

[Offeror's Letterhead]

[Insert Date]

District of Columbia Public Library
901 G Street, NW
Washington, DC 20009

Attn: Ms. Diane Wooden
Chief Procurement Officer

Reference: Solicitation No. DCPL-2015-R-0039
Computer Training Classes for DC Public Library

Dear Ms. Wooden:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this proposal in response to the District of Columbia Public Library ("DCPL") Request for Proposals (the "RFP") for a Contractor to conduct computer classes at MLK and its 25 neighborhood libraries. We have reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract and have conducted such due diligence and analysis as we, in its sole judgment, have deemed necessary in order to submit its Proposal in response to the RFP. Our Proposal and prices quoted herein are based on the RFP, the Form of Contract and any addenda issued thereto and assume no material alteration of the terms of those documents.

Based on the foregoing, we hereby offer to perform the work described in the documents for the prices set forth below:

B.3 PRICE

B.3.1 The following price schedule shall represent the Contractor's compensation for the base and option years. DCPL intends to evaluate the price based on total cost for the base year and option years. Contractors shall submit pricing as fully loaded rates, which include profit and all costs such as direct and indirect costs, overhead and G&A. Failure to include a price for all Contract Line Item Numbers (CLIN) will result in rejection of the proposal.

NOTE TO OFFERORS: DO NOT INCLUDE MARKETING COSTS IN THE BELOW PRICING.

B.4 PRICE SCHEDULE

B.4.1 BASE YEAR – DATE OF AWARD THROUGH ONE YEAR THEREAFTER

| <u>Course Name</u> | <u>Total Price per Course</u> | <u>Price per Session</u> | <u>Price per Course</u> |
|------------------------|-------------------------------|--------------------------|-------------------------|
| Computer Basics | \$ | \$ | \$ |
| Typing | \$ | \$ | \$ |
| Intro to Web and Email | \$ | \$ | \$ |
| MS Word | \$ | \$ | \$ |
| MS Excel | \$ | \$ | \$ |
| TOTAL PRICE | \$ | | |

B.4.2 OPTION YEAR ONE – 12 MONTH PERIOD

| <u>Course Name</u> | <u>Total Price per Course</u> | <u>Price per Session</u> | <u>Price per Course</u> |
|------------------------|-------------------------------|--------------------------|-------------------------|
| Computer Basics | \$ | \$ | \$ |
| Typing | \$ | \$ | \$ |
| Intro to Web and Email | \$ | \$ | \$ |
| MS Word | \$ | \$ | \$ |
| MS Excel | \$ | \$ | \$ |
| TOTAL PRICE | \$ | | |

B.4.3 OPTION YEAR TWO – 12 MONTH PERIOD

| <u>Course Name</u> | <u>Total Price per Course</u> | <u>Price per Session</u> | <u>Price per Course</u> |
|------------------------|-------------------------------|--------------------------|-------------------------|
| Computer Basics | \$ | \$ | \$ |
| Typing | \$ | \$ | \$ |
| Intro to Web and Email | \$ | \$ | \$ |
| MS Word | \$ | \$ | \$ |
| MS Excel | \$ | \$ | \$ |
| TOTAL PRICE | \$ | | |

B.4.4 OPTION YEAR THREE – 12 MONTH PERIOD

| <u>Course Name</u> | <u>Total Price per Course</u> | <u>Price per Session</u> | <u>Price per Course</u> |
|------------------------|-------------------------------|--------------------------|-------------------------|
| Computer Basics | \$ | \$ | \$ |
| Typing | \$ | \$ | \$ |
| Intro to Web and Email | \$ | \$ | \$ |
| MS Word | \$ | \$ | \$ |
| MS Excel | \$ | \$ | \$ |
| TOTAL PRICE | \$ | | |

B.4.5 OPTION YEAR FOUR – 12 MONTH PERIOD

| <u>Course Name</u> | <u>Total Price per Course</u> | <u>Price per Session</u> | <u>Price per Course</u> |
|------------------------|-------------------------------|--------------------------|-------------------------|
| Computer Basics | \$ | \$ | \$ |
| Typing | \$ | \$ | \$ |
| Intro to Web and Email | \$ | \$ | \$ |
| MS Word | \$ | \$ | \$ |
| MS Excel | \$ | \$ | \$ |
| TOTAL PRICE | \$ | | |

We acknowledge and understand that the prices quoted herein are firm, fixed prices to fully complete the work described in the RFP and attachments thereto and that such amount includes funding for work which is described in the RFP and attachments thereto.

Our Proposal is based on and subject to the following conditions:

1. We agree to hold our Proposal open for a period of at least one hundred twenty (120) calendar days after the date of proposal submission.
2. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this offer form and bind the Offeror to the terms of the Offeror’s Proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror’s Proposal.
3. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a Proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

4. This offer form and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____

Name: _____

Its: _____