



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 6, 2014

Origami Risk
Attn: Glen Carey, Director of Sales
444 N. Orleans Street
Chicago, IL 60654

Dear Mr. Carey:

This is to follow up on our phone conversation which informed you that Origami Risk has been selected as the vendor for Contract Number OMB13100-RMIS Risk Management Information System.

I have emailed you a copy of our contract form that must be completed and returned to my attention. Two copies of the contract form **MUST** have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Office of Management and Budget Insurance Coverage Office. The statement of work and the software agreement will be agreed upon and completed for signatures. One copy of the fully executed contract form will be returned for your records.

Origami Risk will be required to complete the new W-9 Form by visiting the Division of Accounting's website: <http://accounting.delaware.gov/>. It is the vendor's responsibility to act upon this instruction for submitting a new W-9 form, agencies will not be able to purchase if this is not completed and accepted by the Division of Accounting. If you need assistance or have questions, please contact 302-734-6827 or fax your inquiry to 302-736-7909.

We appreciate your interest and look forward to working with you.

Sincerely,

Original on File

Debra Lawhead
Insurance Coverage Administrator