

 Public Health Service

 National Institutes of Health

 Office of Acquisitions, OLAO

 6011 Executive Blvd.,

 Bethesda, Maryland 20892-7663

 Rockville, MD 20852 (courier service)

Date

\_\_\_\_\_\_ Corporation

Attn: \_\_\_\_\_\_

Address

City, State, Zip

Subject: TORP # \_\_\_\_\_\_ - Project Title\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Ms. \_\_\_

You are hereby notified that TORP # \_\_\_\_\_\_ was awarded on \_\_\_\_\_\_, 2020 for the subject RFP titled “\_\_\_\_\_\_\_\_\_\_\_\_”.

Five (5) proposals were received. An award was made to \_\_\_\_\_\_ for a 12 month period of performance commencing \_\_\_\_\_\_, 2020 through \_\_\_\_\_\_, 2021 for base amount of $\_\_\_\_\_\_\_.

Your proposal was not selected based on your: **for example,** **technical score**.

We appreciate the time and effort expended by your company in submitting a response to this TORP and encourage your continued participation in future procurements.

Sincerely,

Name:

Task Order Contracting Officer

Agency/Office