

Memorandum

SAMPLE

TO : Chief, Procurement Division/OL

DATE:

FROM :

SUBJECT: Request for Solicitation of Proposals

1. It is requested that proposals be solicited in accordance with the attached Schedule.

2. The following is furnished for information and guidance of Procurement Division/OL in their solicitation.

- a. Deadline for Submission of Proposals
- b. Mailing Address for Technical Office Copy or Copies (designate no. required _____)
- c. Technical Pre-Proposal Conference
Yes _____ No _____
- d. Security Classification
 - Agency Association
 - Equipment
 - Reports
- e. Recommended Sources (supply copy of Schedule and Specifications, Drawings and/or Purchase Description for each source plus two)
- f. Justification for Recommendation (if Sole Source)
- g. Recommended Performance and Delivery Incentives
- h. Amount Budgeted for Procurement _____

SAMPLE

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SUBJECT: Request for Solicitation of Proposals

- i. Cognizant Technical Monitor and Extension

(Signed) _____

CONCURRENCE:

(Title)

Date

APPROVED: _____
Date

(Name)
(Title)

SAMPLE

SCHEDULE

1. Scope of Work/Supplies/Services in accordance with

2. Deliverable Items

3. Desired Delivery or Period of Performance

4. Government Furnished Property (Recommended or Required)

SAMPLE

SAMPLE

R E G I S T E R E D

ATTENTION:

SUBJECT : RFP No.

Gentlemen:

Your technical and cost proposal, preferably on a _____ type of contract basis, is solicited for the requirements set forth in the attached Schedule and should be mailed to reach the Contracting Officer no later than _____. The original plus one copy should be submitted to the Contracting Officer with copies to _____. The Cost Proposal must be submitted on Form DD-633 or a substantially similar form.

In the event a technical conference is desired by the Technical Representative of the Contracting Officer prior to the submission of your proposal, you will be so informed. Any information on the subject Request for Proposal or matters of a contractual nature may be discussed by contacting Mr. _____ on _____.

The attached specifications and/or description of work are classified _____. Government interest may be shown, however, association of this Government activity with this request is classified _____. In this connection, knowledge of the identity of the particular Government activity which the undersigned represents must be restricted to the least number of persons possible and then only to those who have been authorized in writing by this activity to have access to classified information. Such identity shall be disclosed only on a verbal basis and shall never appear in writing in any of your documents. Any correspondence initiated by you should not

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