



*Accelerate Progress for Students*

Charlotte Gensler  
Executive Director

Scott Elder  
Superintendent

DATE: 3/15/2023

RFP NUMBER: 23-069 NMM

RFP TITLE: Substitute Teachers and Substitute Educational Assistance Temporary Staffing  
Services ADDENDUM NUMBER: 1

See Letter of Transmittal Form with signature line listed on one page.

02.10.2023

**LETTER OF TRANSMITTAL FORM**  
**SUBMIT WITH YOUR PROPOSAL**

Items one (1) to four (4) each **MUST** have a response, failure to respond to all four items **WILL** result in the disqualification of your proposal.

1. Identity (Name) and Mailing Address of the submitting organization:


2. For the Person authorized by the organization to contractually obligate the organization:

Name	
Title	
E-Mail Address	
Telephone	

3. For the person authorized to negotiate the contract on behalf of the organization:

Name	
Title	
E-Mail Address	
Telephone	

4. For the person to be contacted for clarifications:

Name	
Title	
E-Mail Address	
Telephone	

- On behalf of the submitting organization named in item one (1) above, I accept APS Terms and Conditions.
- I agree that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.
- I acknowledge receipt of any and all amendments of this RFP.



\_\_\_\_\_  
Authorized Signature and Date (**Must be signed** by the person identified in Item #2, above.)

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:**

**Addenda not signed and returned may consider the RFP non-responsive and may be rejected.**

\_\_\_\_\_  
**COMPANY/FIRM NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**