**This is applicable to The Procurement Journey -** [**Route 2**](https://www.procurementjourney.scot/route-2/route-2-introduction)

**Regulated - letter informing candidate excluded at selection stage**

This template is for use in regulated procurements, as defined in the [Procurement Reform (Scotland) Act 2014](http://www.legislation.gov.uk/asp/2014/12/section/2), which are between £50k and the [Public Contracts (Scotland) Regulations 2015](https://www.legislation.gov.uk/ssi/2015/446/regulation/5) threshold for goods and services.

Thank you for your Single Procurement Document (SPD) dated **[insert date of SPD]** in response to **[insert details of PCS advert]**.

We have now completed our evaluation of all the SPDs received in response to the advertisement and, on behalf of the **[insert contracting authority],** as required by section 32(1) to (3) of the Procurement Reform (Scotland) Act 2014, I must inform you that on this occasion you have not been selected to be invited to **[delete according to the procedure being followed: tender/negotiate the contract/participate further in the dialogue/partnership].**

**[Draft Note: Optional**

**Insert your scores against the published selection criteria into the table below. You must also include the names of those not excluded].**

|  |  |
| --- | --- |
| **PUBLISHED SELECTION CRITERIA** | **YOUR SCORE** |
|  |  |
|  |  |
|  |  |
|  |  |
| **OVERALL SCORE** |  |

If you would like to receive additional debrief information on why you were unsuccessful, please contact us in writing, within 30 days of receipt of this notification.

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities from the Scottish public sector can be found on the Public Contracts Scotland portal.

<http://www.publiccontractsscotland.gov.uk/>.