

ATTACHMENT 4: COVER LETTER FORM

1. Cover Letter Form

The Bidder must complete and submit this form with its proposal.

COVER LETTER REQUIREMENTS	BIDDER AGREES YES/NO
The Bidder agrees this proposal is an irrevocable offer per SECTION 2.4.9. IRREVOCABLE OFFER	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Bidder agrees to the terms and conditions of this solicitation, including all exhibits and attachments thereto, and accepts responsibility as the prime contractor if awarded the contract resulting from this solicitation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Bidder agrees to having available staff with the appropriate skills to complete the contract for all services as described in this solicitation and SOW.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The Bidder has completed and submitted the eVAQ application and has been deemed approved by OSTP. The Bidder hereby certifies that all information submitted in the eVAQ is true, correct, and complete as of the date of submission, and that such information is incorporated herein by reference and made a part of this bid.</p> <p>Bidder shall provide OSTP approved eVAQ number:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
This form is signed by an individual who is authorized to bind the bidding firm contractually. The individual's name must also be typed, and include the title or position that the individual holds in the firm. An unsigned bid may be rejected.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Bidder must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. Refer to General Provision Section 22 for the GenAI Disclosure Obligations.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's Information:	
Bidding Firm's Legal Name:	
Bidding Firm's Address:	
Printed Name of Authorized Representative:	
Title/Role:	
Phone Number:	
Email:	
Signature:	
Date:	