

SECTION 5

FORMS AND TEMPLATES

Form #1 LETTER OF INTENT

A. Proposer Information

Offeror's Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

B. Contact Information

Name of Person with Signature Authority: _____

This person binds the offeror to the terms and conditions submitted in response to this RFP.

Title: _____

Address*: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Name of Primary Contact Person: _____

This person will be contacted if FDDC has questions about the offer submitted and if the offeror is chosen for contract negotiations.

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

***Address should be one where UPS or Federal Express overnight delivery may be received, i.e. not a post office box.**

Form #2

BUDGET REQUEST FORM

BUDGET ITEM	% OF STAFF TIME	AMOUNT	TOTAL REQUESTED FUNDS
Personnel			
Total Personnel			
Fringe Benefits @			
Total Personnel with Fringe			
Project Expenditures			
Total Project Expenditures			
Indirect Costs @			
Total Requested Funds			

Budget Narrative:

Form #3

REFERENCES FORM

(please sign original in BLUE ink)

Offerors are required to submit three (3) references for whom similar services have been performed as those requested in the RFP. **References must be for work done within the last five (5) years.** FDDC will contact two (2) out of the three (3) references provided to obtain an assessment of the offeror's past performance. For offerors with a history of contracting with FDDC, one of the references utilized will be the most recent FDDC assessment of performance. Three attempts will be made to contact each reference.

- 1) Name of Company or Agency:
Contact Person:
Phone Number:
Address:
Email Address:
Project or service name or identifier:
Approximate dates work was undertaken/completed:

- 2) Name of Company or Agency:
Contact Person:
Phone Number:
Address:
Email Address:
Project or service name or identifier:
Approximate dates work was undertaken/completed:

- 3) Name of Company or Agency:
Contact Person:
Phone Number:
Address:
Email Address:
Project or service name or identifier:
Approximate dates work was undertaken/completed:

Signature of Authorized Representative for Offeror:

Form #4

FDDC REQUIRED CERTIFICATIONS
(please sign original in BLUE ink)

Acceptance of Contract Terms and Conditions

I hereby certify that should my agency be awarded this contract, it will comply with all the terms and conditions specified in the RFP and contained in the standard contract attached (Section 6: Terms & Conditions).

Signature of Authorized Official: _____ Date: _____

Statement of No Involvement

I hereby certify that my agency had no prior involvement in performing a feasibility study of the implementation of the of the subject contract, in the drafting of the RFP, or in developing the subject study.

Signature of Authorized Official: _____ Date: _____

Conflict of Interest Statement (Non-collusion)

I hereby certify, that all persons, companies or parties interested in the proposal as principals are named therein, that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respect made in good faith; and as the signer of the proposal, I have full authority to legally bind the offerors to the provisions of this proposal.

Signature of Authorized Official: _____ Date: _____

NOTE: An authorized official is defined as an officer of the offeror's organization who has legal authority to bind the offeror to the provisions of the proposal. This is usually the president, chairman of the board, or owner of the entity. A document establishing delegated authority must be included with the proposal if signed by anyone other than the president, chairman of the board, or owner.