



April 6, 2022

Marina Armanious  
Contracts Coordinators  
Tetra Tech, Inc.  
1468 W. 9<sup>th</sup> Street  
Suite 825  
Cleveland, Ohio 44113

**RE: Notice of Intent to Award Contract, #COG-2125D, to Tetra Tech, Inc in response to COG-2125 for Claims Recovery and Grant Administration Services**

Dear Marina:

On behalf of Equalis Group and The Cooperative Council of Governments, thank you for your interest and participation in this Request for Proposal (“RFP”) process to develop Equalis Group’s Claims Recovery and Grant Administration Services program. After careful review and scoring of the proposals, it is the decision of the Proposal Review Team that your organization’s proposal is the one of the responsible Bidder(s) who’s proposal is most advantageous to CCOG, with price and other factors considered. As a result, it is the intent of The Cooperative Council of Governments, Inc. to award a cooperative purchasing contract to Tetra Tech.<sup>1</sup>

Equalis Group and Tetra Tech must now finalize and reach agreement regarding the Master Agreement and Administration Agreement contract terms and conditions. The Master Agreement contract award and final agreement will be presented to the CCOG Board of Directors for ratification on behalf of Equalis Group. Upon completion of Master Agreement and Administration Agreement negotiations and execution, Equalis Group and Tetra Tech will be authorized to proceed under the terms of that contract and provide the goods and/or services contracted to current and future Equalis Group members in accordance with the terms, conditions, and pricing as set forth and negotiated pursuant to the RFP.<sup>2</sup>

If you have any questions or concerns, please contact me immediately.

Sincerely,

*David Robbins*

David Robbins  
Director of Procurement, Equalis Group  
c: 330.328.9552 | o: 216.478.1070  
e: DRobbins@EqualisGroup.org

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<sup>1</sup> Please be advised that this Intent to Award Notice is subject to the execution of a written contract and, as a result, does not constitute the formation of a contract and/or binding agreement between The Cooperative Council of Governments, Inc., Equalis Group, and Tetra Tech. If Tetra Tech fails to execute a contract with The Cooperative Council of Governments, Inc. and Equalis Group then The Cooperative Council of Governments, Inc. may revoke this award and award the contract to the next lowest responsive and responsible bidder. Additionally, The Cooperative Council of Governments, Inc. reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

<sup>2</sup> ANY PARTY SEEKING TO PROTEST THIS NOTICE OF INTENT TO AWARD MUST SUBMIT A WRITTEN PROTEST IN ACCORDANCE WITH RFP #COG-2125.