  |

# Appendix 20

[Date]

Mr./Mrs. Contractor Full Name Here

Contractor Title

Company Name

Address 1

Address 2

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

SUBJECT: Request for Cost Proposal for [Name of Project/Study], Agreement Number [Insert number]

Congratulations! This letter serves as your notice that you have been prelimi­narily selected as the top-ranked proposer for the [name of Project/Study], Agreement Number [insert number]. Thank you for responding to AGENCY’s Request for Qualifications (RFQ). We realize that a considerable amount of time must be spent to prepare a Statement of Qualifications (SOQs) in response to an RFQ. AGENCY’s consultant evaluation committee has reviewed and evaluated all of the SOQs. At this time, AGENCY requests that you submit a cost proposal for the project. Please provide a cost proposal for the project by [date]. Failure to provide a complete and detailed cost proposal by the deadline may disqualify your firm from consideration.

[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 (XXX) XXX-XXXX.

Sincerely,

Authhor name

Author Title

Author Initials/