

CLIENT LETTER

(Suggested Format)

Subject: RFP No. 270-06-0149

Dear {Insert Client}:

We are currently responding to the Department of Health & Human Services, Public Health Services, Substance Abuse and Mental Health Services, Center for Substance Abuse Treatment, for the procurement of a contract entitled, " The National Spending Estimates Project for Mental Health & Substance Abuse Treatment."

The Government is placing increased emphasis in its procurement's on past performance as a source selection factor. It requires that clients of entities responding to solicitations be identified and their participation in the evaluation process be requested.

Based on your knowledge concerning our work can you please complete the attached Contractor Performance Information by June 1, 2006 and forwarded it to the following address:

Andrew Payne, Contract Specialist
1 Choke Cherry Road
Room 7-1051
Rockville, MD 20857

Your cooperation is appreciated. Any questions may be directed to: _____.

Sincerely,

{Insert Offeror}