
Letter of Exception

Month day, year
Insert address for sponsor
Re: Dr. XXXXXXXXXXXX PI
Name of RFP, Title of Proposal Submission

To Whom It May Concern:

This proposal is being submitted by the insert institution name on behalf of Dr. insert PI name in response to RFP insert solicitation number. Enclosed please find (revise to state what is being submitted, e.g. the Technical Proposal and the Business Proposal).

[Insert institution name](#) takes exception to the [insert the name \(FAR, HHSAR, etc\)](#) clauses identified in RFP [insert solicitation number](#) and listed below. Where applicable, [insert institution name](#) has request suitable replacement clauses. ([Below are examples of exception requests.](#))

- *FAR 4.13, Personal Identify Information:* This subpart provides policy and procedures associated with *Personal Identity Verification*. As mentioned below, the provision applies in solicitations and contracts when contract performance requires contractors to have routine physical access to a federally-controlled facility and/or routine access to a Federally-controlled information system. [XXXXX](#) will not be using or occupying a federally-controlled facility. As such, [Insert institution name](#) respectfully requests to remove this clause.
- *FAR 52.216-16, Incentive Price Revision, Firm Target:* This provision applies in solicitations and contracts when a fixed-price incentive (firm target) contract is contemplated. Here, the RFP does not identify an award as a firm, fixed-price contract. As such, [Insert institution name](#) respectfully requests to remove this clause or it should be replaced with clauses related to cost-reimbursable contracts, or by 52.216-1, Type of Contract.

Please direct communications regarding this application to:

Programmatic

Insert PI Information including email and phone

Administrative

Insert individual with negotiation authorization for the proposal including email address and phone

Sincerely,

Name, Title
Department