July 19, 2022

Contact Name

Firm Name

Address

Fax:

# Ref: University of Virginia

# Project Name

 ; RFP #

 Project Code:      ; Work Order #      ; Project # P-

(Interview Schedule)

Dear Mr./Ms.:

Your firm is scheduled for a Zoom Video Conference Interview/Presentation on June 17, 2022 from 10:45 a.m.-11:45 a.m. You will be given forty (40) minutes for your presentation followed by a twenty (20) minute Question and Answer period. You will receive an email invitation from George Cullen, UVA Contract Administrator for Construction, once the Zoom meeting is established. Please share the invitation with your team members who will be participating in the presentation.

We very much look forward to virtually meeting with you and your team at that time.

Thank you and please do not hesitate to contact me if you have questions.

Sincerely,

Martin E. Best, Jr., VCO, VCCO

Contract Administration Manager

c: Procurement File