

Appendix A

**REQUESTS FOR PROPOSALS
RFP#2020-002
Student Messaging Platform Services**

LETTER OF TRANSMITTAL FORM

The failure to complete all of the items in this form will result in the disqualification of the proposal.

1. Identity (Name) and Mailing Address of the submitting organization/proposed Contractor:

2: Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized by the organization (s) to contractually obligate the organization (s).

Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

3. For the person (s) to be contacted for clarifications:

Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

4. List Proposed Subcontractors: _____

On behalf of the submitting organization named, I accept the conditions and general requirements governing the procurement (see Appendix B). I concur that submission of our proposal constitutes acceptance of the evaluation factors of this RFP. I agree that this proposal is binding and firm for a period of 120 days after the due date for receipt of proposals.

Date: _____

Signature of Authorized Official (listed in #2 above)