July 19, 2022

 Contact Name, Firm Name & Address

Fax:

Ref: University of Virginia

Project Name & Contracting Option/Trade Package Name

Request for Proposal #

Project Code: including package #, Work Order # , Project # P

(Selection of Short-Listed Firms)

Dear Mr./Ms. :

Thank you for your firm’s interest in being included as a candidate to provide  services for this project.

We regret to inform you that your firm did not rank among the best suited firms submitting for the above referenced project. This decision was based upon a thorough review by the University’s Evaluation Committee of your Letter of Interest and Statement of Qualifications submitted in response to our advertisement. Therefore, your firm has not been included on the short-list that will be invited to continue on with the next step of this Request for Proposal (RFP) process. With the number of qualified firms expressing interest, and realizing that only one firm will be selected, we are only inviting those firms evaluated as best suited to respond to the RFP.

Your interest in the project is much appreciated and you are encouraged to express interest on future University projects.

Sincerely,

c: Annette Cyphers; ; Selection Committee & Advisors; Martin E. Best, Jr.; Procurement File