

## COVER LETTER

The RFP must include a cover letter, which must be signed by an individual who is authorized to contractually bind the Bidder. An unsigned cover letter may cause the proposal to be rejected. The letter must also contain the following:

1. The Bidder's name, address, e-mail, main telephone and facsimile number.
2. The Bidder's Federal Employer Identification Number and, if applicable, Corporate Identification Number.
3. The name and address of any entity that is a parent of or owns a controlling interest in the Bidder
4. Any entity that is a subsidiary of, or in which a controlling interest is owned by the Bidder
5. Any persons who have ownership or distributive income share in the Bidder that is in excess of 7.5%, and the executive officers of the Bidder. or serves as an executive officer of the Investment Advisor
6. All subcontractors<sup>1</sup>, if any, and the expected amount of money each will receive under the contract
7. The name, title or position, e-mail address, and telephone number of the individual signing the cover letter on behalf of the Bidder.
8. The name, title or position, e-mail address, and telephone number of the primary contact and/or account administrator, if different from individual signing cover letter.
9. A statement, signed by the person purporting to have the authority to commit the Bidder to terms of the proposal, indicating that the signer is authorized to legally bind the Bidder to an agreement if the terms of the proposal are accepted by the Fund.
10. An acknowledgement by the Bidder that the proposal is a firm and irrevocable offer good for one (1) year from the date of the proposal.
11. A statement that the Bidder is willing and able to perform the services described in this RFP.
12. A statement that the Bidder has available the staff and other resources required to perform all services required by the RFP and to provide all required deliverables within the specified time frames.
13. A statement that no Board member or Fund employee, or their spouse (i) has any direct interest in the income, gains, or profits of the Bidder through which any investment transaction is made or (ii) has a relationship with the Bidder that would result in pecuniary benefit to the Board member or Fund employee, or their spouse as a result of any investment transaction. This statement excludes the ownership of freely tradable public securities of the Bidder.
14. A statement of the Bidder's Certifications and Conflicts (see Investment/Searches/Documents)
15. A statement that contingent and placement fees are prohibited.

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<sup>1</sup> does not include non-investment related professionals or professionals offering services that are not directly related to consulting on investment of assets, such as legal counsel, actuary, proxy-voting services, services used to track compliance with legal standards, and investment fund of funds where the board has no direct contractual relationship with the investment advisers or partnerships.