

[Offeror's Letterhead]

[Insert Date]

District of Columbia Public Library
901 G Street, NW
Washington, DC 20006

Attn: Ms. Diane Wooden
Chief Procurement Officer

Reference: Solicitation No. DCPL-2022-R-0003
Graphic Design Services for the District of Columbia Public Library
Form of Offer Letter (REVISED 11-23-2021)

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") to provide Graphic Design Services for the District of Columbia Public Library. 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, 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.4 PRICE

- B.4.1** The cost of services is one of the factors that will be considered in selecting vendors. While the specific services required will vary by project and will be paid based on a scope of work defined by DCPL and pricing negotiated between DCPL and the vendor, we are requesting information that will allow DCPL to evaluate the reasonableness of your fees.
- B.4.2** The following price schedules shall represent the Offeror'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. Offerors 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.

B.5 PRICE SCHEDULE

B.5.1 BASE YEAR – DATE OF AWARD THROUGH SEPTEMBER 30, 2022

CLIN	ITEM DESCRIPTION	QTY (for eval. purposes only)	HOURLY RATE	TOTAL PRICE
0001	Sr. Graphic Designer	8	\$ _____	\$ _____
0002	Jr. Graphic Designer	8	\$ _____	\$ _____
0003	Copy Writer	8	\$ _____	\$ _____
	TOTAL PRICE			\$ _____

B.5.2 OPTION YEAR ONE – OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

CLIN	ITEM DESCRIPTION	QTY (for eval. purposes only)	HOURLY RATE	TOTAL PRICE
1001	Sr. Graphic Designer	8	\$ _____	\$ _____
1002	Jr. Graphic Designer	8	\$ _____	\$ _____
1003	Copy Writer	8	\$ _____	\$ _____
	TOTAL PRICE			\$ _____

B.5.3 OPTION YEAR TWO – OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024

CLIN	ITEM DESCRIPTION	QTY (for eval. purposes only)	HOURLY RATE	TOTAL PRICE
2001	Sr. Graphic Designer	8	\$_____	\$_____
2002	Jr. Graphic Designer	8	\$_____	\$_____
2003	Copy Writer	8	\$_____	\$_____
	TOTAL PRICE			\$_____

B.5.4 OPTION YEAR THREE – OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025

CLIN	ITEM DESCRIPTION	QTY (for eval. purposes only)	HOURLY RATE	TOTAL PRICE
3001	Sr. Graphic Designer	8	\$_____	\$_____
3002	Jr. Graphic Designer	8	\$_____	\$_____
3003	Copy Writer	8	\$_____	\$_____
	TOTAL PRICE			\$_____

B.5.5 OPTION YEAR FOUR – OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026

CLIN	ITEM DESCRIPTION	QTY (for eval. purposes only)	HOURLY RATE	TOTAL PRICE
4001	Sr. Graphic Designer	8	\$_____	\$_____
4002	Jr. Graphic Designer	8	\$_____	\$_____
4003	Copy Writer	8	\$_____	\$_____
	TOTAL PRICE			\$_____

BASE YEAR PLUS FOUR (4) OPTION YEARS TOTAL	\$
---	-----------

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.

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: _____