

Notice of Request for Proposals

Facility Master Plans

Notice is hereby given that the Southern Maryland Regional Library Association, Inc. (hereinafter called SMRLA) and Calvert Library ("the libraries") are requesting proposals for a consultant or organization who will develop facility master plans for SMRLA and Calvert Library. The facility master plans will establish the libraries' capital priorities.

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

The Request for Proposal (RFP) documents are available 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

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 (October 15 – November 13, 2025). As questions are received, the answers will be posted at <https://smrla.org/rfp/>. On November 6, 2025, a pre-bid conference will be held with the RFP Committee via Microsoft Teams and the log-in information will be posted at <https://smrla.org/rfp/>.

Respondents must submit two copies of their written proposals in a sealed package labeled

Southern Maryland Regional Library Association Facility Master Plans

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 Thursday, December 4, 2025 at 4:30 p.m. SMRLA will not accept proposals that are received after the deadline. SMRLA will open proposals at 10:00 a.m. on Friday, December 5, 2025 via Teams. Please check our website on Thursday, December 4 for the Teams 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 and Calvert Library.



REQUEST FOR PROPOSAL

Southern Maryland Regional Library Association
and Calvert Library Facility Master Plans

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Introduction/Purpose/Statement of Work of Solicitation

I. Introduction

Southern Maryland Regional Library Association (SMRLA) and Calvert Library 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 and Calvert Library released this RFP to benefit SMRLA and Calvert Library and not the Respondents.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by SMRLA and Calvert Library of the most responsive and responsible Respondent to the libraries' requirements, as determined by SMRLA and Calvert Library when evaluating proposals based on the criteria contained in the RFP. As a state-funded entity, SMRLA will give preference to Maryland businesses provided they meet the specifications of 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 and Calvert Library 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 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 submission date of proposals and is awarded the contract, the Respondent shall not be entitled to additional compensation or time due to the error or its later correction.

II. Purpose and background

The purpose of this Request for Proposal (RFP) is to hire a consultant to develop two facility master plans for SMRLA and Calvert Library. The successful Respondent will provide services to the libraries as described in the Statement of Work.

SMRLA and Calvert Library's goal is to develop two facility master plans (one for each organization) that will help both libraries develop long-range capital improvement plans that can support future applications for capital funding and grants.

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 rural Maryland citizens through their local county libraries. The population of SMRLA's service area is 373,177 people with the following demographic breakdown: 56.4% White; 29.59% African American; 6.01% Hispanic; 2.85% Asian; 0.09% Native Hawaiian or Pacific Islander; 0.53% American Indian or Alaskan Native; 2.44% are of some other race; and 8.09% are of two or more races.

The region is increasingly diversifying. Between 2010 and 2020, the White population decreased by 7.91% while the African American population increased by 26.94%, the Asian population increased by 29.52% and the Hispanic population increased by 77.01%. The majority of residents are of working age (between 18 and 64 years old), making up 61.44% of the population. While over 37% of the population has an annual income of \$150,000 or more, 8% of the population has an annual income of less than \$25,000.

In 1988, SMRLA moved to its current location at 37600 New Market Rd, Charlotte Hall, MD. At the time, the state recognized SMRLA had outgrown its previous location in the basement of the La Plata Branch of Charles County Public Library. The State of Maryland provided funding for a new library building on the condition that St. Mary's County take ownership of the building, including managing its ongoing maintenance. Currently SMRLA occupies approximately 45% of the joint use building shared with the Charlotte Hall Branch of the St. Mary's County Library with the public library occupying the remaining 55%. SMRLA splits the utilities with St. Mary's County Library 45%/55% based upon the square footage each entity occupies.

A cosmetic refresh was completed between 2020-2021 at SMRLA featuring new carpeting, paint, and furniture. SMRLA's facility has experienced numerous challenges over the years including: a faulty fire alarm panel (replaced in 2025); roof leaks that impact the server room; recurring problems with the HVAC not working throughout the year; unreliable Internet that takes employee computers and phones offline periodically; and repeated problems with vermin entering the building (birds, bats, snakes, and mice).

SMRLA's staff breakroom and restrooms were not upgraded as part of the 2020-2021 refresh. The current restrooms are not ADA compliant. Additionally, the building lacks adequate soundproofing for confidential meetings and phone calls. Finally, SMRLA is running out of storage for files that the organization is required to store. SMRLA currently has 16 employees and approximately half of the staff has either a hybrid or fully remote work agreement in place.

St. Mary's County Library has secured a commitment from St. Mary's County for a renovation of the Charlotte Hall Branch. As part of their plans, St. Mary's County Library has proposed a shared meeting space that can be used for staff training, staff meetings, and public meetings. This would eliminate SMRLA's current staff development center. Additionally, the proposed plan would

eliminate SMRLA's access to the current lobby and front entrance which would become part of the public library. A renovation of the current Charlotte Hall Branch will be limited in the ability to expand the branch to meet the needs of the community due to SMRLA occupying 45% of the building.

Calvert Library's current Facilities Master Plan was completed in May of 2017. The 91-page document has six pages assessing current facilities and six pages of capital project recommendations. In addition to that lack of detailed analysis, the County's priorities for branch replacement have changed, which requires an updated plan.

Calvert Library serves a community of approximately 94,000 residents that is 75.37% White; 13% African American; 1.7% Asian; 0.09% Native Hawaiian or Pacific Islander; 0.33% American Indian or Alaskan Native; 1.4% Some Other Race; and 8.07% Two or More Races. Calvert County has experienced growth in all racial categories. As with the region as a whole, the majority of residents are of working age (between 18 and 64 years old), making up 60.87% of the population. Just over 42% of the population has an annual income of \$150,000 or more while 6.63% of the population has an annual income of less than \$25,000.

Calvert Library serves the community with four physical locations and a Mobile Services department consisting of two vehicles. Of the branches, Prince Frederick is 18 years old; Twin Beaches moved to a new, much larger facility in April 2024; Southern Branch has been in 9,200 square feet of leased space for 13 years; and Fairview Branch has been in the same location since the 1980s with various renovation and expansion projects getting it to 8,300 square feet. Both Southern and Fairview are inadequate to fully meet the needs of their communities. They see between 61,000 and 68,000 visitors annually compared to the 129,000 to 142,000 visitors of Twin Beaches and Prince Frederick.

III. Statement of work

SMRLA and Calvert Library are seeking consultants or organizations to provide two comprehensive facility master plans (one for each organization).

- a. Analysis of the current and future facility needs of SMRLA and Calvert Library
- b. Data-driven recommendations for SMRLA and Calvert Library's facility master plans based upon a study of each organization's current operations
- c. Data-driven recommendations based upon an analysis of the needs of the region in the next 15-20 years
- d. Regular meetings with Calvert Library's Executive Director and SMRLA's CEO to ensure alignment with desired outcomes
- e. Regular written updates about the progress of the project to Calvert Library's Executive Director and SMRLA's CEO
- f. The development of two facility master plans that take into account the priorities and needs of the following stakeholders:
 - i. Staff
 - ii. Customers

The deliverables requested as part of this project include:

- a. Written progress reports to Calvert Library's Executive Director and SMRLA's CEO
- b. A final draft of the facility master plans presented to Calvert Library's Executive Director and SMRLA's CEO
- c. Presentations of the respective final plans to the Calvert Library Board of Trustees and SMRLA's Board of Trustees

RFP Timeline/Schedule of Events

- | | |
|---|--|
| • Board Meeting – RFP Notice | Tuesday, October 14, 2025 |
| • Release of RFP | Wednesday, October 15, 2025 |
| • First Public Notice | Wednesday, October 15, 2025 |
| • Second Public Notice | Wednesday, October 15, 2025 |
| • Pre-Bid Conference | Thursday, November 6, 2025 |
| • Respondent Question Submission Deadline | Thursday, November 13, 2025 |
| • SMRLA Provides Answers | Thursday, November 20, 2025 |
| • Deadline for Submission of Proposal | Thursday, December 4, 2025 |
| • Proposals Opened | Friday, December 5, 2025 |
| • Proposals Evaluation Period | Monday, December 8, through
Friday, December 19, 2025 |
| • Anticipated Contract Award Date | Tuesday, January 6, 2025 |

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 any amendments 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 1 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 website, or request it by email, 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, email at rfp@smrla.org, or fax at 301-884-0438, no later than November 13, 2025 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 or Calvert Library 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 two printed hard copies.
 - a. The Respondent must ensure the printed copies are complete and inclusive of all materials including any required signatures.

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:

<u>Section</u>	<u>Title</u>
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 email address of the representative who will be designated as the primary liaison to SMRLA
- Name, title, phone number, and email 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 A). 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 B).

E. Proposal Questionnaire

The Proposal Questionnaire (Attachment C) 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 D). 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 E) and return it with the proposal package.

H. Fee Proposal

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

I. Certification of Independent Price Determination

The Respondent must complete the certification (Attachment G) and return it 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 developing facilities master plans for complex organizations engaging a variety of stakeholders	40
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 and Calvert Library's facilities master plans, 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.	25
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 nonprofits, libraries, and/or consortiums	10
Cost	10
TOTAL POINTS	115

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. As a state funded entity, SMRLA reserves the right to award the contract to a responsive, responsible Maryland-based firm that does not attain the highest proposal score, provided the vendor meets the criteria outlined in the RFP. A Maryland-based firm is defined as a company that is headquartered in Maryland.

Attachments

Attachment A

Attachments Checklist

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 two copies 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 B

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 November 6, 2025, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least five years' experience developing facility master plans

Yes _____ No _____

2. The Respondent has the resources and ability to provide an analysis of SMRLA's and Calvert Library's current and future priorities, including those of our staff, public library partners, public library users and Board members.

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 developing final reports and providing presentations tailored to a specific audience.

Yes _____ No _____

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

Yes _____ No _____

Attachment C

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 B, 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 developing facility master plans 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 plan that describes the steps the Respondent will take to begin providing the services described in this RFP.
8. Provide one to two examples of your company's experience using data to support the development of a facility master plan. Please provide a brief summary of the type of data used and how you incorporated the data into the final plan.

Attachment D

Respondent References

List three references to which the Respondent has provided a facility master plan within the past five year(s). Failure to complete and return this attachment will cause your proposal to be rejected.

Reference 1		
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		
Reference 2		
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		
Reference 3		
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 E

Authorization Agreement

Request for Proposal for Southern Maryland Regional Library Association
and Calvert Library Facility Master Plans

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 Southern Maryland Regional Library Association, Inc.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfilling all obligations and requirements in the resulting contract.

Respondent Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Website Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment F

Fee Proposal

COST BREAKDOWN

Respondent Instructions

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

⇒ **Clearly identify all costs**

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

Attachment G

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—without consultation, communication, or agreement—for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening the case of an advertised procurement, directly or indirectly to any other offeror or to any competitor; and
 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 and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 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, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

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):

Signature of respondent's Authorized Representative	Title	Date
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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
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Note: Accepting a Respondent's offer does not constitute award of the contract

Attachments

END