

Date

Name

Title

Firm

Address

City, State ZIP

Dear Name:

SUBJECT: Notice of Intent to Enter Negotiations with Another Consultant for:
Contract Number(s): Contract ###(s)
Contract/Project Name or Description

Thank you for your response to the Shasta Regional Transportation Agency (SRTA) Request for Procurement Type for the above-referenced contract(s). SRTA received a number of high quality proposals and recognizes the hard work that went into preparing them.

Based on the written qualifications and interviews, your firm was not selected for contract negotiations. A final decision to award is not completed, but SRTA has issued a Notice of Intent to Award to the consultant(s) as follows:

*If there is more than one contract awarded
list Consultants in alphabetical order.*

Name of Selected Firm(s)

Protests regarding the prospective award to the selected Consultant(s) must be received by SRTA within five business days after the date of this notice. If you have any questions, please contact me at the number listed below. SRTA appreciates the interest shown by your firm.

Sincerely,

AUTHOR NAME

Author Title

(xxx) xxx-xxxx

AUTHOR INITIALS/