

## ATTACHMENT A – LETTER OF SUBMITTAL & BIDDER PROFILE

- a. Letter of Submittal. The Letter of Submittal must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship.

Signing the Letter of Submittal indicates that the Bidder accepts the terms and conditions of the solicitation.

The Letter of Submittal shall contain the following information:

- (1) Name, address, principal place of business, telephone number, fax number, and e-mail address of the legal entity or the individual with whom the contract would be written.
- (2) The name and email address of the contact person for this solicitation.
- (3) Legal status of Bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was established to do business as it now substantially exists.
- (4) Name, address, and telephone number of each principal officer (President, Vice-President, Treasurer, Chairperson of the Board of Directors, etc.)
- (5) Federal Employer Tax Identification number or Social Security number.
- (6) The Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.
- (7) Location of the facility from which the Bidder would operate.
- (8) Indicate how many employees are with the firm.
- (9) Identify any state employees or former state employees employed by the Bidder or on the Bidder's governing board as of the date of the Proposal. Include their position and responsibilities within the Bidder's organization. If following a review of this information, it is determined by OFM that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.
- (10) If the Bidder's staff or subcontractor's staff was an employee of the State of Washington during the past 24 months, or is currently a Washington state employee, identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date.
- (11) If the Bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
- (12) Submit full details of the terms for default, including the other party's name, address, and phone number. Present the Bidder's position on the matter. OFM will evaluate the facts and may, at its sole discretion, reject the Proposal on the

grounds of the experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.

- (13) A list of all solicitation Amendments downloaded by the Bidder from WEBS and listed in order by Amendment number and date. If there are no solicitation Amendments, the Bidder must include a statement to that effect.
- (14) A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm.
- (15) A statement substantiating that the Bidder meets all the Minimum Qualifications as listed in **Minimum Qualifications** Section.
- (16) Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary Information".

- b. OMWBE Certification. If you are certified as a minority-owned firm and/or women-owned firm, include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises (OMWBE).
- c. Veteran's Certification. If you are certified as a veteran-owned firm include proof of certification issued by the Washington State Department of Veterans Affairs.
- d. References. List names, addresses, telephone numbers, and e-mail addresses of three (3) business references for the Bidder and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided.

Do not include current OFM staff as references. By submitting a proposal in response to this solicitation, the Bidder and team members grant permission to OFM to contact these references and others, who from OFM's perspective, may have pertinent information.

OFM may or may not, at OFM's discretion, contact references. OFM may evaluate references at OFM's discretion.

**On behalf of the Bidder submitting this proposal, my name below attests to the accuracy of the above statements.**

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Signature of Bidder

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Title

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Date

(Submit as single Word/pdf File Labeled as: **RFP 23-100 Attachment A - [Your Entity Name]**)