

ORGANIZATIONAL PROCESS ASSETS UPDATES

JEREMY R. CURBEY

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

JANUARY 2016

Correspondence

July 14, 2015
Company XYZ
Phoenix AZ, 23456

Thank you for your proposal. We sincerely appreciate the effort that you have put in submitting such a comprehensive proposal for our company.

We do understand that you would have spent considerable time and resources to come up with this proposal, which outlines in details how you are going to provide what we need.

My team and I reviewed the whole proposal in detail, and overall we are happy with it. At the same time, there is one fundamental issue, which will probably stop us from giving this contract to you.

Let me explain:

Senior Management has given us a specific budget for this contract. He also has instructed our contracts team to get another three quotes from other suppliers, with a view to have a competitive pricing quoted.

On my side, I managed to convince him that we should hold on from getting quotes from other suppliers, since in the past you have done a very good job. I promised him that we are going to get this contract within the budget that he gave. He agreed to this, but if we cannot get your proposed price within our budget, then we would have to open this to another three suppliers. Again, I personally would love to have you as our supplier. However, to do this we would need your price to be better than what you have quoted in your initial proposal. Your price should be 9% lower at a final price of USD 50,000.

If you cannot offer this price, I am afraid that we would have to look at getting other suppliers for this job.

Again, I hope and trust to get your acceptance of this offer from our side. I trust you understand that in the past, we have been loyal clients to you and I am sure that in the future your flexibility in your offer should result in future work for you and your organization.

Looking forward to hearing from you by 27 July.

Best Regards
Benjamin Lundy
Contract Specialist
Contracts Unit

References

Project Management Institute. (2004). *A guide to the project management body of knowledge (PMBOK guide)*. Newtown Square, Pa: Project Management Institute.