

<Insert Department Logo>

<Date>

Pima County Procurement Department
130 West Congress St., 3rd Floor
Tucson, Arizona 85701

RE: Evaluation Committee Selection
<Solicitation Name>
<Services>

Ms. Mary Jo Furphy,

Pima County <Department> has come to an agreement on the members of the selection panel for the Solicitation for <Type of Services>. Per the Board of Supervisors Policies D29.1, D29.2, D29.6, and D29.7, we are pleased to submit this list of panel members for your approval.

The list of selection Panel Members

<Panel Member 1>
<Panel Member 2>
<Panel Member 3>
<Panel Member 4>
<Panel Member 5>
<Panel Member 6>
<Panel Member 7>

There are superior/subordinate relationships which exist on the panel. <Panel Member> has a superior relationship with <Panel Member>. Under this agreement, it is agreed that there will be no discussions of panel members with the superior outside of the evaluation committee meetings.

If the selections for the committee meet with your approval, please sign and return below so the panel members can be notified.

Sincerely,

Mary Jo Furphy, Procurement Director, Date

<Insert Name>

Cc: <Provide a copy to Commodity/Contracts Officer, and others if needed>