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 DSHS Competitive Solicitation #2423-844

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), D (Bidder Response Form), E (Contractor Inclusion Plan) 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 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