

# MEMORANDUM

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PORT OF OLYMPIA

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DATE:

TO: Interview Panel

FROM: DEPT DIRECTOR OR PROJECT MANAGER

Cc:

SUBJECT: RFQ for Project Title

You have been selected to be on the panel for the short list and selection of the Project Title Services. Please find attached Statement of Qualifications received for this Request as well as an evaluation matrix to be completed with your review.

Please return the completed matrix to me. Should you have any questions, please let me know.

Thank you,