

APPENDIX A

**REQUESTS FOR PROPOSALS
RFP#2022-004
Student Retention and Intervention Management Solution**

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.

Signature of Authorized Official (listed in #2 above) **Date:** _____, 20__