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# Sample Transmittal Letter (RFP Transmittal)

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Your State  
Office of the Department  
123 Your Street  
Your City, State 12345

Date

Mr./Ms. Smith  
Regional Administrator  
XXXXX Regional Office  
Food and Nutrition Service  
U.S. Department of Agriculture  
Address  
City, State 12345

Dear Mr./Ms. Smith,

Enclosed for your agency's approval is the Quality Assurance (QA) Services Request for Proposal (RFP) to procure services from a third-party vendor for QA oversight of several critical technology solutions and projects as well as modernization planning efforts. The State has employed Quality Assurance throughout the Systems Development Lifecycle for major application development and planning projects. The current engagement for QA services ends Month, Day, Year. In order to ensure continuity of QA services, the State is seeking to execute a contract resulting from this procurement no later than Month and Year.

The selected vendor will provide quality assurance reviews, project risk analysis, and assistance with planning and setting of quality goals and objectives for the following projects and activities:

- Functional Roadmap Project
- Imaging/Enterprise Document Repository and On-site Scanning
- State Support Enforcement and Tracking System
- Enterprise Architecture, IT Governance and Outcome Management Office activities
- myBenefits/myWorkspace
- Open Systems Disaster Recovery Procedures

The State is also seeking pricing within the RFP for QA for projects that may be initiated during the duration of the contract resulting from this RFP. At this time those costs are not part of the project budgets nor are the activities included in the QA RFP work plans. In the event these projects are initiated, the State will seek prior federal approval of QA activities, deliverables, and associated costs.

The contract term is three years with two extensions of up to twelve months each. Please note at this time the State is not seeking approval of possible contract extension periods. The State will seek prior federal approval should the contract extensions be necessary.



The estimated acquisition cost is \$6 million over the three year contract term. Actual contract costs may vary based on pricing received as a result of the bid process.

The following chart depicts estimated contractual costs for each project:

<b>PROJECT</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b><u>EXTENDED</u> COST</b>
Functional Roadmap Project	\$252,845	\$252,845	\$252,845	\$758,536
Imaging/Enterprise Document Repository and On-site Scanning	\$217,599	\$217,599	\$217,599	\$652,796
State Support Enforcement and Tracking System	\$275,854	\$275,854	\$275,854	\$827,561
Enterprise Architecture/Outcome Management Office	\$565,659	\$565,659	\$565,659	\$1,696,977
MY BENEFIT/WORKSPACE	\$541,917	\$541,917	\$541,917	\$1,625,750
Open Systems Disaster Recovery	\$146,127	\$146,127	\$146,127	\$438,380
<b>TOTAL</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$6,000,000</b>

Exhibits A-G of this document allocate projected QA contract costs by federal and state benefitting programs based on the approved federal cost allocation plans. The following technology projects are operating under approved APDs and, as such, the corresponding costs related to QA activities are included in those approved budgets: Functional Roadmap, IEDR, State Support Enforcement and Tracking System, and myBenefit/myWorkspace. The remaining functions requiring QA oversight are operational in nature and will be allocated using an approved State agency IT operational overhead account.

Thank you for your continued support and cooperation. If you require any additional information, please contact State Person at 123-456-7890, or by email at [state.person@xx.state.us](mailto:state.person@xx.state.us).

Sincerely,

**Signed by an official authorized to commit State resources**

Your Name  
Your Title

Enclosures

cc: Director, State Systems Office  
Regional Office Program Director  
State Systems Office Contact person

