

---

**Sample Letter to Short Listed Firms**

(Please read thoroughly and edit text appropriately.)  
Print on Grantee's Letterhead

---

**TO:** FIRMS SELECTED FOR INTERVIEWS  
**FROM:** GRANTEE  
**PROJECT:** PROJECT NAME  
**RE:** INTERVIEW SCHEDULE AND REQUIREMENTS

The firms listed below have been selected to be interviewed for the professional services relative to the above referenced project.

Attached to this memo are the following:

- 1) An Interview Score Sheet which will be used by the interviewers during the interview session.
- 2) Evaluation form for use by the evaluation group chairperson to compile the evaluation scores. The interviewers will schedule 10 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the committee will rank the firms interviewed in accordance with their determination of which firm is most qualified and compatible to do the work. The firm deemed to be most qualified will then be invited to negotiate the scope of work and activities and a contract to provide the necessary professional services. If contract terms cannot be reached, the firm deemed the next most qualified will be invited for contract negotiations.

---

Interviews will be held on \_\_\_\_\_ in the \_\_\_\_\_.

The order and time of interviews is: *(All times listed are local time).*

<b>Firm A:</b>	<b>Time:</b>
<b>Firm B:</b>	<b>Time:</b>
<b>Firm C:</b>	<b>Time:</b>

Please contact \_\_\_\_\_ at \_\_\_\_\_ with any questions you may have.

Sincerely,

Chief Elected Official or Grant Administrator