

[Insert Institution Logo]

NO BID RESPONSE

SUBMIT BY RESPONSE DUE DATE

MINI-RFP NUMBER	REQUESTING CITY AGENCY OR PUBLIC ENTITY	PROPOSAL IN RESPONSE DUE DATE

To: Gown Advisory Council

This is to certify that _____, a Consultant Academic Institution under the New York City Department of Design and Construction Town+Gown Consortium Contract will not be submitting a proposal in response to the above referenced solicitation document prepared by the listed Requestor.

REASON(S) FOR NO SUBMISSION:

___ UNAVAILABILITY OF REQUIRED RESOURCES

___ PRIOR COMMITMENTS

___ INADEQUATE ANTICIPATED FUNDING LEVEL

___ PROJECT DURATION

___ POTENTIAL CONFLICT OF INTEREST

___ DUPLICATION OF ONGOING EFFORT

___ OTHER (PLEASE EXPLAIN)

AUTHORIZED REPRESENTATIVE:

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: ___/___/20__