

**EXHIBIT A: SAMPLE BID SUBMISSION LETTER**

BIDDERS SHOULD USE THEIR BUSINESS LETTERHEAD

DATE  
BIDDER NAME  
ADDRESS OF BIDDER'S PRINCIPAL PLACE OF BUSINESS  
BIDDER'S TELEPHONE NUMBER  
BIDDER'S FAX NUMBER  
BIDDER'S EMAIL ADDRESS  
CONTACT PERSON FOR RFP, IF DIFFERENT FROM BIDDER

RE: Section 1: Submittal Letter for RFP 1534-501

Dear Sir or Madam:

1. Enclosed please find my proposal submitted with respect to the above Request for Proposals.
2. I have read RFP 1534-501. In submitting this Proposal, I accept all terms and conditions of this Request for Proposals including those set forth in the following amendments which I have downloaded (please complete, indicating if no amendments were issued):

Amendment Number	Date Issued
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No Amendments were issued with respect to this RFP

3. I represent that I am willing and able to provide the services described in the RFP subject to the Grant budget set forth in the RFP.

4. Statement with regard to current or former state employees:

I do not employ (or contract with) any current or former state employees.  
OR

I employ (or contract with) the following current or former state employees. If this box is checked, describe the following with regard to each individual:

Name of the employee or subcontractor

The individual's employment history with the State of Washington

\_\_\_ A statement of the individual's involvement with the response to the RFP

\_\_\_ A statement of the individual's proposed role in providing the services under a contract resulting from this solicitation.

5. I am identifying the following numbered pages of my proposal as containing information I consider proprietary and have placed the word "Proprietary" in the lower right hand corner of each of these identified pages: \_\_\_\_\_ (LIST THE PAGES SO IDENTIFIED)

6. The following materials and enclosures are included with my Proposal:

\_\_\_ This Letter of Submittal addressing Administrative Requirements (Section 1)

\_\_\_ Management Experience and Qualifications (Section 2 of Proposal)

\_\_\_ Technical Proposal (Section 3 of Proposal)

\_\_\_ Cost Proposal (Section 4 of Proposal)

\_\_\_ List of three references of entities for which I have performed services similar to those solicited in this RFP, including the name, address and telephone number of each reference and dates and a description of services provided for each.

\_\_\_ Completed and Signed Bidder Assurance and Certification Form

\_\_\_ Completed and signed Contractor Intake Form

\_\_\_ Additional Materials included with proposal (Please list with specificity):

7. My proposal contains the following variations from the terms of the RFP 1534-501: (list with specificity and include page number of proposal containing the variation) \_\_\_\_\_

8. If the individual signing this Submittal Letter is not the Bidder, he or she is authorized to bind the Bidder's firm contractually.

Sincerely,

(Original Signature)

Typed Name and Title of Bidder or Authorized Representative