**Exhibit B – Intent to Bid Form**

Sonja Worthy

[Sonja.Worthy@shelbycountytn.gov](mailto:Sonja.Worthy@shelbycountytn.gov)

Dear Sonja,

We have received the Request for Qualifications (“RFQ”) from Shelby County Government (“County”).

We will be submitting a response to the RFQ for the Self-Pay, COBRA FSA Administrative Services:

In addition:

We will **not** share any of the information pertaining to this RFQ with any third parties including but not limited to subsidiary and affiliated organizations, except on an “as need to know basis” for the purpose of responding to this RFQ; and further any such third-party release shall agree to same non-disclosure.

We will **not** use information received during the RFQ process for any other purpose than for responding to this RFQ without the written authorization of the County. Expressly forbidden, but not limited to, is the use of RFQ information to prepare claims analysis, demographic analysis, projections, or rate development for the County.

Will **not** be submitting a proposal for the following reason(s):

|  |
| --- |
|  |
|  |

Sincerely,

|  |  |
| --- | --- |
|  |  |
| Signature | Title |
|  |  |
| Name (Printed) | Company |
|  |  |
| Date | Email Address |
|  |  |
|  | Telephone number |

Please have an officer of your firm sign and date the form and email it as an attachment to the individuals listed above. Your Intent to Bid is due **by 5:00 p.m., Central Standard Time on April 24, 2024**. Completion of this form is a requirement in order to receive detailed claim and enrollment information and summary plan descriptions.