

INTENT TO SUBMIT A PROPOSAL

INSTRUCTIONS

Return this Intent to Submit a Proposal form if you plan to submit a proposal for the Federal Liaison Officer 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 email or mail no later than Wednesday, May 13, 2026 at 5:00 pm PDT at:

Natasha Middleton
California Department of Education
Government Affairs Division
1430 N Street, Suite # 5602
Sacramento, CA 95814
Email: nmiddleton@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 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 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 Natasha Middleton, California Department of Education no later than 5:00 pm PDT May 13, 2026 by mail or email at the contact information noted above.

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I/We intend to submit a proposal for a contract for the Federal Liaison Officer RFP:

Legal Business Name of Firm:

Individual Contact:

Address:

Phone:

Email address:

Signature of Firm's Representative:

Date:

Name and Title of Representative: