

February 1, 2024

Dwayne Deal
Division Vice President
HiTouch Business Services LLC
601 Mason Road, Suite 100
La Vergne, TN 37086

RE: Notice of Award Contract, #COG-2152G, to HiTouch Business Services LLC in response to RFP #COG-2152 for Furniture Solutions with Related Products & Services

Dear Dwayne:

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 furniture solutions program. After careful review and scoring of the proposals submitted, it is the decision of the Proposal Review Team that your organization’s proposal is one of the responsible respondents whose proposal is most advantageous to CCOG and its members, with price and other factors considered. As a result, The Cooperative Council of Governments, Inc. has issued the award of this cooperative purchasing contract to HiTouch Business Services LLC.

Accompanying this Award Letter is the fully executed Master Agreement. The Master Agreement contract award and final agreement will be presented to the CCOG Board of Directors for ratification on behalf of Equalis Group. With the completion of Master Agreement and Administration Agreement, Equalis Group and HiTouch Business Services LLC 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.¹

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

¹ ANY PARTY SEEKING TO PROTEST THIS NOTICE OF INTENT TO AWARD MUST SUBMIT A WRITTEN PROTEST IN ACCORDANCE WITH RFP #COG-2152.