



## Notice of Intent to Award

Brand USA Headquarters  
1725 Eye Street NW, Eighth Floor  
Washington, DC 20006

March 10, 2016

Human Resources Information System  
RFP ISSUED: December 16, 2015  
PROPOSALS REVIEWED/EVALUATED: February 10<sup>th</sup>, 2016

RE: Notice of Intent to Award Project  
• Paycom

As provided in the RFP issued December 16, 2015, the Notice of Intent to Award is subject to the execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between Brand USA and the apparent successful Bidder.

The Bidder shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to Brand USA is executed. If the apparent successful Bidder fails to negotiate and execute a contract with Brand USA, in its sole discretion, Brand USA may revoke the award and award the contract to the next highest ranked Bidder or withdraw the RFP. Brand USA further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Thank you for participating in the competitive selection process.

Sincerely,

Joann Pelipesky  
**Director of Human Resources**  
**Brand USA**