

**ATTACHMENT B**  
**SAMPLE BID SUBMISSION LETTER: FAILURE TO SUBMIT A LETTER IN THIS**  
**FORMAT WITH THE REQUIRED INFORMATION MAY RESULT IN**  
**DISQUALIFICATION OF YOUR BID AS NON-RESPONSIVE**

[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  
Name of Contract Person, if different from Bidder Name

Re: Response Submission for DSHS Competitive Solicitation #\_\_\_\_-\_\_\_\_

Dear Sir or Madam:

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), and D (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 RFQ

4. Bidder represents that it meets all minimum qualifications set forth in this DSHS Competitive Solicitation and is capable, willing and able to perform the services described in the DSHS 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