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| **Nathan Wald**Administrator Capital Assets Management | Oklahoma Office of Management and Enterprise Services logo. | **John Suter**State Chief Operating OfficerOMES Executive Director |

[Date]

[Recipient Name]

[Recipient Address]

[Recipient City, State ZIP Code]

**RE: CAP Solicitation [CAP Project Number]**

 **[Building or Project Name]**

 **[Address]**

 **[City, State ZIP Code]**

Dear [Recipient Name],

Thank you for your interest in the referenced project. We are pleased to inform you that your firm has been shortlisted from the initial screening, and you are invited to an interview for further evaluation.

The interview will be held at [Time] on [Date], located at [Address, City, State ZIP Code]. Please prepare a presentation addressing the following items, which will serve as our primary evaluation criteria:

* Similar project experience.
* Firm resources you plan to utilize for this project.
* Experience in working with [Using Agency], if applicable.
* Anticipated response time and immediate response mechanisms.
* Methodologies for project control, design phases, document preservation, cost control and quality control.
* Design philosophy and approach.
* Level of customer inclusion in the design process.
* Consultant(s) selection based on professional expertise and qualifications for the project.

The interview will be conducted by a panel consisting of the following individuals:

|  |  |
| --- | --- |
| * [Individual], [Title], [Agency]
 | * [Individual], [Title], [Agency]
 |
| * [Individual], [Title], [Agency]
 | * [Individual], [Title], [Agency]
 |
| * [Individual], [Title], [Agency]
 |  |

A mandatory site tour is required prior to the interview and will be held from [Time Range] on [Date].

Please RSVP to this invitation by emailing me at [email address] by [Date] to confirm your attendance at the interview and site tour. We look forward to discussing your vision for this project.

Sincerely,

**[Typed name or signature]**

Enclosure: CAP Form M102 – Consultant Interview Evaluation Form

CC: CAM Administrator

 CAP Director of Construction

Using Agency

CAP Contract Coordinator