

ATTACHMENT 9: COVER LETTER

COVER LETTER REQUIREMENTS	BIDDER AGREES YES/NO
Bidder's Company Legal Name:	
Bidder's Company Address:	
The proposal response is the Bidder's binding offer, good for 180 calendar days from the scheduled contract award date, as noted in SECTION 2.3. KEY ACTION DATES.	☐ Yes ☐ No
The Bidder agrees to the terms and conditions of this solicitation and accepts responsibility as the prime contractor if awarded the contract resulting from this solicitation.*	☐ Yes ☐ No
The Bidder agrees that the Bidder has available staff with the appropriate skills to complete the contract for all services as described in this solicitation and SOW.	☐ Yes ☐ No
This form is signed by an individual who is authorized to bind the bidding firm contractually. The individual's name must also be typed, and include the title or position that the individual holds in the firm. An unsigned bid may be rejected.	☐ Yes ☐ No

Signature Block
Signature:
Date:

Signature Block
Printed/Type Name:
Title of Person Signing:

* As a condition of submitting a response to this solicitation, the Bidder agrees to abide by all terms and conditions of the solicitation as written. The State may consider limited negotiations around its standard terms, including the General Provisions and Special Provisions during the negotiation phase of the solicitation. Any negotiations of the General or Special Provisions shall be limited to those provisions of the General or Special Provisions that explicitly allow for changes by adding terms and conditions to the Statement of Work. Any changes to the State's standard terms, including the General and Special provisions, shall be at the sole and absolute discretion of the State.