

SAMPLE CLIENT NOTIFICATION LETTER

(This letter or a similar letter should be issued to all prospective past performance 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 Residential Reentry Center services in _____.

In accordance with the Federal Acquisition Streamlining Act (Public Law 103-355) Section 1091, the BOP places substantial emphasis on past performance as a source selection factor. The BOP is requiring that clients of entities responding to their solicitations be identified and their participation in the evaluation process be requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries.

You are advised that while the information you provide may be released to our organization, the Federal Acquisition Regulation at Subparts 15.306(e)(4) and 15.506(e)(4) prohibits the release of the names of the persons providing the reference information. We therefore request that honest and candid information about our performance be provided.

We have identified Mr./Ms. _____ and Mr./Ms. _____ of your organization as the points of contact based on their knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to _____.

Sincerely,