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: __________, 20__

Signature of Authorized Official (listed in #2 above)