

{insert date}

RE: Notice of Non-Award for Solicitation #{insert solicitation number}, {insert solicitation name}

Dear {insert name of bidder},

This notice is to inform you the evaluation of the responses received to the above-referenced solicitation is completed. All responses were evaluated in strict accordance with the evaluation criteria set forth in the solicitation. We regret to inform you that your response was not selected to receive an award.

You have the right to request a debriefing as it relates to your response to the above solicitation. If your company wishes to schedule a debriefing, please contact me at {insert contracting officer email address}.

The State of Oklahoma thanks you for your response submittal and looks forward to your participation in future solicitations.

Sincerely,

{insert CPO name)

{insert CPO title)