

[Offeror's Letterhead]

[Insert Date]

District of Columbia Public Library  
1990 K Street, NW – Suite 500  
Washington, DC 20006

Attn: Ms. Diane Wooden  
Chief Procurement Officer

Reference: Solicitation No. DCPL-2017-R-0030  
Electronic Procurement and Contracts Management  
Software Solution 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") to provide an Electronic Procurement and Contracts Management Software Solution for DC 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, 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.6 PRICE**

**B.6.1** 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. Offerors shall submit a price proposal that reflects its most competitive rates for licenses, hosting, maintenance support and implementation of a comprehensive Electronic Procurement and Contracts Management Software Solution as outlined in Section C. Offerors shall submit pricing for **ALL** Contract Line Items Numbers (CLINs) as fully loaded rates, which include profit and all costs such as direct and indirect costs, overhead and G&A. Offeror's shall submit pricing for any proposed base year additional services under CLIN 0005.

Failure to include a price for all Contract Line Item Numbers (CLINs) will result in rejection of the proposal.

**B.6.2 PRICE SCHEDULE****BASE YEAR – DATE OF AWARD THROUGH SEPTEMBER 30, 2017**

CLIN	SERVICE	QUANTITY	UNIT	TOTAL
0001	Implementation Services	1	ea	\$
0002	Software Licenses	6	ea	\$
0003	Annual Software Support and Maintenance	7	per month	\$
0004	Annual Hosting	7	per month	\$

**0005 Additional Services**

List service and pricing for any additional services here.

**OPTION YEAR ONE – (12 MONTH PERIOD)**

CLIN	SERVICE	QUANTITY	UNIT	TOTAL
1001	Implementation Services	n/a		
1002	Software Licenses	n/a		
1003	Annual Software Support and Maintenance	12	per month	\$
1004	Annual Hosting	12	per month	\$

**OPTION YEAR TWO – (12 MONTH PERIOD)**

CLIN	SERVICE	QUANTITY	UNIT	TOTAL
2001	Implementation Services	n/a		
2002	Software Licenses	n/a		
2003	Annual Software Support and Maintenance	12	per month	\$
2004	Annual Hosting	12	per month	\$

**OPTION YEAR THREE – (12 MONTH PERIOD)**

<b>CLIN</b>	<b>SERVICE</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>TOTAL</b>
3001	Implementation Services	n/a		
3002	Software Licenses	n/a		
3003	Annual Software Support and Maintenance	12	per month	\$
3004	Annual Hosting	12	per month	\$

**OPTION YEAR FOUR – (12 MONTH PERIOD)**

<b>CLIN</b>	<b>SERVICE</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>TOTAL</b>
4001	Implementation Services	n/a		
4002	Software Licenses	n/a		
4003	Annual Software Support and Maintenance	12	per month	\$
4004	Annual Hosting	12	per month	\$

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: \_\_\_\_\_