

ATTACHMENT – 6
LETTER OF INTENT

SECTION 1: RESPONDENT INFORMATION

Organization Name:	Address:
Point of Contact Name:	City, State, Zip Code
Title:	Phone Number:
Email Address:	EIN#:
	Business License #

SECTION 2: LETTER OF INTENT

On behalf of _____ [Organization Name], we hereby submit this Letter of Intent (LOI) to notify the Urban League of Broward County of our intent to respond to **RFP #01092026-1 for the Flooring Replacement**. We acknowledge our understanding of the scope of work outlined in the RFP and our commitment to adhering to all applicable federal, state, and local regulations. By signing below, we confirm our intent to submit a proposal and agree to comply with the terms and conditions outlined in the RFP.

SECTION 3: SUBMISSION REQUIREMENTS

- **Deadline:** All completed LOI must be submitted via email to Procurement@ulbcfl.org no later than the date stated in the Calendar of Events. Late submissions may not be considered.
- **Confirmation:** Respondents must request a receipt to confirm their LOI was received.

SECTION 4: ACCESS TO SECURED PROCUREMENT PLATFORM

Access to the SharePoint procurement platform, which hosts all solicitation materials and serves as the required site for uploading proposals, will be granted only to respondents who submit a completed Letter of Intent (LOI). Once the LOI is confirmed, eligible respondents will receive a secure SharePoint invitation.

Important:

- **Multi-Factor Authentication (MFA)** is required and time-sensitive. Respondents must check their email and complete setup promptly to avoid access delays. Late LOI submissions may result in disqualification.

Access Request:

Please complete the contact information below for the authorized guest requiring SharePoint access. This individual must be authorized to upload the proposal on behalf of your organization.

Authorized Guest Name:	Title:
Email Address:	Phone Number:

SECTION 5: CERTIFICATION & AUTHORIZED SIGNATURE

I, the undersigned, certify that the information provided in this Letter of Intent is accurate and that _____ [Organization Name] intends to submit a proposal in response to **RFP #01092026-1** – ULBC by the terms and conditions outlined in the RFP.

Authorized Representative Name: _____ Title: _____
Signature: _____ Date: _____