

**[Project Name & #]**  
**Transmittal Form [company name]**

**Date:**

Prime Firm Name:  
Prime Firm Address:  
Phone Number:  
Fax Number:

Contact Person:  
Direct Phone:  
Email Address of Contact Person:  
Company Email address:

**Response includes:**

- |   |  |
|---|--|
| <input type="checkbox"/> Affidavit of Non-Collusion               | <input type="checkbox"/> Targeted Group Subcontracting Form w/TG Cert proof attached ( <i>if applicable</i> )  |
| <input type="checkbox"/> Organizational Conflict of Interest Form | <input type="checkbox"/> Veteran Owned/Service Disabled Veteran Owned Preference Form ( <i>if applicable</i> ) |
| <input type="checkbox"/> Affirmative Action Certificate           |  |
| <input type="checkbox"/> Certification Regarding Lobbying         |  |

**Transmittal Sheet - this page with the above items attached to it:**

**Cover Letter (no more than one page and included with each proposal copy)**

- |   |  |
|---|--|
| <input type="checkbox"/> Cover Letter   | <input type="checkbox"/> Project Approach/Methodology  |
| <input type="checkbox"/> Information on Firms   | <input type="checkbox"/> Unique Qualifications         |
| <input type="checkbox"/> Project Team   | <input type="checkbox"/> All pages are numbered        |
| <input type="checkbox"/> Team Organization  | <input type="checkbox"/> Portrait format and stapled   |
| <input type="checkbox"/> Project Experience   | <input type="checkbox"/> No plastic dividers or covers |
| <input type="checkbox"/> Fee Chart (or statement of no fees in last four years)                                 |  |
| <input type="checkbox"/> Does not exceed 20 faces (excluding cover letter, blank dividers, front & back covers) |  |

(       ) **Copies of Proposal: (each proposal is no more than twenty pages and includes the above items)**

**Respondent certifies that no member of the proposing firm or its sub-consultants has discussed this Request for Proposal (RFP) or the project with any member of the requesting agency from the date of publication of this RFP in the State Register, other than the prescribed communication provisions set forth in the RFP.**

**Respondent further certifies that no member of the proposing firm or its Sub-consultants will have any discussions regarding this RFP or project with any member of the requesting agency until after the completion of interviews for this project.**

**Respondent understands that its proposal may be disqualified if discussions occur with the requesting agency outside the prescribed communications provisions set forth in the RFP.**

**Respondent acknowledges that one or more representatives of the Prime Firm attended the mandatory project informational meeting.**

By signing below, (Name of Firm) agrees:

1. The proposal contents are accurate to the best knowledge of the undersigned.
2. (Name of Firm) is committed to entering into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet the requirements of the work.
3. The consultants listed in this proposal have been contacted and have agreed to be part of the team.
4. The undersigned has read and agrees to the terms of the (State's/MnSCU's/U of M's) contract terms, and is willing to sign the contract should it be offered to our firm.
5. Respondent confirms that a representative of the Prime Firm attended the mandatory meeting.
6. Respondent has completed the required Targeted Group Subcontracting Form (*if applicable*).

\_\_\_\_\_  
Signature:

6/5/2012

\_\_\_\_\_  
Dated: