

APPENDIX F

**APPENDIX F
SMALL DIVERSE AND SMALL BUSINESS
LETTER OF INTENT**

[DATE]

[SDB/SB Contact Name]

Title

SDB/SB Company Name

Address

City, State, Zip]

Dear **[SDB/SB Contact Name]**:

This letter serves as confirmation of the intent of **[Contractor]** to utilize **[Small Diverse Business (SDB) or Small Business (SB)]** on RFQ **[RFQ number and Title]** issued by the **[Commonwealth agency name]**.

If **[Contractor]** is the successful vendor, **[SDB or SB]** shall provide **[identify the specific work, goods or services the SDB/SB will perform]** during the initial term of the prime contract and during any extensions, options or renewal periods of the prime contract exercised by the Commonwealth, as more specifically set forth below: **[identify the specific time periods during the initial contract term and any extensions, options and renewals when the component work, goods or services will be provided or performed.]**

These services represent **[identify fixed numerical percentage commitment]** of the total cost in the **[Contractor's]** cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that **[SDB or SB]** will receive an estimated **[identify associated estimated dollar value that the fixed percentage commitment represents]** during the initial contract term.

[SDB/SB] represents that it meets the small or small diverse business requirements set forth in the RFQ and all required documentation has been provided to **[Contractor]** for its SDB/SB submission.

We look forward to the opportunity to serve the **[Commonwealth agency name]** on this project. If you have any questions concerning our small business or small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Contractor Name

Title

Company

Phone number

SDB or SB Name

Title

Company

Phone number