

## ATTACHMENT 5: COVER LETTER FORM

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The Bidder must complete and submit this form with its proposal.

| COVER LETTER REQUIREMENTS                                                                                                                                                                                                                          | BIDDER AGREES<br><br>YES/NO                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| The Bidder agrees this proposal is an irrevocable offer per <a href="#">SECTION 2.4.9. IRREVOCABLE OFFER</a> .                                                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> 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.                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| The Bidder agrees to having available staff with the appropriate skills to complete the contract for all services as described in this solicitation and SOW.                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| The Bidder has completed and submitted the eVAQ application and has been deemed approved by OSTP.<br><br><b>Bidder shall provide OSTP approved eVAQ number:</b>                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Bidder's Information                       |  |
|--------------------------------------------|--|
| Bidding Firm's Legal Name:                 |  |
| Bidding Firm's Address:                    |  |
| Printed Name of Authorized Representative: |  |
| Title/Role:                                |  |
| Phone Number:                              |  |
| Email:                                     |  |

| Bidder's Information |  |
|----------------------|--|
| Signature:           |  |
| Date:                |  |