

Date

TO: Interested Firms

FROM: Shasta Regional Transportation Agency (SRTA)

SUBJECT: Notification of **insert type of Procurement** for Project Name, Agreement Number Agreement #####

The Shasta Regional Transportation Agency (SRTA) is soliciting Procurement Type from qualified firms for Program Name and Description, Agreement Number Agreement #####. Procurement Type are due by Closing Date.

Insert paragraph providing project background and add'l project description

A copy of the Procurement Type has been posted on SRTA's World Wide Web site at www.SRTA.ca.gov.

[If a pre-Procurement Type meeting will be held include the following paragraph.]

A pre-Procurement Type meeting will be held on MACROBUTTON NoMacro [Date, Time and Location]. Attendance at the pre-proposal meeting is mandatory. **[Delete this last sentence if the pre-proposal meeting will not be mandatory.]**

A summary of the questions and answers from this meeting will be posted on the Web page noted above by MACROBUTTON NoMacro [Posting Date].

If your firm is interested, please print the Procurement Type for more information and detail. If you do not have World Wide Web access, a copy of the Procurement Type can be mailed to you. A summary of the pre-Procurement Type meeting questions and answers can also be mailed to you. **[Delete this last sentence if there will not be a pre-proposal meeting.]**

Please contact MACROBUTTON NoMacro [Name of Project Manager], Project Manager, at SRTA, address and telephone number or e-mail MACROBUTTON NoMacro [E-mail Address]@SRTA.org if you have any questions or would like this information mailed to you.

Thank you for your interest in providing services to SRTA.

AUTHOR'S INITIALS/