

ATTACHMENT K

REQUEST FOR PROPOSALS (RFP) COMPLIANCE COVER SHEET

RFP NUMBER: CVS 12-089
ISSUE DATE: **May 25, 2012**
TITLE: **Virginia Refugee Resettlement Program (VRRP)**

COMMODITY CODE: 952-75
LOCATION: Statewide
INITIAL CONTRACT PERIOD: October 1, 2012 to September 30, 2013
PROPOSAL DUE DATE AND TIME: **June 29, 2012 - 4:00 p.m.**

ISSUING AGENCY: Virginia Department of Social Services
Office of Newcomer Services – 15th Floor
801 E. Main Street
Richmond, Virginia 23219-2901
Attn: Brent Sutton

Sealed proposals for furnishing the services described herein will be received subject to the conditions cited herein until the Proposal Due Date and Time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION.** Send or hand deliver all proposals (**not scanned or regenerated pages**) directly to the issuing agency shown above. **DO NOT FAX OR EMAIL.**

In Compliance With This Request For Proposals, As Published By The Department, And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services Described In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

(Name of Organization)

(Street Address)

(Street Address)

_____, VA _____
(City) (Zip Code)

FEI/FIN # _____

Date: _____

Authorized By: _____
(ORIGINAL Signature in Ink)

Name: _____
(Printed or typed)

Title: _____

Telephone: _____

E-Mail: _____

A mandatory pre-proposal conference will be held at 10:30 p.m. June 13, 2012 at the Virginia Department of Social Services; 801 East Main Street; Richmond, VA 23219-2901. All requests for information should be directed to brent.sutton@dss.virginia.gov or by telephoning (804)726-7928

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.