# **ATTACHMENT 4 – COVER FORM**

**IDL RFP 25-209-021002**

**(M) Attachment 4, Cover Form must be completed, signed, and submitted with your proposal.** Failure to complete and submit this form may result in your proposal being deemed non-responsive. **The signature on this form serves as the proposal Signature Page to legally commit the Offeror to all proposal contents.**

**Instructions:** Copy all fields of this form onto your company letterhead. This letterhead must also include the following information: Offeror’s company name, mailing address, phone number, e-mail address, and the name/signature of Offeror’s authorized signer. **The Technical Proposal must include a signed copy of this cover form/signature page to be considered responsive.**

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| **Requirement** | **Response** |
| RFP Number and RFP Title: |  |
| Offeror’s corporate or other legal entity status | Corporation  Limited Liability Corporation (LLC)  Limited Liability Partnership  Sole Proprietorship  Other (specify) |
| Offeror’s Tax Identification Number | EIN: |
| Offeror’s Unique Entity Identifier (UEI) Number   * If you don’t have a federal UEI, write-in, “NA” | UEI: |
| Is Offeror a legal entity with the legal right to contract? | Yes  No |
| Other than modifications/exceptions identified on Attachment 3, in compliance with Section 3.3 of this RFP, does Offeror accept, and is Offeror willing to comply with, the requirements of this RFP and attachments/exhibits? | Yes  No |
| Is Offeror in compliance with applicable equal employment regulations? | Yes  No |
| Does Offeror affirm that it has not employed any company or person other than a bone fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bone fide employee working solely for the Offeror or a company regularly employed by the Offeror as its marketing agent, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of the Contract.? | Yes  No |
| Does Offeror understand and agree that for breach or violation of the above term, the State has the right to annul the Contract without liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies. | Yes  No |
| Firm(s) and/or staff responsible for writing the proposal. | Names: |
| Does Offeror affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs?  Note: vendor information is available at <https://sam.gov>. | Yes  No |
| Does the Offeror affirm that the proposal will be firm and binding for ninety (90) calendar days from the proposal opening date? | Yes  No |
| Does Offeror warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Offeror takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract? | Yes  No |

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: