

## Notice of Request for Proposals

### Delivery Study

Notice is hereby given that the Southern Maryland Regional Library Association, Inc. (hereinafter referred to as **SMRLA**) is requesting proposals for a consultant or organization who will study the current regional library delivery system. The study will determine and recommend possible changes in workflow and design of the system, the vendors currently involved, and potential costs of changing the system.

Respondents should not construe from this legal notice that SMRLA intends to enter into a contract with the Respondent unless, in the opinion of SMRLA, it is in the best interest of SMRLA to do so. SMRLA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available site at <https://smrla.org/rfp/>

To request the RFP documents by e-mail, postal mail, or fax, please contact  
Ashley Teagle  
e-mail [rfp@smrla.org](mailto:rfp@smrla.org)  
Postal Mail P.O. Box 459, Charlotte Hall, MD 20622  
fax 301-884-0438

SMRLA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period (September 28, 2022 to October 14, 2022). As questions are received, the answers will be posted at <https://smrla.org/rfp/>. On October 11, 2022, a pre-bid conference will be held with the RFP Committee via Zoom and the log in information will be posted at <https://smrla.org/rfp/>.

Respondents must submit written proposals in a sealed package labeled  
Southern Maryland Regional Library Association Delivery Study  
Addressed to SMRLA at  
P.O. Box 459  
Charlotte Hall, MD 20622  
Attn: CEO Ashley Teagle

SMRLA will accept all proposals received on or before Friday, November 4, 2022 at 4:30 p.m. SMRLA will not accept proposals that are received after the deadline. SMRLA will open proposals at 1:00 p.m. on Monday, November 14, 2022 via Zoom. Please check our website on Monday, November 7 for the Zoom link.

SMRLA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. SMRLA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of SMRLA. Following the review and analysis of all responsive proposals, SMRLA will make a recommendation to its Board of Trustees at its regularly scheduled meeting.



**Southern Maryland**  
**Regional Library Association, Inc.**  
*ADVANCING LIBRARY EXCELLENCE*

**REQUEST FOR PROPOSAL**

Southern Maryland Regional Library Association Delivery Study

# Request for Proposal

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## Introduction/Purpose/Statement of Work of Solicitation

### I. Introduction

SMRLA shall conduct all procurement transactions in a manner that provides maximum open and free competition. SMRLA must share with every Respondent all information necessary for submitting a competitive proposal.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
- SMRLA released this RFP to benefit SMRLA and not the Respondents.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by SMRLA of the most responsive and responsible Respondent to SMRLA's requirements, as determined by SMRLA when evaluating proposals based on the criteria contained in the RFP.
- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

To respond to this RFP, interested Respondents must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. SMRLA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SMRLA responses to questions before submitting a proposal
- Ask appropriate questions or request clarification before the deadline in the RFP
- Submit all required responses by the required deadlines
- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify SMRLA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify SMRLA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction

### II. Purpose and background

The purpose of this Request for Proposal (RFP) is to hire a consultant to evaluate SMRLA's current delivery system and to make recommendations for improvement. The successful Respondent will provide services to the Southern Maryland Regional Library Association, Inc. (hereinafter referred to as **SMRLA**) as described in the Statement of Work.

SMRLA's goals are to receive an analysis of the current and future delivery needs of SMRLA and the public libraries in the region. SMRLA seeks to maximize cost effectiveness and efficiency as it relates to the continuation of service and staffing.

Southern Maryland Regional Library Association, Inc. (SMRLA) is a regional resource center for the public libraries in Calvert, Charles and St. Mary's counties. It was formed in 1959 to provide additional services to the citizens of rural Maryland through their local county libraries. It is part of a statewide resource network of three regional centers, working in collaboration with the State Library Resource Center, to provide efficient, economical and coordinated library services county libraries cannot adequately provide themselves.

SMRLA, by providing services to the three rural Southern Maryland public libraries, serves a population of 366,724 people (2020 census data) across a region of over 1,752 square miles. At present, eleven public library buildings and two bookmobiles serve the residents of Southern Maryland.

The delivery system consists of one delivery route that runs Monday-Friday (excluding holidays) to each brick and mortar public library building in Calvert, Charles, and St. Mary's County. The delivery team consists of a driver and helper who are employed by TransForce (Driver) and Manpower (helper). The truck is leased and serviced by Ryder.

There are 11 daily (M-F) physical stops at public library facilities, two weekly stops at college library designations, and one "as needed" stop at the Calvert County Board of Education. One stop (the first of the day) includes the transfer of materials from SMRLA itself and a branch library as the building is shared. The team also stops (M-F) at the Charlotte Hall Post Office to pick up and delivery mail from SMRLA as well as Quarles for fuel, as needed. The route averages 190 miles a day. The team delivers materials to/from the following locations:

<b>SMRLA</b> 37600 New Market Rd. Charlotte Hall, MD 20622	Monday-Friday (excluding holidays)
Charlotte Hall Library 37600 New Market Rd. Charlotte Hall, MD 20622	Monday-Friday (excluding holidays)
La Plata Library 2 Garrett Avenue La Plata, MD 20646	Monday-Friday (excluding holidays)
College of Southern MD 8730 Mitchell Rd La Plata, MD 20646	Weekly (Wednesdays)
Potomac Library 3225 Ruth B Swann Dr. Indian Head, MD 20640	Monday-Friday (excluding holidays)
Waldorf West 10405 O'Donnell Place Waldorf, MD 20602	Monday-Friday (excluding holidays)
P.D. Brown Memorial 50 Village Street Waldorf, MD 20602	Monday-Friday (excluding holidays)
Twin Beach Library	Monday-Friday (excluding holidays)

3819 Harbor Rd. Chesapeake Beach, MD 20732	
Fairview Library 8120 Southern Maryland Boulevard Owings, MD 20736	Monday-Friday (excluding holidays)
Calvert Co. Board of Ed. 1305 Danes Beach Prince Frederick, MD 20678	As needed
Prince Frederick Library 850 Costley Way Prince Frederick, MD 20678	Monday-Friday (excluding holidays)
Southern Branch Library 13920 HG Trueman Rd Solomons, MD 20688	Monday-Friday (excluding holidays)
Lexington Park Library 21677 FDR Blvd Lexington Park, MD 20653	Monday-Friday (excluding holidays)
St. Mary's College of MD 18952 E. Mill Field Drive St. Mary's City, MD 20686-3001	Weekly (Wednesdays)
Leonardtwn Library 23630 Hayden Farm Lane Leonardtwn, MD 20650	Monday-Friday (excluding holidays)

The delivery service includes the transit of inter-library loan material (originating outside of the tri-county region) and internal material (originating within the region). For inter-library loan material, the libraries use Maryland's statewide Marina system which allows the public libraries to supply and receive materials from other public libraries in the state. The Marina system has its own delivery system that SMRLA does not participate in. SMRLA mails materials to Enoch Pratt Library in Baltimore using United Parcel Service (UPS). The FY 2022 cost for shipping outgoing and incoming materials was \$26,530.

Internal materials are delivered using 22" long, 12 3/4" wide, and 12 3/4" tall totes. SMRLA catalogs and processes all new materials for the public libraries in Southern Maryland. Once the new materials are processed, it is delivered to the owning library. This results in approximately eleven (11) to twenty (20) totes of new materials per day, Monday through Friday.

Routing inter-library loan, Marina requests, and regional lending activity creates 132 to 192 totes per day, Monday through Friday.

A CDL driver is contracted from TransForce who will also provide substitute drivers as needed. The current driver has worked with SMRLA for more than seven (7) years. Including overtime, the annual cost of the driver is \$75,600. A helper is also required and has been contracted from Manpower who also provides substitute helpers as needed. The current helper has worked with SMRLA for more than five (5) years at an annual cost of \$49,800 (including overtime).

Lastly, a 26' box truck with a lift gate has been leased from Ryder for a four year term. Ryder provides preventative and emergency maintenance for the vehicle. Ryder will also provide some on-site and emergency roadside repairs when possible. The annual truck lease is \$25,318.44.

SMRLA is responsible for purchasing fuel for the truck. From January to September 2022, the cost was \$13,140.36.

### III. **Statement of work**

SMRLA is seeking consultants or organizations to provide:

- a. Analysis of the current and future delivery needs of SMRLA and libraries in the region
- b. Data-driven recommendations based upon a study of the current regional delivery operations
- c. Data-driven recommendations based upon an analysis of the needs of the regional in the next 1-5 years
- d. Multiple recommendations for improvements in the following areas:
  - i. Continuation of service
  - ii. Vendor selection
  - iii. Affordable cost
- e. Written reports and PowerPoint (or other visual reporting) document within XX weeks after site visit
  - i. Audience for written report: SMRLA Key Staff
  - ii. Audience for PowerPoint (visual report): SMRLA Board of Directors, SMRLA library customers
- f. Presentation of visual report to SMRLA Board of Directors and SMRLA library customers, *if requested by SMRLA CEO*

## Schedule of Events for SMRLA Delivery Study

• Board Meeting – RFP Notice	Tuesday	September 13, 2022
• Release of RFP	Monday	September 28, 2022
• First Public Notice	Monday	September 28, 2022
• Second Public Notice	Tuesday	September 28, 2022
• Pre-Bid Conference	Tuesday	October 11, 2022
• Respondent Question Submission Deadline	Friday	October 14, 2022
• SMRLA Provides Answers	Friday	October 27, 2022
• Deadline for Submission of Sealed Proposal	Friday	November 4, 2022
• Proposals Opened	Monday	November 14, 2022
• Proposals Evaluation Period	Friday	November 18, 2022
• Board Meeting – Proposal Approval	Tuesday	December 13, 2022
• Anticipated Contract Award Date	Thursday	December 15, 2022

SMRLA will make every effort to adhere to the schedule. However, SMRLA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at <https://smrla.org/rfp/>.



## General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Respondent's capability to satisfy SMRLA's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP. SMRLA will not consider any deviation from these specifications and will reject such proposals.
3. SMRLA may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. SMRLA may reject any or all proposals or waive any immaterial deviation in a proposal. SMRLA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract.
4. Respondents are responsible for the costs of developing proposals, and shall not charge SMRLA for any preparation costs.
5. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. SMRLA will not consider proposal modifications offered in any other manner, either oral or written.
6. Respondents may withdraw their proposal by submitting a written withdrawal request to SMRLA, signed by the Respondent or their authorized agent, through the contact person named in the "Contact Information" provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without the approval of SMRLA after the proposal submission deadline.
7. SMRLA may modify the RFP prior to the date given for submission of proposals by posting an addendum on <https://smrla.org/rfp/>. SMRLA will notify Respondents so they can obtain any addenda from SMRLA's Web site, or request it by e-mail, postal mail, or fax.
8. SMRLA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, SMRLA is not required to award a contract.
9. SMRLA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause SMRLA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, SMRLA will not consider any of the participants of such collusion in this or future solicitations.
- 10.** SMRLA will consider a joint proposal submitted by two or more entities provided the proposal is clearly identified and includes a single, lead entity for interaction with SMRLA.

11. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.
12. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
13. SMRLA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. SMRLA will not consider late proposals under any circumstances.
14. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
15. Respondents may submit their questions regarding the information presented in this RFP to Ashley Teagle in writing by postal mail at P.O. Box 459, Charlotte Hall, MD 20622, e-mail at [rfp@smrla.org](mailto:rfp@smrla.org), or fax at 301-884-0438, no later than October 14, 2022 at 4:30 p.m. SMRLA will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SMRLA employees directly to ask questions.
16. SMRLA representatives reserve the right to inspect a Respondent's other operations prior to any award of a contract.
17. SMRLA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided SMRLA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in different proposals from all respondents. A material change will require SMRLA to rebid the contract.
18. Respondents shall submit one paper copy and one copy in digital format (e.g., CD, DVD, flash drive, etc.).
  - a. The paper copy must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled "Master Copy."
  - b. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
  - c. The sealed proposal envelopes must be marked legibly with SMRLA's RFP title, and SMRLA name and address, as shown in the following example:

Proposal— SMRLA Delivery Study

[*Enter* Respondent Name Submitting RFP]

Southern Maryland Regional Library Association

Attn: Ashley Teagle

Mailing Address: P.O. Box 459, Charlotte Hall, MD 20622

Physical Address: 37600 New Market Rd, Charlotte Hall, MD 20622

## Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
A.	Cover Letter
B.	Table of Contents
C.	Attachments Checklist
D.	Minimum Qualifications
E.	Proposal Questionnaire
F.	Respondent References
G.	Authorization Agreement
H.	Fee Proposal
I.	Certifications

### A. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, SMRLA will reject the proposal. SMRLA may reject the proposal if the Respondent fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Respondent's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title, phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to SMRLA
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
- A statement expressing the Respondent's willingness to perform the services described in this RFP
- A statement expressing the Respondent's ability to perform the services required in the Statement of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Respondent's proprietary information; if applicable, the Respondent must clearly mark in the upper right-hand corner those pages to be considered proprietary (**Note:** the Respondent cannot consider the entire proposal to be proprietary)
- The following certification:  
By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

### B. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

### **C. Attachments Checklist**

The Respondent shall include all documents identified in the Attachments Checklist (Attachment B). SMRLA may reject proposals that do not include the proper required attachments.

### **D. Minimum Qualifications**

SMRLA will only consider Respondents that **meet all minimum qualifications** (as listed on Attachment C).

### **E. Proposal Questionnaire**

The Proposal Questionnaire (Attachment E) is intended to provide SMRLA with specific information concerning the Respondent's capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

### **F. Respondent References**

Respondents must provide three references on the Respondent References form (Attachment F). SMRLA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

### **G. Authorization Agreement**

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

### **H. Fee Proposal**

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

### **I. Certifications**

The Respondent must complete the certifications (Attachments I, J, K and L) and return them with the proposal package.

## Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, SMRLA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause SMRLA to reject that proposal; however, SMRLA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, SMRLA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, SMRLA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

SMRLA will open proposals to determine if they contain all the required information in accordance with this RFP. SMRLA will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Experience with library delivery analysis and planning and / or organizational workflow analysis	40
Experience with conducting qualitative and quantitative research.	25
Administrative Requirements: did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	10
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of SMRLA's delivery study, as described in the RFP and the Statement of Work. The RFP Committee will use a technical evaluation scheme to rate the proposals using the criteria outlined in this document.	10
The financial stability of the Respondent.	10
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, client retention and satisfaction, and references.	10
Experience working with public libraries in Maryland and / or prior experience working with regional libraries or consortia library systems and / or nonprofits	10
Cost	10
<b>TOTAL POINTS</b>	<b>125</b>

SMRLA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. SMRLA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

## Attachments

Attachment B

### Attachments Checklist

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Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to SMRLA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
_____ 1	Cover Letter
_____ 2	Table of Contents
_____ 3	Attachments Checklist
_____ 4	Minimum Qualifications
_____ 5	Proposal Questionnaire
_____ 6	Respondent References
_____ 7	Authorization Agreement
_____ 8	Fee Proposal
_____ 9	Certificate of Independent Price Determination



Attachment C

**Minimum Qualifications**

A Respondent must meet all of the following minimum qualifications to SMRLA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of September 28, 2022, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five years' of experience with organizational workflow analysis.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. The Respondent has the resources and ability to provide an analysis of SMRLA's current and future delivery needs, including our public library partners.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. The Respondent is licensed to do business in the state of Maryland.

Yes \_\_\_\_\_ No \_\_\_\_\_

5. The Respondent has three to five years' experience creating and conducting stakeholder / employee interviews.

Yes \_\_\_\_\_ No \_\_\_\_\_

6. The Respondent has the ability to conduct qualitative and quantitative research.

Yes \_\_\_\_\_ No \_\_\_\_\_

## Attachment D

### Proposal Questionnaire

This proposal questionnaire is intended to provide SMRLA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing organizational workflow analysis and related services as described in this RFP.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of customers that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.
8. Provide one to three examples of the types of workflow analysis done in the past three years.
9. Provide one to three examples of your company's experience interacting with staff of varying levels of responsibility within an organization.
10. Provide one to three examples of your company's experience creating and conducting stakeholder interviews and / or focus groups.

11. Provide one to two examples of your company's experience providing data-driven solutions. Please include examples of the types of data used and recommended solutions in your examples.

Attachment E

**Respondent References**

List three references to which the Respondent has provided organizational workflow analysis within the past five year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

<b>Reference 1</b>		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Email Address		
Brief Description of Services Provided		
Dates of Service		
<b>Reference 2</b>		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Email Address		
Brief Description of Services Provided		
Dates of Service		
<b>Reference 3</b>		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Email Address		
Brief Description of Services Provided		

Dates of Service

Attachment F

**Authorization Agreement**

Request for Proposal for SMRLA's Delivery Study

We, *[Enter Name]*, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable Maryland state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for *[Enter SMRLA Name]*.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Respondent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

Date Signed: \_\_\_\_\_

Attachment G

Fee Proposal

**COST BREAKDOWN**

**Respondent Instructions**

⇒ Provide a breakdown of all costs included in the fixed price, including personnel costs.

⇒ **Clearly identify all costs**

<b>Item #</b>	<b>Description, One-Time Costs</b> <i>(Include all materials, goods, services, labor, fees, etc. in detail)</i>	<b>Total Cost</b>
1.		\$
2.		\$
3.		\$
4.		\$
<b>One-Time Costs Sub Total</b>		\$
	<b>Description, Recurring Costs</b> <i>(Specify the time period – hourly, monthly, annually – and whether costs are required or optional)</i>	<b>Total Cost</b>
5.		\$
6.		\$
7.		\$
8.		
<b>Recurring Costs Sub Total</b>		\$
<b>GRAND TOTAL</b>		\$

Attachment H

Certificate of Independent Price Determination

Both SMRLA and the Respondent shall execute this Certificate of Independent Price Determination.

Name of Respondent

Name of SMRLA

- A. By submission of this offer, the respondent certifies and, in the case of a joint offer, each party thereto certifies as to its own organization that in connection with this procurement:
1. The prices in this offer have been arrived at independently...
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed...
3. No attempt has been made or will be made by the offeror to induce any person or firm to submit, or not to submit, an offer for the purpose of restricting competition.
B. Each person signing this offer on behalf of the offeror certifies that:
1. He or she is the person in the respondent's organization responsible within the organization for the decision as to the prices being offered herein...
2. He or she is not the person in the respondent's organization responsible within the organization for the decision as to the prices being offered herein...

To the best of my knowledge, this vendor and its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows (provide detail):

Two horizontal lines for providing details of any exceptions to the above statement.

Signature of respondent's Authorized Representative Title Date

In accepting this offer, SMRLA certifies that no representative of SMRLA has taken any action that may have jeopardized the independence of the offer referred to above.

Signature of SMRLA's Authorized Representative Title Date

Note: Accepting a Respondent's offer does not constitute award of the contract