ATTACHMENT E

SAMPLE BID SUBMISSION LETTER:

BIDDERS MUST 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 #1713-661

Dear Sir or Madam:

1. Enclosed please find the Response of _____________ (Bidder) with respect to the above Competitive Solicitation. This Response includes this Letter as well as Bidder Certifications, Bidder Response Form, and Contractor Intake 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 RFQQ

4. Identification of the page numbers on the Bidder’s proposal that are marked as “proprietary or confidential” information.

5. If the Bidder has had a contract terminated for cause or default within the past five (5) years. If so, please provide the terminating party’s name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder’s performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder’s position on the matter. “Termination for Cause” refers to any notice to Bidder to stop performance due to Bidder’s asserted nonperformance or poor performance and the issue was either (a) not litigated; (b) litigated with a resulting determination in favor of the other party; or (c) is the subject of pending litigation.
6. 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.

7. A statement confirming that the Bidder holds a valid business license in the state of Washington, or is committed to becoming licensed within thirty (30) days of being determined the Apparent Successful Bidder, or be authorized to do business in the state.

8. 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