

**Common Benefit Identification Card (CBIC)
Request for Proposal**

**Appendix F
Letter of Intent to Accept Employment – Key Staff**

**Prepared By: Office of Temporary and Disability Assistance
Division of Operations and Program Support
Bureau of Information Technology**

Letter of Intent to Accept Employment for Key Staff

Proposed Employee Name:

I understand that <Name of Offeror or Sub-contractor> has submitted a proposal in response to the Common Benefit Identification Card (CBIC) RFP.

I understand that my name has been submitted in the role of <Title of Position listed on Project Team Staffing Roster>.

I have read the Common Benefit Identification Card (CBIC) RFP and all of its attachments.

I understand the nature of the Common Benefit Identification Card (CBIC) and the critical nature of the duties of this position for which I have been submitted.

I understand that I may be required to participate in oral presentation portion of the RFP evaluation process.

If <Name of Offeror> is selected as the Contractor for this RFP, I am willing to accept assignment to this position.

Signature

Date

Printed Name