



April 23, 2003

Dear Prospective Offeror:

You are invited to submit a proposal in accordance with the requirements of Request for Proposal (RFP) 2003-N-00768, entitled "Technical Support for the Advisory Board on Radiation and Worker Health Review of NIOSH Dose Reconstruction Program".

Your proposal must be received by the Contracting Officer no later than 2:00 PM, May 28, 2003, addressed as follows:

Centers for Disease Control and Prevention
Acquisition and Assistance Field Branch
Attention: RFP 2003-N-00768
P.O. Box 18070, 626 Cochran Mill Road
Pittsburgh, PA 15236-0070

Your attention is directed to the solicitation provision entitled "FAR 52.215-1 Instructions to Offerors-Competitive Acquisition (May 2001)" set forth in Section L of the RFP. Please review this provision so that you will be fully aware of the time requirements for submitting your proposal. Please also take note of Provision L.15 for the preproposal conference scheduled for April 30, 2003.

Your proposal must be prepared in accordance with the General Instructions, Technical Proposal Instructions, Business Proposal Instructions, and the Statement of Work contained in the RFP.

This request does not commit the Government to pay any cost for the preparation and submission of your proposal. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed procurement.

All inquiries concerning the solicitation document must be submitted in writing and must be received by this office by May 5, 2003; please see Paragraph L.14, Inquiries, of this RFP. *Be advised that any resulting interpretation or clarification by the Government will be made in writing only to those firms/organizations expressing an intent to submit a proposal.* Requests for any information concerning this RFP should be referred only to Louis A. Summers, telephone (412) 386-6834.

Sincerely,

Larry E. Guess
Contracting Officer
Procurement and Grants Office