**FORM A TRANSMITTAL LETTER**

Proposer name:

 , 2023

Joint Rules Committee 1021 O Street, Suite 6250

Sacramento, CA 95814

Attention: David Hart, RFQ Procurement Contact

The undersigned (“Proposer”) submits this Statement of Qualifications (this “SOQ”) in response to the Request for Qualifications (RFQ No. 2316156) dated September 7, 2023 (as it may be amended, the

“RFQ”), issued by the Joint Rules Committee (“JRC”), to work in collaboration with JRC and other stakeholders in the selection, specification, procurement, and installation of furniture (“Work”) for the New Capitol Annex Building project (“NCAB Project”). Initially capitalized terms not otherwise defined in this letter have the meanings given in the RFQ.

Enclosed, and by this reference incorporated in this RFQ and made a part of this SOQ, are the following:

Transmittal Letter (this Form A), Executive Summary, Index, Confidential Contents Index, and Proposer Organization, Experience, and Qualifications information (including Forms B, C, and D).

The Proposer acknowledges access to all materials posted on the Website with respect to the Work. The Proposer further acknowledges that it received the following addenda and sets of questions and answers to the RFQ:

[Insert any Addendum # and date] [Insert any Q&A Matrix # and date]

***[Proposer to list any other addenda to this RFQ and sets of questions and answers by dates and numbers prior to executing Form A]***

The Proposer represents and warrants that it has read the RFQ and agrees to abide by the contents and terms of the RFQ and the SOQ.

The Proposer understands that JRC is not bound to short-list any Proposer and may reject each SOQ that JRC may receive.

The Proposer further understands that all costs and expenses incurred by it in preparing this SOQ and participating in the procurement process for the Work will be borne solely by the Proposer.

The Proposer agrees that JRC will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in the RFQ.

The Proposer acknowledges and agrees to the protest provisions in the RFQ and understands that those provisions limit the Proposer’s rights and remedies to protest or challenge the RFQ or any determination or short-listing thereunder.

This SOQ shall be governed by and construed in all respects according to the laws of the State of California. The Proposer’s business address:

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| --- | --- | --- | --- |
| (No.) | (Street) |  | (Floor or Suite) |
| (City) | (State or Province) | (ZIP or Postal Code) | (Country) |

State or Country of Incorporation/Formation/Organization:

By: *[Insert legal name of Proposer entity or, if the Proposer is a partnership or joint venture, insert the general partner’s or member’s name]*

Signature:

Print Name:

Title: