

## **APPENDIX F**

### **SMALL DIVERSE BUSINESS (SDB) LETTER OF INTENT**

**SMALL DIVERSE BUSINESS  
LETTER OF INTENT**

**[DATE]**

**[SDB Contact Name  
Title  
SDB Company Name  
Address  
City, State, Zip]**

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP No. Trust 006, Pennsylvania Signing and Tourism Trust Business Manager Service issued by the Pennsylvania Department of Transportation on behalf of the Pennsylvania Tourism and Signing Trust.

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Offeror'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] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

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

Sincerely,

Acknowledged,

Offeror Name  
Title  
Company  
Phone number

SDB Name  
Title  
Company  
Phone number