# Mandatory Letter of Intent

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The **Mandatory** Letter of Intent is due to FCDJFS **by 2:00 PM** on **Friday, July 26, 2024.** The Mandatory Letter of Intent will authorize you to submit a proposal but does not commit the bidder to submit a proposal. The Mandatory Letter of Intent allows FCDJFS to effectively plan for the maximum number of proposals it will receive and need to review. Proposals will not be considered if a Mandatory Letter of Intent was not received.

**Mandatory Letter of Intent to Submit a Response to a Request for Proposals**

**You MUST Submit this Letter in Order to Submit a Proposal(s)**

**\*\*\* Please Type or Print Clearly \*\*\***

**TO**: Tameca Bumper, Deputy Director

FROM: Director/President/CEO: Phone:

(NAME)

E-mail Address:

RE: Letter of Intent for RFP Title: **Ohio Works First – Work Required Activities Management**

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| --- | --- |
| **Name of the Organization** |  |

intends to submit a proposal in response to the Request for Proposals indicated above. Please direct all correspondence to the contact person identified below.

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| --- | --- | --- | --- |
| Name: |  | Title: | |
| Address: |  | Apt./Ste./F.: | |
| City: |  | State: | Zip: |
| Telephone Number: |  | Fax Number: | |
| E-mail Address: | | | |
| TAX ID Number: | | | |

Submission of this form by **2:00 pm on Friday, July 26, 2024,** will ensure receipt of all notifications regarding addenda to or clarifications of this RFP. After the Bidders’ Conference, all subsequent questions and answers will be forwarded to Bidders. Failure to submit a Mandatory Letter of Intent will result in the bidder’s exclusion from this list, which will result in missing notification of significant information regarding this process. **The Mandatory Letter of Intent must be received by the established deadline in order to submit a proposal.**

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| Director’s Signature |  | (Date) |
|  |  |  |
| Agency Name |  | Title: |