

[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-2019-R-0005
Human Capital Strategy Plan

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 all services necessary for the development of a comprehensive three (3) year human capital strategy plan 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, 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 price set forth below:

B.6 PRICE

B.6.1 The following firm-fixed price shall represent the Contractor's compensation to fully complete the project. Offerors shall submit an itemized summary of the proposed price for completing the project. Pricing for all items shall be submitted as fully loaded rates, which include profit and all costs such as direct and indirect costs, overhead and G&A. Include all fees and reimbursable expenses.

Total price to complete the comprehensive three (3) year Human Capital Strategy and Implementation Plan

\$ _____

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: _____