**Shortlist Notification to Award Commissioning Services**

**DATE:**

**TO: [Consultant Name and Address**]

**RE:** Commissioning Services **[Project Title]**

Dear **[Consultant Contact]**:

On behalf of the Selection Committee for the above-referenced project, I am pleased to inform you that your firm is one of those shortlisted for a final selection interview. Interviews are scheduled to take place on **[Date]** in the **[Location]** at the referenced address on the following schedule:

|  |  |
| --- | --- |
| **Consultant** | **Time** |
|  |  |
|  |  |
|  |  |

You will be allotted 30 minutes for your presentation, 20 minutes for questions and answers, and 5 minutes before and after for setup and breakdown. Presentations may be made with Power Point and projector, flip charts or simply handouts. Firms are responsible for bringing their own easels, laptops and projectors and handouts.

Please bring the key individuals to represent your proposed team, including your Project Manager and Lead Commissioning Provider and optionally Commissioning Specialists. Please limit the individuals to a total of five.

Please remember that no one on your team should have any contact with any **[Owner]** personnel, other than with me through a formal email. You may contact me for clarifications or questions by email any time prior to **[Date]**. Any clarifications will be sent to all parties.

We look forward to your presentation.

Any correspondence should be through:

**[Owner representative contact information]**

Very truly yours,