# REQUEST FOR PROPOSALS #25-05 – portfolio verification Services

# Exhibit A – Letter of Intent to Respond

## Must be received by the WSIB by *4:30 p.m. PT, April 15, 2025*

On behalf of myself/my company (“Offeror”), I hereby certify that Offeror intends to submit a Proposal to WSIB Request for Proposals #25-05 to provide portfolio verification and shadow accounting services to the Washington State Investment Board. Offeror has read the RFP for these services and believes it meets the minimum requirements set forth therein.

Further, Offeror understands that, in response to providing the WSIB with this letter, it will receive certain sensitive or confidential commercial, financial, proprietary or other similar information regarding WSIB holdings or other similar information (collectively, “Confidential Information”). Regardless of the format in which it is received, Offeror shall treat such Confidential Information in a manner no less protective than how Offeror treats its own confidential or proprietary information.

Offeror will use the Confidential Information for the sole purpose of responding to this RFP. Offeror will exercise reasonable efforts to keep the Confidential Information confidential, except that it may disclose the Confidential Information to its officers, employees, and other representatives (including, without limitation, consultants, advisors, and attorneys) involved in responding to this RFP (“Representatives”). Representatives are those persons (1) who need to know such information for the purpose responding to this RFP, (2) who are aware of or are informed of the confidential nature of the Confidential Information, and (3) who are obligated to protect the confidentiality of the Confidential Information in a manner no less protective than how Offeror treats its own confidential or proprietary information.

Upon WSIB’s written request, or after the announcement of the Apparently Successful Offeror, Offeror will destroy all Confidential Information in a manner consistent with its internal policies and procedures for document destruction, and instruct Representatives who are in possession of such information to destroy it in a manner consistent with the Representatives’ respective internal policies and procedures for document destruction; provided, however, that to the extent required by law, rule, or regulation or in accordance with existing internal record keeping or archiving policies, Offeror is entitled to retain copies of any Confidential Information received in connection with its response to this RFP.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Offeror Name |  |  |
|  |  |  |
| Signature |  | Print Name |
|  |  |  |
| Title |  | Date |