**General Services Administration**

Federal Acquisition Service

Technology Transformation Services

{{Project-Team}}

1800 F St NW | Washington, DC | 20405

TTS MPP | {{User-Story-Title}}

Award decision memorandum

The purpose of this memo is to outline how the decision to award {{User-Story-Title}} to {{Awardee}} was made.

# The user story

{{User-Story-Title}} was posted on behalf of {{Project-Team}} to the TTS MPP public repo on DAY, MONTH DD, YYYY. The Issue requested proposed solutions for the following user story:

{{User-Story}}

The question and answer period ended on DAY, MONTH DD, YYYY at 5:00pm and X questions were received. The response deadline was DAY, MONTH DD, YYYY at 5:00pm and Y responses were received.

# The review process

{{Project-Team}}’s {{SME-Role}}, {{SME-Name}} (the “SME”), began a review of the responses received on DAY, MONTH DD, YYYY and completed the review on DAY, MONTH DD, YYYY. Based on the requirements associated with {{User-Story-Title}}, the SME rejected the submissions from vendors that weren’t registered with SAM.gov and reviewed the submissions of those who were.

The SME’s review of each technical question resulted in the following comments and ratings, ordered from worst to best:

## COMPANY

### Details

Date received: DAY, MONTH DD, YYYY

Price: $PRICE

Socio-economic status: STATUS

### Notes

PROMPT

# Recommended decision

Because {{Awardee}} responded with a solution that was both technically superior as well as the lowest priced, the SME recommends issuing them the award.

Though {{Awardee}} responded with a solution that wasn't the lowest priced, it was technically superior, and based on the reasons outlined above, the SME recommends issuing them the award.

# Approval

I approve of the recommended decision contained in this memorandum.

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