



SAMPLE #1

[date]

LETTER OF JUSTIFICATION INSTRUCTIONS TO DEPARTMENTS WHEN RESPONDING TO REQUEST FOR PROPOSAL

Attached are the responses from our R.F.P. # _____, a copy of which is also attached. We ask that you take note of the following before responding to this proposal.

1. All proposals must be treated in strict confidence.
2. No negotiations are allowed.
3. If Bidders must be contacted, it is **ONLY** for the purposes of clarification.
4. Bidders are not allowed to make any additions/deletions.

When evaluating proposals it is **ABSOLUTELY ESSENTIAL** that we treat all bidders fairly and that these bidders feel that they were treated fairly. This means that all bidders must be evaluated against the same selection criteria.

Before writing a **LETTER OF JUSTIFICATION** turn to the Selection Criteria discussed in the attached proposal (section 2.6). **This is the criteria which must be used to evaluate this proposal.**

Your **LETTER OF JUSTIFICATION** should take this same format and respond clearly to each of the points raised in the selection criteria. Possibly some points are more important than others (if not critical). In your decision process this is understandable and should be noted in your letter. Please see the **EXAMPLE SECTION RESPONSES** on the next page.

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EXAMPLE SECTION RESPONSES

- **EXAMPLE** - In responding to Section 2.6 of the Selection Criteria, a proper qualified response might be:

"Only two (2) bidders submitted acceptable systems, these being from bidder "A" and bidder "B". All other proposals lacked a critical feature in the technology we wish to acquire. Of the two responses, bidder "A" is preferred because of [\(insert reason here\)](#). This feature or element is lacking in the bidder "B" proposal."

- **EXAMPLE** in responding to Section 2.6.a:

"Although the Bidder "A" proposal is more expensive, this premium in price is acceptable because of the specific advantages in their system, i.e."

- **EXAMPLE** in responding to Section 2.6.b:

"No real difference between bidder "A" and bidder "B" in terms of experience; both would satisfy The University."

- **EXAMPLE** in responding to Section 2.6.c:

"Quality of bidder's proposal; all bidder proposals were straightforward and acceptable. No real difference here - all would satisfy the University."

- **EXAMPLE** in responding to Section 2.6.d:

"Although Bidder "A" has the highest price, they also have the best warranty package offering eighteen (18) months as opposed to the Bidder "B" warranty of twelve (12) months."

Your **LETTER OF JUSTIFICATION** should contain a brief summary statement in closing which highlights the key points leading to your decision to choose a particular bidder. Remember.... a well written letter is one where a bidder may disagree with the final decision but not with the fairness of the process used to achieve that decision.