

LETTER OF TRANSMITTAL FORM

RFP#: _____

Offeror Name: _____

Items #1 to #7 MUST BE COMPLETED IN FULL Failure to respond to all seven items will result in the disqualification of the proposal.

Identity (Name) and Mailing Address of the submitting organization:

For the person authorized by the organization to contractually obligate the organization:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

For the person authorized to negotiate the contract on behalf of the organization:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

For the person to be contacted for clarifications:

Name _____

Title _____

E-Mail Address _____

Telephone Number _____

Use of Sub-Contractors (Select one)

No sub-contractors will be used in the performance of this contract OR

The following sub-contractors will be used in the performance of this contract:

(Attach extra sheets, as needed)

Please describe any relationship with any entity with which will be used in the performance of this contract.

(Attach extra sheets, as needed)

Please initial:

___ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement

___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

___ I acknowledge receipt of any and all amendments to this RFP.

_____, 2013

Authorized Signature and Date (Must be signed by the person identified in item #2, above.)