

**Below are samples of generic request for proposal responses. The actual wording in the response letter would be dependent on the NAF procurement action.**

**Award Sample Letter:**

Good [morning/evening/afternoon],

Attached is the fully executed contract awarded based on your submissions to [Request for Proposal Number] [Procurement Description]. All changes made to the original solicitation are noted in blue on the final version of the contract. This email contains all parts of the contract, including the attachments:

1. [List of attachments]

The points of contact for this contract are:

1. [List of POCs]

Please ensure the first two points of contact are copied on all communication, deliverables, and invoices.

[COR's Name] will be reaching out shortly to schedule the contract kick-off meeting, and I will provide a copy of his appointment letter shortly.

Thank you,

KO Name  
Contracting Officer  
NAF Procurement Branch

**Unsuccessful Bidder Sample Letter:**

Dear [Mr. or Ms. Last Name],

Although your firm was an unsuccessful offeror for the subject request for proposal (RFP), we wish to extend our thanks for your interest in the preparation and submission of your qualifications. We understand that this is a time-consuming process and requires a great deal of effort on your part. We will keep your qualifications on file for future opportunities.

This is to notify you that the subject RFP resulted in an award of an [type of contract] to [Contractor Name, Address, City, ST Zip], under [contract number H0###-R/Q-####].

We would appreciate your continued participation in future RFPs/solicitations, which may be of interest to you.

A debriefing of your proposal may be scheduled by emailing [Contract Specialist Name] at [email] no later than 10 (ten) days after date of this notification.