

**APPLICATION COVER SHEET**

(Complete all items. Sign in blue ink. Submit as cover sheet for application proposal)

**REQUEST FOR PROPOSALS (RFP)  
RFP No. CVS-15-091**

Issue Date: May 27, 2015

Title: Refugee Services in the Richmond Area

Commodity Code: 95275

Location: Richmond Area

Contract Period: October 1, 2015 – September 30, 2016 (Renewable)

Sealed Proposal Due Date & Time: **June 30, 2015 at 4:00 p.m. Eastern Time**

Issuing Agency: Commonwealth of Virginia  
Department of Social Services  
General Services  
801 East Main Street, 14<sup>th</sup> Floor  
Richmond, VA 23219-2901

**SEALED PROPOSALS ARE TO BE MAILED OR HAND DELIVERED TO THE ABOVE ADDRESS.  
DO NOT FAX OR E-MAIL.**

Proposals for providing the services described herein will be received subject to the conditions cited herein until the proposal due date and time shown above. **PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED WITHOUT CONSIDERATION.**

All inquiries for information should be directed to  
(do not send proposals to this e-mail address)

Robert Earley (804) 726-7182  
[robert.earley@dss.virginia.gov](mailto:robert.earley@dss.virginia.gov)

In compliance with this Request for Proposals (RFP) and to all the conditions imposed therein and hereby incorporated by reference, the undersigned Applicant agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation

International Rescue Committee, Inc.

(Name of Organization)

122 E. 42nd St.

(Address – Line 1)

New York, NY 10168

(Address – Line 2)

Date: 6/23/15

Signature: Nancy Otterstrom

Printed Name: Nancy Otterstrom

Title: Senior Director of Global Grants & Contracts

Phone: ( 212 ) 551-3000

E-mail: Nancy.Otterstrom@Rescue.org

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment