

**Attachment B**  
**Sample Bid Submission Letter**

***[NOTE: Bidders should use their business letterhead. Failure to submit a letter in this format with the required information may result in disqualification of your bid as non-responsive]***

Date  
Bidder Name  
Address of Bidder's Principal Place of Business  
Bidder's Telephone Number  
Bidder's Fax Number  
Bidder's Email Address  
Name of Contract Person, if different from Bidder Name

Re: Response Submission for OFM Competitive Solicitation RFQQ 23-1900

Dear \_\_\_\_\_:

1. Enclosed please find the Response of \_\_\_\_\_ (Bidder) with respect to the above Competitive Solicitation. This Response includes this Letter (Attachment B) as well as Attachments C (Bidder Certifications), D (Bidder Diverse Business Inclusion Plan), E (Wage Theft Certification), and F (Bidder Response Form) as set forth in the Solicitation Document. In addition to these completed Attachments, the response includes the following \_\_\_\_\_ additional \_\_\_\_\_ materials \_\_\_\_\_ (if \_\_\_\_\_ any):  
\_\_\_\_\_

2. I am authorized to submit this Response on behalf of Bidder, to make representations on behalf of Bidder and to commit Bidder contractually.
3. I have read the Solicitation Document and Sample Contract. In submitting this Response, Bidder accepts all terms and conditions stated in the Solicitation Document, including those set forth in the following amendments which Bidder has downloaded (please complete, indicating if no amendments were issued):

Amendment Number(s)

Date(s) Issued

\_\_\_\_ No Amendments were issued with respect to this RFP

4. Bidder represents that it meets all minimum qualifications set forth in this OFM Competitive Solicitation and is capable, willing and able to perform the services described in the OFM Competitive Solicitation within the time frames set forth for performance.
5. By my signature below, I certify that all statements and information provided in Bidder's Response are true and complete.

Sincerely,

(Signature)

Typed Name and Title of Bidder or Authorized Representative

Item #	Item	Your response
1	Name, address, principal place of business, telephone 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	<p>The Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue.</p> <p>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.</p>	
7	Location of the facility from which the Bidder would operate.	
8	Indicate how many employees are with the firm.	
9	<p>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.</p> <p>If following a review of this information, it is determined by OFM that a conflict of interest exists, the Bidder may be</p>	

	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 for <b>this</b> solicitation downloaded by the Bidder from WEBS and listed in order by Amendment number and date.	
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 the <b>Minimum Qualifications</b> Section.	
16	Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary Information".	