

SAMPLE BANK NOTIFICATION LETTER

(This letter or a similar letter should be issued to any bank references as outlined in your Business Proposal, Section L.)

Dear _____:

We are currently responding to the Department of Justice, Federal Bureau of Prisons (BOP) Request for Proposals (RFP) _____ for the procurement of Day Reporting Center (DRC) Services in _____.

The Federal Acquisition Regulation requires that prior to award of a Federal contract, the Contracting Officer determine if the apparent successful offeror has the financial capability of completing an awarded contract.

We have included information pertaining to your institution to the BOP as part of our proposal. In the event you are contacted for information on our financial standing you are hereby authorized to respond to those inquiries.

You are advised that the information requested is general in nature and will only be requested by authorized contracting staff from the BOP.

We have identified Mr./Ms. _____ of your institution as the point of contact based on their knowledge concerning our financial status. Your cooperation is appreciated. Any questions may be directed to _____.

Sincerely,