**ATTACHMENT F**

**SAMPLE OFFEROR TRANSMITTAL LETTER**

Kate Hammond, Superintendent

Valley Forge National Historical Park

1400 North Outer Line Drive

King of Prussia, PA 19406

Dear Ms. Hammond:

I hereby submit the enclosed proposal to lease the Kennedy-Supplee Mansion in Valley Forge National Historical Park in accordance with the Request for Proposals (RFP) released by the National Park Service (NPS) on September 30, 2013.

*[This paragraph should only be used for Offerors that are an existing business entity, not for individual Offerors or Offerors that are a business entity that is not yet in existence]* I certify that I am the of the *[select one: corporation/partnership/limited liability company/joint venture]* named as Offeror herein; that I submit this proposal for and on behalf of the Offeror, with full authority under its governing instrument(s), and within the scope of its powers.

*[This paragraph should only be used for Offerors that are not yet in existence, not for individual Offerors or Offerors that are existing business entities]* I certify that I am a guarantor of the name Offeror, a business entity that is not yet in existence.

I certify that all information provided is complete, true, and correct, and understand that false statements may subject me and/or the Offeror to criminal penalties under 18 U.S.C. 1001.

I also certify that the individual, individuals, entity or entities acting as the Offeror, having an ownership interest in the Offeror, acting as guarantor(s) of an Offeror that is not yet in existence at this time, or otherwise seeking to participate in the proposed lease:

* are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction by a federal department or agency.
* have not, within three years preceding submission of the Proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or for violation of federal or state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.
* are not presently indicted for or otherwise criminally or civilly charged by a federal, state or local unit of the government with commission of any of the aforementioned offenses.
* have not had one or more public transactions (federal, state or local) terminated for cause or default within the three-year period preceding submission of the proposal.

If selected for award of the lease, the Offeror hereby agrees to:

1. the terms and conditions of the Draft Lease provided as Attachment A to the RFP.
2. negotiate the final Lease in good faith within sixty working days after the Offeror may be selected for award of the lease.
3. *[Include only if the Offeror is not yet in existence]* provide the entity that is to be the Lessee with the funding, management, and other resources required under the Draft Lease and/or described in its Proposal.
4. *[Include only if the Offeror is a business entity, rather than an individual]* deliver current copies of the following documents to the NPS within ten calendar days after receiving notice of selection for award of the lease:
* Certificate from its state of formation indicating that the entity is in “good standing” (if such form is issued in that state for Offeror’s type of business entity);
* Governance documents of Offeror (e.g. articles of incorporation and by-laws for corporations; operating agreement for LLCs; partnership agreement for partnerships; or venture agreement for joint ventures); and
* If the business entity was not formed in the Commonwealth of Pennsylvania, evidence that it is qualified to do business there.

OFFEROR or, if the Offeror is not yet in existence at this time, OFFEROR-GUARANTOR:

NAME OF OFFEROR

SIGNATURE DATE

TYPED OR PRINTED NAME

TITLE

ADDRESS