

Letter to Request Post-Award Debriefing

INSTRUCTIONS: Type this content onto your business' letterhead and make out to your POC. Be sure to replace all the [Brackets] with your information. Print, sign and mail this letter to the address that receives requests.

[POC]
[POC Company/Agency]
[POC Address]
[POC City, State, Zip Code]

Reference: RFP No [RFP#], [RFP Title]

Formal Post-award Debriefing Request Letter

Dear [Mr./Mrs. POC Name],

Following award of the contract related to [RFP number], we hereby respectfully request that you provide us with a debriefing [In case of Federal Procurement Insert: "in accordance with FAR 15.506 Post-award Debriefing of Offerors"] regarding the reasons why the [Insert "proposal" or "bid"] we submitted was not selected for a contract award.

This post award debriefing is requested within the 3-day period [or any number of days] following posting of the contract award on your website [or the award notice dated from ##/##/####] as per contract clause [contract clause number].

Our intended purpose of requesting a debriefing meeting is to improve our future solicitations by gathering information about our proposal performance against solicitation specifications and evaluation criteria. [leave this paragraph if it represents your true intent, remove it otherwise] Hence settle on a debriefing date at your convenience [In case of Federal Procurement Insert: "in accordance with FAR 15.506(a)(2)"] and let us know.

We have attached questions we would like you to answer [on top of the ones set forth in FAR 15.506, if any]. We look forward to future opportunities to work together. Please formally acknowledge receipt of this post-award debriefing request letter.

Sincerely,

[Your name]
[Title]
[Company]
[Address]
[City, State Zip Code]
[Phone]
[Website]