

## **INTENT TO SUBMIT A PROPOSAL**

### **INSTRUCTIONS**

Return this Intent to Submit a Proposal form if you plan to submit a proposal for the Individualized Education Program (IEP) Facilitation Network Request For Proposal (RFP) the CDE shall only accept proposals for which it has received an Intent to Submit a Proposal. This Intent to Submit a Proposal must be received by mail or email no later than January 26, 2022 at 5:00 pm PST at:

Sherry Rickenbach  
California Department of Education  
Special Education Division  
1430 N Street, Suite 2401  
Sacramento, CA 95814  
E-mail: [SRickenbach@cde.ca.gov](mailto:SRickenbach@cde.ca.gov)

### **QUESTIONS**

The purpose of this Intent to Submit a Proposal is to provide us with information to plan adequately for the review of proposals and to elicit from you questions that may be of concern to all bidders.

Questions, requests for clarification, concerns, and comments from applicants related to this Request for Proposal (RFP) must be prepared and submitted in writing, noting the page number(s) and section(s) from the RFP, and must be accompanied by the name, fax number, and email address of the person to whom the responses are to be sent.

The CDE shall make every effort to answer all questions received. The written response will include a list of all the questions submitted. This response will be posted on the CDE Web site and will be emailed only to the parties that submitted an Intent to Submit a Proposal form; therefore, email addresses must accompany written questions.

All questions must be received by Sherry Rickenbach, California Department of Education no later than 5:00 pm PST January 26, 2022 by mail or email to [SRickenbach@cde.ca.gov](mailto:SRickenbach@cde.ca.gov).

## **INTENT TO SUBMIT A PROPOSAL**

I/We intend to submit a proposal for a contract for the Individualized Education Program (IEP) Facilitation Network Request For Proposal (RFP):

Name of Firm:

Individual Contact:

Address:

Phone:

Fax:

Email address:

Signature of Firm's Representative:

Date:

Name and Title of Representative: