IN-HOUSE MAIL OPERATIONS

Solicitation #91712-SBR
SMALL BUSINESS RESERVE

Issue date: March 14, 2019

Due Date for Responses: April 8, 2019

Submit responses to:

James Adelman, Assistant Director
Goods and Non-Technology Services
james.adelman@umuc.edu
Telephone No.: 301-985-7118

Robert Powell, Buyer II
Goods and Non-Technology Services
robert.powell@umuc.edu
Telephone No.: 301-985-7156

All questions pertaining to the solicitation must be submitted in writing solely to the above-mentioned person no later than March 27, 2019, at 4:00 P.M. EST. Responses may be submitted via hard copy or e-mail. Solicitation documents and details can be found at www.umuc.edu/procurement. It is the prospective proposer’s responsibility to monitor that site for updates and amendments.
SOLICITATION SCHEDULE

Issue Date: March 14, 2019

Pre-Proposal Conference: March 21, 2019 10:00 AM

Last Day for Questions: March 27, 2019

Technical Proposal Due Date: April 8, 2019, 2:00 PM

Financial Proposal Due Date: April 8, 2019, 2:00 PM
To be submitted separately from Technical Proposal

Oral Presentations (for Short-listed Offerors): May 1 and 2, 2019

Contract Award Anticipated to be Finalized: May 6, 2019

Contract by Selected Contractor: May 31, 2019 (anticipated date)

Contract Start Date: July 1, 2019
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SECTION 1 - GENERAL INFORMATION

1. BUSINESS NEED;

1.1 Solicitation. The University of Maryland University College (“UMUC” or “University) seeks proposals from professional and experienced firms to provide UMUC with in-house mail operation services (“the Services”) including but not limited to mail processing, sorting, folding, inserting, inter-office mail, delivering, opening, and pickup. The services being performed are for UMUC’s Adelphi, MD and Largo, MD locations. Therefore, local proximity of the vendor is a critical factor and proposing firms’ locations will be considered when determining the best fit and value to UMUC.

1.2 Small Business Reserve. This is a Small Business Reserve Procurement for which award will be limited to Certified Small Business vendors. Only vendors that meet the statutory requirements set forth in State Finance and Procurement Article Subsections 14-501 – 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract. Proposing firms must be certified by the State of Maryland and such a certification needs to be submitted to UMUC in order to be eligible to receive the award. Please visit http://goma.maryland.gov/Pages/sbr-Program.aspx for additional information.

1.3 Contract Award. UMUC intends to obtain mail operation and delivery services as specified in this RFP, by awarding a single contract to the Offeror with the most qualified team/organization that presents an economically viable proposal. A copy of a sample contract is attached as Exhibit C. The selected Offeror (Contractor) will work in partnership with members of UMUC’s Office of Facilities in the development and execution of contract deliverables.

1.4 Contract Term. The anticipated duration of services under the awarded contract is five (5) years. The contract will commence on or about July 1, 2019 and end on or about June 30, 2024. The maximum fee for the contract resulting from this Solicitation shall not exceed $1,000,000.00. Total fees for any service shall not exceed the maximum fee.

1.5 Subcontractors. An Offeror, either directly or through its subcontractor(s), must be able to provide all services and meet all requirements requested in this RFP. The Contractor is responsible to the University for contract performance including subcontractor participation under the Contract.

1.6 Procurement Regulations: This RFP shall be conducted in accordance with USM Procurement Policies and Procedures (“USMPPP”). The procurement method is Competitive Sealed Proposals. The text of the Policies and Procedures is available at http://www.usmd.edu/regents/bylaws/SectionVIII/VIII300.html. The RFP document and all Addenda are posted on UMUC’s Bid Board at http://www.umuc.edu/business-partners/procurement.cfm.

1.7 Background. Established in 1947, UMUC specializes in high-quality academic programs that are convenient for a wide range of individuals: adults, working professionals and military
personnel. UMUC’s programs are specifically tailored to fit into the demanding lives of those who wish to pursue a respected degree that can advance them personally and grow their careers.

UMUC provides educational opportunities to more than 80,000 students through a combination of classroom and distance-learning formats and has earned a worldwide reputation for excellence as a comprehensive virtual university. The University offers a highly acclaimed faculty and world-class student services to educate students online, throughout Maryland, across the United States, and in more than 20 countries and territories around the world. UMUC serves its students through undergraduate and graduate programs, noncredit leadership development, and customized programs. For more information regarding UMUC and its programs, visit www.umuc.edu.

1.8 Abbreviations and Definitions

For purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

1. BRM - Business Reply Mail.
2. Bulk Mail – Refers to quantities of mail prepared for mailing in bulk at reduced postage rates.
3. Business Day(s) – The official Working Days of the week to include Monday through Friday. Official Working Days exclude State Holidays (see definition of “Normal State Business Hours” below).
4. COMAR – Code of Maryland Regulations available on-line at www.dsd.state.md.us.
5. DMV – An acronym used for the District of Columbia/Maryland/Virginia area.
6. Global Courier Delivery Services – Mail delivery provided via ground transport and/or air transport by private companies such as United Parcel Service, Fed Ex, and DHL.
7. Contract – The Contract awarded to the successful Offeror pursuant to this RFP. The Contract will be in the form of Attachment A.
8. Contract Commencement - The date the Contract is signed by the University following any required approvals of the Contract, including approval by the Board of Public Works, if such approval is required. See Section 1.4.
9. Contract Monitor (CM) – The UMUC representative for this Contract who is primarily responsible for Contract administration functions, including issuing written direction, invoice approval, monitoring this Contract to ensure compliance with the terms and conditions of the Contract, monitoring MBE and VSBE compliance, and achieving completion of the Contract on budget, on time, and within scope.
10. Contract Period - The contract shall begin on or about July 1, 2019 and end June 30, 2024.
11. Contractor – The selected Offeror that is awarded a Contract resulting from this solicitation.
12. EDT – Eastern Daylight Time.

13. eMM – eMaryland Marketplace (see RFP Section 1.8).


15. Fully-Loaded Rate – Means the inclusion in billing rates of all profit, direct and indirect costs associated with providing services. The indirect costs shall include all costs that would normally be considered general, administrative, clerical, and/or routine travel costs, or costs that are in any way allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs. General, administrative, clerical, and Routine Travel costs cannot be billed to the State under this Contract. Only fully-loaded hourly/minute rates may be billed to the State. See Attachment D (Financial Proposal Form and Instructions).

16. Fiscal Year – means from July 1st of one calendar year through June 30th of the next calendar year.

17. Go-Live Date – The date when the Contractor must begin providing all services required by this solicitation. See Section 1.4. As of the date of the issuance of this RFP, the Go-Live-Date is anticipated to be July 1, 2019.

18. Key Personnel – personnel employed by the Contractor such as the Project Manager and any other personnel identified in its Proposal.

19. Local Time – Time in the Eastern Time Zone as observed by the State of Maryland. Unless otherwise specified, all stated times shall be Local Time, even if not expressly designated as such.

20. Mail Franking – The physical application and presence of postage stamps or metering recognized and accepted by the USPS indicating sufficient fees for the class of service which the item of mail is to be afforded.

21. Minority Business Enterprise (MBE) – Any legal entity certified as defined at COMAR 21.01.02.01B(54) which is certified by the Maryland Department of Transportation under COMAR 21.11.03.

22. Normal State Business Hours - Normal State business hours are 8:00 a.m. – 5:00 p.m. Monday through Friday except State Holidays, which can be found at: www.dbm.maryland.gov – keyword: State Holidays.

23. Offeror or Proposer – An entity that submits a Proposal in response to this RFP.

24. Procurement Officer – Prior to Contract award, the sole point of contact concerning this RFP and after contract award, the University representative responsible for the interpretation of the Contract. The Procurement Officer is the only State representative who can authorize changes to the Contract. The University may change the Procurement Officer at any time by written notice to the Contractor.
25. UMUC or the University – University of Maryland University College.


2. Issuing Office.

2.1 Issuing Office:

University of Maryland University College
Office of Procurement Services, Room 4100
3501 University Blvd. East
Adelphi, MD  20783

Attn: James Adelman
Assistant Director, Goods and Non-Technology Services
301-985-7118
james.adelman@umuc.edu

and

Robert Powell
Buyer II, Goods and Non-Technology Services
301-985-7156
robert.powell@umuc.edu

2.2 The Issuing Office shall be the sole point of contact with the University for purposes of the preparation and submittal of proposals in response to this solicitation.

3. Questions and Inquiries.

All questions and inquiries regarding this procurement must be directed to the individual(s) referenced with the Issuing Office above. Questions must be submitted in writing via email to James Adelman at james.adelman@umuc.edu and Robert Powell at robert.powell@umuc.edu. Please identify in the subject line the Solicitation Number and Title. Inquiries will receive a written reply in the form of an Amendment and will be sent to all other Offerors, but without identification of the Inquirer. All such questions and inquiries must be received by March 27, 2019 at 2:00 pm.

4. Pre-Proposal Conference and Site visit.

On March 21, 2019, at 10:00 a.m. the Procurement Officer will meet with all interested proposers and conduct a site visit of UMUC’s mail room operation facility located at 3501 University Blvd East, Adelphi, MD 20783. Attendance at the Pre-Proposal Conference is not required. However, it is in the best interests of vendors to attend to assist in the preparation of their proposals. Please send an email confirming your attendance no later than March 19, 2019 to james.adelman@umuc.edu and to robert.powell@umuc.edu.
5. **Proposal Submission Information.**

5.1 **Technical Proposal.**

5.1.1 Offerors are to submit an original plus five (5) copies (for a total of 6), as well as a flash drive of the Technical Proposal. This submission must be received at the Issuing Office by the time and date per the Solicitation Schedule, as well as listed on the cover of this RFP, in order to be considered. By providing a flash drive, Offeror grants UMUC the right to reproduce and distribute copies of the Technical Proposal internally for evaluation purposes. The Technical Proposal on the flash drive must be compiled as one document and provided in pdf and WORD/Excel for ease of use by UMUC.

5.1.2 Technical Proposals must be in a sealed envelope or container. Offerors should clearly mark the original hard copy of the Technical Proposal as this is considered by UMUC to be the official Offer from the Proposer. **No pricing information is to be provided in the Technical Proposal; if any pricing information is included, the Proposal may be deemed non-responsive by the Procurement Officer.**

5.1.3 Offeror grants UMUC the right to reproduce and distribute copies of the Technical Proposal internally for evaluation purposes.

5.2 **Financial Proposal.**

5.2.1 The Financial Proposal is to be provided to the Issuing Office in accordance with the Solicitation Schedule. An original plus five (5) copies (for a total of 6), as well as a flash drive of the Price Proposal must be received at the Issuing Office by the time and date per the Solicitation Schedule, as well as listed on the cover of this RFP. By providing a flash drive, Offeror grants UMUC the right to reproduce and distribute copies of the Price Proposal internally for evaluation purposes. The Price Proposal on the flash drive must be compiled as one document and provided in pdf and WORD/Excel for ease of use by UMUC.

5.2.2 Financial Proposals must be in a sealed envelope or container. Offerors should clearly mark the original hard copy of the Financial Proposal, as this is considered by UMUC to be the official Offer from the Offeror. No pricing is to be provided in the Technical Proposal submittal, therefore, the Financial Proposal MUST be sealed separately from the Technical Proposal. The Financial Proposal envelope must be clearly labeled with “Financial Proposal” and the RFP number and name. Failure to provide the Financial Proposal separately from the Technical Proposal may disqualify the Offeror’s Proposal from progressing in the procurement.

5.3 **Late Proposal submissions will not be accepted.** The University will not waive delay in delivery resulting from need to transport a Proposal from another campus location, or error or delay on the part of the carrier. Directions to the UMUC Issuing Office can be found at the website [http://www.umuc.edu/visitors/locations/adelphi_building.cfm](http://www.umuc.edu/visitors/locations/adelphi_building.cfm).
5.4 Neither Technical nor Financial Proposals will be opened publicly. The identity of Offerors will not be disclosed prior to the Contract Award.

5.5 The Technical Proposal and/or Financial Proposal, either individually or collectively, is considered by UMUC to be an Offer.

6. **Acceptance of Terms and Conditions.**
   By submitting a Proposal, an Offeror shall be deemed to have accepted the terms, conditions, and requirements set forth in the Contract included in this RFP. (See Appendix C). The RFP, including all addenda in total, shall be incorporated into the Contract by reference. A Proposal that takes exception to these terms may be rejected.

7. **Contractual Agreement and Term.**
   It is intended that a single non-exclusive contract will result from this Solicitation. Any Contract arising from this RFP action shall commence on the date the Contract is executed on behalf of UMUC, or such other date as UMUC and the Contractor shall agree. The initial term of the Contract is anticipated to start on or around July 1, 2019, through June 30, 2024.

8. **Confidentiality of UMUC’s and Offeror’s Information.**
   Refer to Appendix S for the Terms of Confidentiality of UMUC’s and Offeror’s information.

9. **Post-Award Confidentiality.**
   Refer to Appendix C for the Confidentiality Obligations of Awardees and UMUC.
SECTION 2

SCOPE OF WORK/REQUIREMENTS

1. Background and Purpose.

UMUC is seeking to retain a firm experienced in providing in-house mail operation services for its Adelphi and Largo, Maryland locations. The selected vendor is responsible for providing efficient, comprehensive and uninterrupted service on a daily basis. The vendor will have operational expertise and knowledge of US Postal Service regulations and rates. UMUC mailroom personnel interact directly with the United States Post Office (USPS) on a daily basis. Mail processed via this contract will be for Domestic and International Delivery/Receipt. All mail must be processed in-house, the same day, on a daily basis.

1.1. Mail Room Operations

1.1.1 Work Week

UMUC’s mail room is located at its Adelphi, Maryland headquarters. The mailroom is staffed by three full-time vendor employees. Staff working hours are Monday through Friday from 7:30am-4:30pm; no overtime or weekends.

Staff will follow the UMUC Holiday Schedule. (See Appendix H.) UMUC does not follow the State of Maryland or federal government holiday schedules. Consequently, UMUC does not observe certain holidays on the calendar dates when they occur; the University remains open and the holiday is observed on a later date. The selected vendor is required to provide staff for all such days that the University is open.

UMUC is closed on Christmas Day, December 25th. Following the Christmas holiday, Contractor staff members will be required to come in to process mail for UMUC departments that are working between Christmas and New Year’s. Dates, shift hours and staff needed for this period will be provided to the Contractor several weeks prior to the Christmas holiday.

1.1.2 Delivery and Receiving

The Contractor shall be responsible for receiving, sorting, bundling and delivering all mail. Mail handled will include but not be limited to confidential student transcripts, cash, checks, paychecks, and international mail. The majority of all incoming mail from USPS® is delivered to the Adelphi mailroom.

The UMUC Adelphi mailroom receives all incoming USPS® mail from the Southern Maryland USPS Mail Distribution Center. The Contractor is responsible for preparing all outgoing USPS® mail in order for the Southern Maryland USPS Mail Distribution Center staff to pick-up and process. There may be a need for handling and delivery of locked cash
bags. The contents will consist of minimal amounts of checks and/or cash. The Contractor must show evidence of adequate insurance coverage and will be responsible in case of theft or loss of cash.

All USPS® accountable mail, (certified, registered, and international mail requiring delivery receipts), is currently located at the Calvert, Maryland post office for pick-up purposes only. Mail delivery is not accepted at this location. All USPS® supplies are available at this location.

The Contractor will process international mail as volume warrants and if necessary, transport it to the post office in Langley Park, Maryland. The volume of international mail varies depending on the academic schedule for UMUC. Depending on the need, mailroom staff could deliver anywhere from two (2) pieces to over one hundred (100) pieces to the post office per trip. The volume is expected to increase as student enrollment rises.

UMUC’s in-house mail operations consists of approximately fifty eight (58) mail stops performed once daily to approximately 60 departments located on the Adelphi and Largo campuses. (Locations are described in greater detail below.) The mail run occurs between 1:30 pm and 3:00 pm. The Contractor must use the vehicle assigned to this Contract for completing all pickups and deliveries.

1.1.3 Adelphi location

UMUC’s administrative headquarters is located at 3501 University Blvd. East, Adelphi, Maryland 20783. The following buildings are to be serviced by the Contractor at this location:

a) The Administration Building/Mailroom
   - 136,000 square feet comprised of administrative offices
   - 4 levels
   - 700 square foot mailroom. The mailroom contains sorting boxes, desks, tables, metering equipment, office equipment, load trays and tubs.
   - 300 employees
   - 1 loading dock with a thirteen (13) foot capacity located adjacent to mailroom

b) The College Park Marriott Hotel and Conference Center
   UMUC owns this building and leases it to Marriott Corporation
   - 233,000 square feet facility with administrative and executive offices for UMUC staff
   - 5 levels
   - 111 hotel rooms, 15 conference rooms, 3 ballrooms, and food and beverage space.
   - 300 employees
   - 1 loading dock; east wing - 13 foot capacity
c) **Hotel Addition**
   A 100,000 square feet building comprised of hotel space (125 rooms)
   No loading dock

   The location has a five story parking garage. The Contractor’s vehicle for
   transporting mail is required to be parked in this garage. The garage has a height
   restriction of 6’8” (six feet eight inches).

1.1.4 **Largo locations**

UMUC has two office buildings in Largo, Maryland located across the street from one
another. These buildings are commonly referred to as “Largo I” and “Largo II”.

a) **UMUC Academic Center (Largo I)**
   1616 McCormick Drive   Largo, MD 20774
   - 233,000 square feet of administrative offices, an auditorium, classrooms,
     computer labs, and a cafeteria
   - 3 levels
   - 800 employees
   - 290 square foot Workspace room for sorting mail located on first level
   - One (1) loading dock with a 13 foot capacity is located adjacent to the mail
     workspace room
   - Surface parking lot – 890 spaces

b) **Administrative Offices (Largo II)**
   1601 McCormick Drive   Largo, MD 20774
   - 62,000 square feet building with administrative offices
   - 1 Level
   - 300 employees
   - One loading dock – 13 foot capacity
   - Surface parking lot – 230 spaces

Any future growth by UMUC (i.e. new buildings, construction, etc.) will likely require
changes in UMUC’s current mailroom delivery procedures. The Contractor must be
capable of providing additional mail operation services as the University’s needs change.

1.1.5 **Additional Mail stops**

On a daily basis, the Contractor must pick-up and deliver mail from several additional
locations in surrounding areas. These stops include local post offices and buildings on the
University of Maryland College Park campus.

If necessary and in rare instances, the Contractor may be required to drive to UMUC
locations other than Adelphi and Largo in the DMV area.
1.2. Contractor Personnel
The Contractor shall provide personnel to implement and support the Contract. The Contractor shall staff the Adelphi mailroom with three full-time employees: a project manager and two mail clerks (see 1.2.1 and 1.2.2 below). All staff must be able to perform all mail operation services at any given time; operate all provided machinery and equipment; and drive the Contractor’s mail transport vehicle.

All staff must:
- Possess a High School Diploma or G.E.D. equivalency;
- Have the ability to read, understand and write English legibly;
- Have the ability to communicate verbally in English in person, by telephone and by email;
- Pass a criminal background check and drug screening;
- Have a valid Driver’s License;
- Have the ability to operate mailroom equipment such as that listed in section 1.3;
- Be able to lift at least 70 pounds;
- Be able to establish and maintain effective working relationships with associates;
- Provide exceptional customer service.

1.2.1 Project Manager.
The Project Manager serves as the day to day operations manager ensuring that all required mail operation services are completed in a timely and professional manner. This person shall:

a) Have 3-5 years experience in all phases of mail operations services;

b) Be dedicated solely to UMUC and be available and on-site daily;

c) Have extensive experience and knowledge of all mail handling operations, including mail franking, and stay current with all USPS regulations and updates;

d) Upon request, develop and maintain a Standard Operating Procedures (SOP) manual that will remain with UMUC after contract expiration;

e) Cross train all contracted staff;

f) Evaluate and recommend cost-effective methods of reducing mailing costs while maintaining high service levels; and

g) Perform other duties as requested.

1.2.2 Mail clerks/Drivers.
Mail clerks serving this Contract shall have a minimum of six (6) months to one (1) year experience in all phases of mail operation services including mail processing, sorting, folding, inserting, inter-office mail, delivering, opening, sorting, pickup, driving a mail transportation vehicle and operating mail meters and office equipment.

1.2.3 Full Staffing requirement
The Contractor is required to maintain a fully staffed mail operations staff at all times.
UMUC recognizes that substitutes may be necessary during instances of sickness or vacation. Any substituted mail clerk must meet requirements set forth in section 1.2.2 above. During working hours, UMUC will not permit the mailroom to operate with fewer than two (2) staff including coverage during breaks, lunches, etc.

If at any time the mailroom is not adequately staffed, UMUC will notify the Contractor. The Contractor shall immediately take action to staff the mailroom within two (2) hours of notification. If the Contractor cannot staff the mailroom and the University is required to take action to staff the mailroom, the Contractor will be charged an hourly rate per person for UMUC to cover the mailroom.

The University reserves the right to request staff changes, if necessary due to performance issues. A reasonable timeframe for staff changes to be mutually agreed upon by the parties.

1.3. Machines and equipment

UMUC owns and will provide the Contractor with two (2) Hasler Mailing Meter machines and assorted office equipment for the Contractor to use during the term of the contract.

Mailing meter machines:

<table>
<thead>
<tr>
<th>Machine 1</th>
<th>Machine 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>IH700B Hasler IN700 Base w/LAN Cable</td>
<td>IH700B Hasler IN700 Base w/LAN Cable</td>
</tr>
<tr>
<td>SLMCUP-KEY EMS Multi Carrier Upgrade Key</td>
<td>SLMCUP-KEY EMS Multi Carrier Upgrade Key</td>
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<tr>
<td>SLT SCRN 21 inch Touch Screen</td>
<td>SLT SCRN 21 inch Touch Screen</td>
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<td>EMSPC64 HP 6300 64 Bit PC (11062235)</td>
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<tr>
<td>TLPS6LSSD-149 149lb Platform Scale With-Disp</td>
<td>TLPS6LSSD-149 149lb Platform Scale With-Disp</td>
</tr>
<tr>
<td>IHDS7 IN700 Series Dynamic Scale</td>
<td>--</td>
</tr>
<tr>
<td>IHMSF IN700 Series MMF w Drop Tray</td>
<td>IHMSF IN700 Series MMF w Drop Tray</td>
</tr>
<tr>
<td>SBR4P Business 4 Port Router (10148098)</td>
<td>SBR4P Business 4 Port Router (10148098)</td>
</tr>
<tr>
<td>SLGX420PTR SL GX420 Thermal Printer</td>
<td>SLGX420PTR SL GX420 Thermal Printer</td>
</tr>
</tbody>
</table>
Miscellaneous Office Equipment:

- Two (2) UMUC supplied PC’s equipped with Windows 7 / Microsoft Office Suite 2010
- One (1) HP Color Laser Jet CM4 4540 MFP /Copy/Fax Machine
- One (1) HP Color Laser Jet 4650 on printer
- One (1) HP Laser Jet 1320 Desk top printer
- One (1) HP Laser Jet Pro 400 Color M451NW
- Three (3) Mail Carts
- Five (5) Dollies/5 Hand Trucks
- Two (2) Scales from previous Hasler Postage Machine
- One (1) Thermal Printer from previous Hasler Postage Machine

The Contractor is responsible for daily monitoring of the mail meter machines and office equipment for any operational issues. If repairs or maintenance is required, the Contractor must notify the UMUC Project Coordinator and contact NeoPost, a State of Maryland contractor, to perform repair services. Once repairs are completed, NeoPost will issue an invoice to the Contractor. The Contractor must promptly submit the invoice to the UMUC Project Coordinator for payment.

1.4. Supplies and Equipment

The Contractor shall monitor all equipment and stock all supplies, both office and USPS®, to properly manage the mailroom. All supplies must be adequately stocked and available to the Contractor and UMUC staff at all times. UMUC shall be responsible for the purchase of all supplies.

1.4.1 Office Supplies

The Contractor is responsible for ordering approved office supplies through one of UMUC’s approved supply contractors. Upon receipt of the ordered supplies, the Contractor shall forward the invoice to the UMUC Project Coordinator for payment.

1.4.2 USPS Supplies

Contractor shall be responsible for ordering and stocking USPS® regulated items (both purchased and free) and other mail handling supplies such as ink cartridges and mailing tapes.
1.4.3 Ad hoc supplies

Under exigent circumstances, the Contractor may need an office or USPS supply but not have time to place an order. When this occurs, the Contractor is permitted to procure the item at a reasonable cost and submit the charge for reimbursement on its monthly invoice.

1.5. Mail Transportation Vehicle

The Contractor must provide, insure and maintain a Cargo Van or similar vehicle at its own expense to transport mail between locations and perform all daily job duties. Mileage will not be reimbursed. Contractor staff drivers are required to maintain a driver log book.

The Contractor’s mail transportation vehicle must be:
- Neat and professional in appearance;
- Have seating for a driver and passenger;
- Equipped for transporting mail carts, bins, boxes and ad hoc miscellaneous items;
- Preferably white in color;
- In excellent mechanical condition;
- Less than five years old; and
- Fitted with UMUC lettering and logo.

1.6. Mail Handling

The monthly volume of USPS mail handled by UMUC’s current contractor for 2018 is listed below. The table is for illustration purposes only; the monthly volume of mail handled by the awarded Offeror (Contractor) for this RFP may vary.

<table>
<thead>
<tr>
<th>2018</th>
<th>Incoming Mail</th>
<th>Outgoing Metered Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>16,032</td>
<td>3,249</td>
</tr>
<tr>
<td>February</td>
<td>11,910</td>
<td>1,221</td>
</tr>
<tr>
<td>March</td>
<td>13,967</td>
<td>2,030</td>
</tr>
<tr>
<td>April</td>
<td>15,786</td>
<td>2,733</td>
</tr>
<tr>
<td>May</td>
<td>17,593</td>
<td>2,108</td>
</tr>
<tr>
<td>June</td>
<td>18,002</td>
<td>2,432</td>
</tr>
<tr>
<td>July</td>
<td>22,286</td>
<td>1,975</td>
</tr>
<tr>
<td>August</td>
<td>24,243</td>
<td>2,424</td>
</tr>
<tr>
<td>September</td>
<td>19,004</td>
<td>2,384</td>
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<td>October</td>
<td>17,274</td>
<td>1,999</td>
</tr>
<tr>
<td>November</td>
<td>16,446</td>
<td>1,855</td>
</tr>
<tr>
<td>December</td>
<td>18,966</td>
<td>1,244</td>
</tr>
</tbody>
</table>

Interdepartmental Delivery totaled approximately 15,528 pieces of mail for 2018.
Simultaneously with the internal delivery of mail to the UMUC offices, the Contract must pick-up, sort and distribute all outgoing mail appropriately.

The mail staff must ensure that all UMUC departments have a postage charge card attached to the mailing for charge back purposes for all outgoing USPS mail. The mailroom staff prepares a spreadsheet of these charges at the end of each month to reimburse postage for the meters.

1.6.1 Daily Mail

The UMUC mailroom staff receives all incoming USPS mail from the Southern Maryland USPS Mail Distribution Center and is also responsible for preparing all outgoing USPS mail. All mail is delivered directly from the Southern Maryland USPS Mail Distribution Center to the Adelphi mailroom, and in exchange all outgoing mail is given to the distribution center representative by the mail staff for processing.

1.6.2 International Mail

Mail staff shall provide instructions and assistance to UMUC staff on the proper forms needed for international mail. The volume of international mail varies depending on the academic schedule for UMUC. This mail and the process could increase/change as the enrollment continues to rise at UMUC.

1.6.3 Certified/Register Mail

Certified, registered, and all other accountable mail is currently located at the Calvert Post Office, 6511 Baltimore Avenue, College Park, MD for pick-up purposes only. There is no mail delivery to this location.

1.6.4 Protection of Mail

The Contractor must protect all mail from theft, loss or damage from the time of receipt until final delivery and utilize best practices for mail screening and handling (i.e. safety measures) to protect all staff from mail related threats.

2. Specific Contractor Requirements:

The Contractor shall:

2.1 Provide timely, efficient, courteous and professional receiving and delivery services for all UMUC mail (U.S., international and express mail) for direct entry into the United States Postal System;

2.2 Provide timely, efficient, courteous and professional receiving and delivery services for all Inter-Department mail;

2.3 Perform mail franking;
2.4 Provide a mail transportation vehicle;

2.5 Work closely with representatives from USPS;

2.6 Execute proper receiving functions to include verification of shipping documents, quantities and conditions;

2.7 Account for and protect all received goods from theft, loss or damage from the time of receipt until final delivery to the designated addressee;

2.8 Provide adequate safety measures to protect UMUC and Contractor's staff from mail based threats and have an emergency response plan in place ready for deployment;

2.9 Operate all UMUC machines and equipment in a safe and reasonable manner and in accordance with proper operating procedures;

2.10 Provide and incorporate additional approved equipment and software upgrades to make mail operations more effective and efficient, as applicable. Equipment will be bought and owned by UMUC;

2.11 Track and maintain office supplies to properly manage the mailroom. UMUC will approve all reasonable requests, place orders with approved vendor and pay for supplies. Such supplies would include but are not limited to envelopes, gloves, rubber bands, bubble wrap, paper, pens and pencils;

2.12 Obtain and manage all proper mail (USPS and shipping) supplies. All necessary forms (i.e., certified mail slips, express mail, proper envelopes, etc.) to direct mail properly must be retrieved by the mail staff from the USPS directly. These supplies must be made available to UMUC staff at all times;

2.13 Process large mailings: UMUC departments occasionally have large mailings of 300 pieces and above. An outside contractor may process these mailings; however, the mailroom is equipped to process large mailings of 1,000 pieces or more;

2.14 Upon request, work with UMUC when necessary to establish and implement pickup and delivery schedules for both incoming and outgoing mail that will optimize processing time and best serve the needs of UMUC users;

2.15 Establish a working relationship with the UMUC Finance department for all financial concerns regarding mail processing. Contractor will generate reports for the Director of Sustainability and Contract Services and the Finance department. Examples of reports would include but are not limited to reimbursement for the postage meters, business reply mail, postage due reports via the UMUC escrow account. Workday is the accounting system used by UMUC;
2.16 Establish and implement a method to track interdepartmental mail. Provide detailed description and pricing for a process/system that is effective and efficient for this purpose;

2.17 Mail is delivered to the Adelphi mailroom where it is sorted and given to the driver to take to the Largo locations. USPS picks up outgoing mail from the Adelphi mailroom;

2.18 Provide monthly stat reports and operation updates;

2.19 Provide monthly spreadsheets accounting for all BRM and Postage Due;

2.20 Continuously evaluate and recommend cost-effective methods of reducing mailing costs while maintaining high service levels;

2.21 Provide cross training to all staff assigned to this contract. Staff assigned to this contract, particularly the project manager, must have experience with mail handling procedures;

2.22 Establish and implement a Standard Operating Procedure manual for staff;

2.23 Provide Project Manager who shall be assigned to this contract and shall be on site at all times to manage the daily operations. Project manager to attend USPS meetings and other mail related seminars, etc. as applicable;

2.24 Provide standardized uniforms to staff and shall require staff to wear the uniforms at all times. Name badges are also required to be provided and worn. An approved embroidered UMUC logo must be on the front of all jackets and shirts. Camera-ready artwork of the UMUC logo will be provided at time of award. Suggested clothing to be worn: Navy Blue Pants, White/Blue Long Sleeve Shirt, Sweater, Navy Polo, Dark Colored Safety Shoes, Jacket/Coat, Smock, and Safety Belt.

2.25 Attend meetings, at least once per year, at UMUC’s Adelphi headquarters, at no cost to UMUC, to review contract performance. The Contractor’s Project Manager and Account Representative must be in attendance.

2.28 If requested by UMUC, Contractor will work cooperatively with the current Contractor for several weeks during the transition period.

2.29 Perform such other duties as requested that are consistent with the efficient delivery of in-house mail operations services.
SECTION 3

PROCUREMENT PHASES AND EVALUATION PROCESS

ARTICLE 1. TECHNICAL PROPOSAL REQUIREMENTS

1. General Proposal Requirements:

1.1 Transmittal Letter.

A transmittal letter prepared on the Offeror's business stationery must accompany the Technical Proposal. The letter should be an executive summary that clearly and concisely summarizes the content of the Technical Proposal. The letter must be signed by an individual who is authorized to bind the firm to all statements, including services and financial statements, contained in the Proposal (See 1.2 below). Include the Offeror’s official business address and state in which it is incorporated or organized (if Offeror is not an individual). An appropriate contact name, title, phone number, and email address should also be provided for UMUC’s use during the procurement process. Do not include price information in the transmittal letter.

1.2 Signing of Forms.

A Proposal, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Proposal shall be signed by such member or members of the partnership as have authority to bind the partnership. If submitted by a corporation, a Proposal shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary. If not signed by an officer there must be attached a copy of that portion of the by-laws or a copy of a board resolution, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

2. Initial Technical Criteria.

Clear, concise, yet detailed responses to the technical criteria below are to be provided in the Technical Proposal. In addition, the Bid/Proposal Affidavit and Acknowledgement of Receipt of Addenda (if applicable) must be included. Standard sales material may be provided, but must be attached as an appendix rather than included within the body of the Proposal. Offerors must paginate the Technical Proposal and are requested to provide tabs to separate responses to each of the technical criteria.

The following information must be furnished in the Technical Proposal per this solicitation, as more fully described below in items 2.1 through 2.11. Failure to include any of the items listed below may disqualify your firm’s response. The Technical Criteria, items 2.1 through 2.6, are listed below in order of importance. Offerors are requested to compile their Proposals in the same order. It is the Offeror’s responsibility to tailor its response to demonstrate its qualifications to perform the scope of work specifically for UMUC.
Mandatory Requirements:

2.1 Firm Profile/Firm Experience and References: UMUC seeks a partner that is technically qualified to meet UMUC’s mail operation needs.

Provide a description of the Offeror’s relevant qualifications to perform all requested In-House Mail Operations Services. Be sure to include the following information:

2.1.1 A brief history of the firm including how long the firm has been in business, number of years providing Mail Operation Services, types of equipment or machinery used, and primary business focus or specialty, if applicable;

2.1.2 Documentation establishing that the Firm is a Small Business as defined in in State Finance and Procurement Article Subsections 14-501 – 14-505, Annotated Code of Maryland;

2.1.3 The firm overview, corporate background, mission statement, and/or philosophy;

2.1.4 Your firm’s employee retention and turnover rates for the last two years,

2.1.5 Location of the office that will be servicing UMUC;

2.1.6 Other office locations; and

2.1.7 References from three active or former clients/contracts for whom the Contractor has provided In-House Mail Operation Services in the past five (5) years. For each reference, include the contact name(s), address, phone number, number of years served, the number of employees the contract manages, machines or equipment used, and similarities to the UMUC contract as described in this RFP. UMUC reserves the right to contact references not provided in the technical proposal or request additional references from the Offeror.

2.2 Staffing Organization and Proposed Key Personnel Qualifications:

Provide detailed resumes of the proposed Project Manager and Mail Clerks. The resumes should include job titles, and dates and demonstrate the proposed individual’s experience in mail operation services and proficiency with mail meter machines and office equipment similar those listed Section 2, subsection 1.3.

2.3 Methodologies/Approach:

Describe your firm’s capabilities to provide In-House Mail Operation Services as set forth in this RFP addressing the specific contractor requirements listed in Section 2, subsection 2.

In response to subsection 2.8, fully describe what safety measure(s) your firm uses to protect from mail based security threats and how many years’ experience it has
with providing such measures. Upon request and/or when shortlisted, the (Contractor) will be expected to provide their emergency response plan to UMUC.

2.4 Products/Services:
Describe which mail operation services (i.e. sorting, delivering, metering, etc.) your firm has experience providing and the number of years it has provided such services. Provide a list of mail operations equipment and machines regularly used by your firm and the number of years of experience.

2.5 Special/Unique Qualifications:
Provide information that is unique to or distinguishes the Offeror from other firms that provide In-House Mail Operation services. A description (year, make, model and mileage) and photos of any vehicles Offeror proposes to use for mail transportations must be included. Offeror is also to provide a detailed description of items of clothing to be worn for uniforms (refer to Section 2, subsection 2.24) and include samples and/or pictures of its uniforms and name badges.

2.7 Financial Stability:
Offerors are to provide information regarding their respective firm’s financial history which demonstrates your firm’s financial health. Offerors are requested to provide financial statements (Balance Sheet, Cash Flow Statement, and Income Statement) for the last two years.

2.8 Proposal Affidavit:
Complete and sign the Proposal Affidavit enclosed in in Appendix A and enclose with the Technical Proposal.

2.9 Insurance:
Confirm that your firm has a current a Certificate of Insurance verifying your firm's Coverage for Professional Liability, Commercial General Liability, Worker's Compensation, Automobile Liability Insurance, and Professional Liability in the dollar amounts set forth in Section 10.23 of the sample contract (see Appendix C). Upon contract award, the selected Offeror must provide a copy of its current Certificate of Insurance.

2.10 Acknowledgement of Receipt of Addenda Form:
If any addenda to the RFP documents are issued prior to the due date and time for Proposals, this form (found in Appendix A) must be completed, signed, and included in the Offeror's Technical Proposal.

2.11 Acknowledgement of Review of Contract:
The UMUC Contract for this Procurement will contain the provisions in Appendix C as well as any additional terms required by the University or the State of
Maryland. By submitting a Proposal, the Offeror warrants that they have reviewed Appendix C and will execute a contract: a) in substantially the same form; and b) with these terms and conditions upon request by UMUC. For accounting purposes only, UMUC will also issue a purchase order to the awarded Contractor.


Offerors may modify their Technical Proposals by hand-delivery or mail at any time prior to the due date and time, provided that the Issuing Office is satisfied that a written confirmation of the modification with the signature of the Offeror was mailed prior to the Proposal due date and time. Technical Proposals may not be modified, supplemented, cured, or changed in any way after the due date and time, unless specifically requested by the University.

END SECTION 3, ARTICLE 1
SECTION 3. PROCUREMENT PHASES AND EVALUATION PROCESS

ARTICLE 2. TECHNICAL EVALUATION PROCESS

1. Qualifying Proposals:

1.1 Procurement Officer Review.

The Procurement Officer shall first review each proposal for compliance with the mandatory requirements of this RFP. Failure to comply with any mandatory requirement will normally disqualify an Offeror’s proposal. The University reserves the right to waive a mandatory requirement when it is in its best interest to do so and permitted by law.

1.2 Evaluation and Selection Committee.

All Technical Proposals received in response to this solicitation will be reviewed and evaluated by an UMUC Evaluation and Selection Committee (“the Committee”). As the procurement progresses, the Committee may seek input from other appropriate UMUC staff on the proposed services. As well, the Committee may request additional assistance from any source at any time during the procurement.


2.1 Initial Technical Evaluation:

Following the Procurement Officer’s qualifying review, the Committee shall conduct its evaluation of the technical merit of the Proposals in accordance with the Evaluation Criteria listed in Article 1, § 2, above. Minor irregularities contained in Proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the University’s best interest and when permitted by law. The decision for progressing in the procurement process will be made based on the strengths, weaknesses, advantages, and deficiencies that the Technical Proposals represent.

2.2 Shortlisting:

In accordance with the Evaluation Criteria set forth in Article 1, § 2, a shortlist may be developed based on the Initial Technical Evaluation results. All Offerors will be notified of the results as they pertain to their respective Technical Proposal.


3.1 Purpose:

Based on the Evaluation Committee’s Initial Technical Evaluation, the University may invite, without cost to itself, the shortlisted Offerors to an oral presentation/discussion session (“Discussion Session”). The purposes of the Discussion Session are as follows:
• To provide the Offeror the opportunity to demonstrate its product;
• To discuss/clarify any and all aspects of the Technical Proposal, in particular the proposed product, cost model options, approach/methodologies, implementation process, schedule, staffing of the contract, and ongoing support of the product and other applicable professional services;
• To allow the University to meet the Offeror's key personnel and for these personnel to convey directly their experience and expertise in the proposed product and its implementation; and,
• To provide an opportunity to clarify the scope of services for the intended contract and discuss any items addressed in the Technical Proposal that may require additional clarification.

3.2 Format:

The Discussion Session will be informal, as the University is not interested in a sales presentation by executives and business development staff; rather, the University is requesting an interactive discussion with each of the shortlisted Offerors. It is important that those key personnel who are proposed to be assigned to the University fully participate in the presentation and discussion. Ample time will be available for the University and the Offeror to ask questions and discuss issues and concerns related to the scope of the services, and the Offeror’s capabilities and qualifications. We anticipate that the Discussion Session will be approximately 60 minutes in length.

Each shortlisted Offeror will be required to have the following key personnel attend the session in Adelphi, Maryland: Principal in Charge, UMUC’s Account Representative (Primary point of contact to be assigned to UMUC for the duration of the project) and the Project Manager, if known. Following the Discussion Session, additional follow-up, clarification documentation may be requested of each Offeror.

3.3 Date:

The times and dates for the Discussion Session(s) will be set upon completion of the Initial Technical Evaluation; however, it is anticipated that the Discussion Session(s) will be held on the dates listed per the Solicitation.


4.1 Criteria:

Following the Discussion Session held with shortlisted Offerors, a Second Phase Technical Evaluation will be conducted. The Evaluation Committee will re-evaluate all criteria of the Technical Proposals of shortlisted Offerors, incorporating assessments of the Discussion Session and outcomes of reference checks. The University reserves the right to make a determination that an Offeror is not shortlisted prior to completing reference checks. The order of Evaluation Criteria remains the same.
4.2 Process:

Further shortlists may result as the procurement progresses. At each phase of the process, those firms that do not remain shortlisted will not progress in the procurement. All Offerors will be notified of the results of the Technical Evaluation as they pertain to their respective Technical Proposals. It is UMUC’s intent to incorporate references prior to establishing the final shortlist of proposals. Once a final shortlist of proposals is established, the Committee will rank the remaining Technical Proposals from highest to lowest.
SECTION 3. PROCUREMENT PHASES AND EVALUATION PROCESS

ARTICLE 3. FINANCIAL PROPOSALS

1. Submission.
Financial Proposals must be received at the Issuing Office by the specified due date and time per the Solicitation Schedule. All Offerors must use the Financial Proposal form included in Appendix B. One (1) original and five (5) copies (for a total of six (6)), must be provided. The original must be clearly labeled as this is the official Offer from the Proposer. No electronic, telephone, telegraphic, or facsimile Financial Proposals will be accepted. Only the Financial Proposals of those Offerors remaining on the final shortlist following the completion of the Technical Evaluation will be opened, which will be done privately.

2. Content.
The Financial Proposal should consist of quoting position and fully-loaded rates for all personnel, vehicles, and all other items that makeup the monthly fees. The Financial Proposal will list the monthly fees and a total yearly fee for Year 1, Year 2, Year 3, Year 4 and Year 5. As well, a total fee for the initial five (5)-year term is to be provided.

Hourly rates will be requested for the assigned personnel and other professional services positions. These quoted hourly rates must be effective for the initial term of the Contract. The University will consider adjustments to labor rates only based upon Federal minimum wage increases, increases in Maryland Living Wage, and increases in the Consumer Price Index (CPI), as published by the Bureau of Labor Standards in February of the appropriate year (i.e., for 7/1/14 renewal the University will look at the CPI published for February 2014, and so on). Requested increases above a 5% cap will not be considered. In order to receive consideration for a price increase, the Contractor must submit a request in writing to the UMUC Procurement Office sixty (60) days prior to the end of the initial year. The request must specify any change in the hourly labor rate wage to be paid to employees during the renewal term. The University will not consider late requests for adjustments to the hourly rate. Increases that are cumulative for prior years will not be considered; for example, if the Contractor does not request an increase for the first renewal year and then requests an increase for the second renewal year, the Contractor cannot include a cumulative amount which includes the first renewal year.

Upon approval by the University, any such modified hourly rate will constitute the labor cost figure for the contract renewal period. The University reserves the right to terminate the Contract at any time upon giving thirty (30) days written notice. There may be reimbursables associated with this contract. Examples of reimbursables are supplies and maintenance for all mail handling equipment and USPS® supplies.

3. Evaluation. Financial Proposals will be evaluated based on the total cost of the services and products requested above. The University may elect to request Best and Final Price Proposals (BAFO’s). The Committee will establish a financial ranking of the final Price Proposals from lowest to highest total offers.
SECTION 3. PROCUREMENT PHASES AND EVALUATION PROCESS

ARTICLE 4. FINAL EVALUATION, RANKING AND SELECTION

1. Recommendation of Award or Further Discussions.

The Committee may recommend an Offeror for contract award(s) based upon the Offeror’s Technical Proposal and Price Proposal without further discussion. However, should the Committee find that further discussion would benefit the University and the State of Maryland, the Committee may recommend such discussions to the Procurement Officer. Should the Procurement Officer determine that further discussion would be in the best interest of the University and the State, the Procurement Officer shall establish procedures and schedules for conducting discussions and will notify responsible Offerors.

2. Final Ranking and Selection.

2.1 Process:

Following evaluation of the Technical Proposals and the Price Proposals (and Best and Final Offers, if applicable), the Evaluation and Selection Committee will make an initial overall ranking of the Proposals and recommend to the Procurement Officer the award of the contract(s) to the Offeror whose Proposal(s) is (are) determined to be the most advantageous to the University and the State of Maryland. The decision of the award(s) of the Contract will be made at the discretion of the Procurement Officer and will depend on the facts and circumstances of the procurement. All Offerors will be notified of the award(s) selection.

2.2 Basis for Award:

Technical merit will have a greater weight than cost in the final ranking. Award may be made to the Offeror with a higher technical ranking even if its Price Proposal is not the lowest. The Procurement Officer retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Offeror(s) that would best meet the needs of the University as set forth in the RFP.

2.3. Negotiations:

The University may select for award one or more Offeror(s) to negotiate the terms and conditions of the Contract. The University reserves the right to make an award with or without negotiation.

3. Debriefing.
3.1 Request:

Unsuccessful Offerors may request a debriefing. A request must be submitted in writing to the Procurement Officer within ten (10) days after the date on which Offeror knows, or should have known, that its Proposal was unsuccessful. Debriefings shall be conducted at the earliest feasible time.

3.2 Discussion:

Debriefings shall be limited to discussion of the Offeror’s Proposal only and shall not include a discussion of a competing Offerors’ Proposals. The debriefing may include information on areas in which the unsuccessful Offeror’s Proposal was deemed weak or insufficient. The debriefing may not include discussion or dissemination of the thoughts, notes, or ranking from an individual Evaluation Committee Member. A summary of the Procurement Officer’s rationale for the selection may be given.

END OF SECTION 3, ARTICLE 4
APPENDIX A

TECHNICAL PROPOSAL FORMS

NOTE: Refer to Section 3, Article 1, for all required contents of the Technical Proposal. Completion of these forms in this Appendix A is NOT the complete contents required.

A.1 Acknowledgement of Receipt of Addenda Form
A.2 Bid Proposal/Affidavit
A.3 Firm Profile
A.4 Firm Experience/Reference
APPENDIX A.1

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91712

TECHNICAL PROPOSAL DUE DATE: April, 2018, on or before 2:00 P.M. EDT

RFP FOR: In-House Mail Operations

NAME OF OFFEROR: ________________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. _____  Dated ______
Addendum No. _____  Dated ______
Addendum No. _____  Dated ______
Addendum No. _____  Dated ______
Addendum No. _____  Dated ______
Addendum No. _____  Dated ______

As stated in the RFP documents, this form is included in our Initial Technical Proposal.

_________________________________________________________________
Signature
_________________________________________________________________
Printed Name
_________________________________________________________________
Title

END OF FORM
APPENDIX A.2

BID/PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT: I am the (title) ________________________________ and the duly authorized representative of (business) ________________________________ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. NOT USED

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES (applicable if an MBE goal is set)

The undersigned bidder or offeror hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

(1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;

(2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;

(3) Fail to use the certified minority business enterprise in the performance of the contract; or

(4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES (if applicable to the solicitation)

The undersigned bidder or offeror hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

(1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
(2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;

(3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or

(6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1)—(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business’s contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

____________________________________________________________________________________
____________________________________________________________________________________

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business’s contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of a criminal offense incident to obtaining or attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. §1961, et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts arising out of the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1), (2), (3), (4) or (5), above;

(7) Been found civilly liable under a state or federal antitrust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

____________________________________________________________________________________

____________________________________________________________________________________

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business’s contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension):

____________________________________________________________________________________

_________________________________________________________________________
F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

________________________________________________________________________

________________________________________________________________________

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT: I am aware of, and the above business will comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland...
or its agencies during a calendar year under which the business is to receive in the aggregate $100,000 or more shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches $100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT: I am aware of and that the above business will comply with, Election Law Article, §§14-101 – 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate $100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of $500 made during the reporting period to a candidate for elective office in any primary or general election.

K. DRUG AND ALCOHOL-FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

(1) Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.

(2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:

(a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;

(b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;

(c) Prohibit its employees from working under the influence of drugs and alcohol;

(d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;

(e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
(f) Establish drug and alcohol abuse awareness programs to inform its employees about:

(i) The dangers of drug and alcohol abuse in the workplace,

(ii) The business’ policy of maintaining a drug and alcohol-free workplace,

(iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by K(2)(b), above;

(h) Notify its employees in the statement required by §K(2)(b) above, that as a condition of continued employment on the contract, the employee shall:

(i) Abide by the terms of the statement, and

(ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than five (5) days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

(i) Take appropriate personnel action against an employee, up to and including termination, or

(ii) Require an employee to satisfactorily participate in a *bona fide* drug or alcohol abuse assistance or rehabilitation program; and,

(k) Make a good faith effort to maintain a drug and alcohol-free workplace through implementation of §K(2)(a)-(j), above.

(3) If the business is an individual, the individual shall certify and agree, as set forth in K(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

(a) The award of contract is conditional upon compliance with COMAR 21.11.08 and this certification;
(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic__) (foreign__) [check one] corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: _______________________________________________________________________
Address: _______________________________________________________________________
(If not applicable, so state.)

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

M. CONTINGENT FEES

I FURTHER AFFIRM THAT: The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

N. CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

(1) "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

(2) "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
(3) The bidder or offeror warrants that, except as disclosed in §(4), below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

(4) The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

_____________________________________________________________________________________

_____________________________________________________________________________________

(5) The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

O. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned bidder or offeror certifies that, in accordance with State Finance & Procurement Article, §17-705:

(i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

(ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

(2) The undersigned bidder or offeror is unable to make the above certification regarding its investment activities in Iran due to the following activities:

_____________________________________________________________________________________

_____________________________________________________________________________________

______________________________

______________________________

P. ACKNOWLEDGMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and, (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from submission of this bid or proposal shall be construed to
supersede, amend, modify or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business in respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _______________   By: __________________________________________________________
   (Authorized Representative and Affiant)

Company Name: ________________________________________________________________

FEIN No: _______________________________________________________________________

SUBMIT THIS AFFIDAVIT WITH INITIAL TECHNICAL PROPOSAL
1. Company Name: ________________________________________________________________
   FED ID Number: ________________________________________________________________

   Website Address: ________________________________________________________________

2. Company Address serving UMUC: ________________________________________________

3. Telephone Number and e-mail Address: __________________________________________

4. Years in Business: ________________

5. Areas of Specialization:
   a. __________________________________________________________________________
   b. __________________________________________________________________________
   c. __________________________________________________________________________

What percentage of the firm’s business is in full-service mail handling (not courier services)?
______________________________________________________________________________

6. Company Management: Provide names and years with the Company:

   President/Owner: _________________  #Yrs. w/Co. ____________________

7. Account Representative who would handle this account:

   _______________________________  #Yrs. w/Co. ____________________

8. List postal training, postal certifications, and experience with postal regulations for the
   proposed Project Manager and provide copies of certifications

   __________________________________________________________________________

   __________________________________________________________________________

10. Qualified as Small Business? Refer to Appendix G.

Small Business Certification Number: ________________________________

11. MBE Certification Number: ________________________________

12. Explain your firm’s experience with international delivery and shipping:

________________________________________________________________________________

13. Describe what green practices you have been successful with and how you would put them in place if awarded the UMUC contract.

________________________________________________________________________________

________________________________________________________________________________

14. Describe experience with Hasler mail equipment:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
APPENDIX A.4  FIRM EXPERIENCE AND REFERENCES

Provide names and contact information of at least three (3) organizations, preferably a University setting, that you have earned repeat business with for at least one (1) year. At least one should be comparable to UMUC's requirements and indicate experience with Hasler mail handling equipment. These will be used for Reference checks as well as for evaluation of experience. UMUC may use any reference, including itself, not provided in Technical Proposal response.

1. **Company/University Name:** __________________________________________________________
   
   **Contact Name:** ___________________________________________  e-mail _______________________
   
   **Contact Phone Number:** _______________________________  $ Value of project: _______________________
   
   **Description and volume of services performed (include dates):**
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   
   **Project Manager that handled this organization:** ________________________________

2. **Company/University Name:** __________________________________________________________
   
   **Contact Name:** ___________________________________________  e-mail _______________________
   
   **Contact Phone Number:** _______________________________  $ Value of project: _______________________
   
   **Description and volume of services performed (include dates):**
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   
   **Project Manager that handled this organization:** ________________________________

3. **Company/University Name:** __________________________________________________________
   
   **Contact Name:** ___________________________________________  e-mail _______________________
   
   **Contact Phone Number:** _______________________________  $ Value of project: _______________________
   
   **Description and volume of services performed (include dates):**
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   
   **Project Manager that handled this organization:** ________________________________

A current resume of the proposed Project Manager is to be submitted with the technical proposal.

**NOTE:** If a Proposer finds the space provided to be insufficient, attach additional pages to this form as appropriate and reference the attachments on this form.
APPENDIX B

Financial Proposal Forms

B.1 Financial Proposal
B.2 Living Wage Affidavit
APPENDIX B.1 FINANCIAL PROPOSAL

PROPOSAL NO.: RFP 91712
FINANCIAL PROPOSAL DUE DATE: April 4, 2019 at 2:00 P.M.
PROPOSAL FOR: In-House Mail Operations
PROPOSER: ____________________________________________________
Federal Identification Number/Social Security Number: ____________________________

FINANCIAL PROPOSAL

DATE _____________________

James Adelman
University of Maryland University College
Procurement Office
3501 University Boulevard East, ADMIN-4108
Adelphi, MD 20783-8002

Dear Mr. Adelman:

The undersigned hereby submits the Financial Proposal as set forth in RFP # 91712 dated March __, 2019, and the following subsequent addenda:

Addendum ___ dated_______
Addendum ___ dated_______
Addendum ___ dated_______
Addendum ___ dated_______

We confirm that this Financial Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide services as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, the undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as UMUC cannot be responsible for Proposer’s errors or omissions. Any price proposal that has been accepted by UMUC may not be withdrawn by the Contractor.

We understand that by submitting a proposal we are agreeing to the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the technical proposal remains in effect.

The evaluation and subsequent final ranking of proposals will be in accordance with the RFP documents. We understand that technical weighs greater than financial. We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Account Representative(s) and Project Manager and any other Key People named within our
Technical Proposal will be assigned to the UMUC Contract for the duration of this Contract. We understand that no changes in these assignments will be allowed without written authorization from the University via contract amendment prior to such changes being made.

We understand that throughout the Term of the Contract, UMUC may request additional staff positions, or the Contractor may propose to UMUC to add additional staff positions, under these categories as may be applicable and/or appropriate. If such additional staff positions are added, an amendment to the Contract will be executed by both Parties.

A. Attached to this Financial Proposal Form is our firm fees for all staff, labor and maintenance through June 30, 2024. We confirm that the hourly billing rates are fully loaded and include all costs and expenses.

Enclosure: Financial Proposal
Living Wage Affidavit

(Signatures should be placed on following page.)
The offeror represents, and it is a condition precedent to acceptance of this proposal, that the offeror has not been a Party to any agreement to submit a fixed or uniform price. Sign where applicable below.

A. INDIVIDUAL PRINCIPAL

In Presence of Witness: ____________________________

FIRM NAME ____________________________
ADDRESS ____________________________
TELEPHONE NO. _______________________
SIGNED ____________________________
PRINTED NAME ____________________________
TITLE: ____________________________

B. CO-PARTNERSHIP PRINCIPAL

(Name of Co - Partnership)
ADDRESS ____________________________

In Presence of Witness: ____________________________

TELEPHONE NO. _______________________

Printed Name: ____________________________

as to ____________________________

BY ____________________________

(Partner)

Printed Name: ____________________________

as to ____________________________

BY ____________________________

(Partner)

C. CORPORATION

(Name of Corporation)
ADDRESS ____________________________

Attest: ____________________________

TELEPHONE NO. _______________________

[Printed Name of Corporate (or Assistant Corporate) Secretary]

[Corporate (or Assistant Corporate) Secretary Signature for Identification]

BY: ____________________________

Signature of Officer and Title ____________________________

Printed Name ____________________________

Title ____________________________
FINANCIAL PROPOSAL INSTRUCTIONS

To assist Offerors in the preparation of their Financial Proposal and to comply with the requirements of this solicitation, Financial Proposal Instructions and a Financial Proposal Form have been prepared. Offerors shall submit their Financial Proposal on the Financial Proposal Form in accordance with the instructions on the Financial Proposal Form and as specified herein. Do not alter the Financial Proposal Form or the Proposal may be determined to be not reasonably susceptible of being selected for award. The Financial Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Offeror to the prices entered on the Financial Proposal Form.

The Financial Proposal Form is used to calculate the Offeror’s TOTAL PROPOSAL PRICE.

Follow these general instructions carefully when completing your Financial Proposal Form:

A) All pricing must be clearly entered in dollars and cents, e.g., $24.15. Make your decimal points clear and distinct.

B) All Unit Prices must be the actual price per unit the University will pay for the specific item or service identified in this RFP and may not be contingent on any other factor or condition in any manner.

C) All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.

D) Any goods or services required through this RFP and proposed by the vendor at No Cost to the University must be clearly entered in the Unit Price, if appropriate and Extended Price with $0.00.

E) Any changes or corrections made to the Financial Proposal Form by the Offeror prior to submission shall be initialed and dated.

F) Except as instructed on the Financial Proposal Form, nothing shall be entered on or attached to the Financial Proposal Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render the Proposal not reasonably susceptible of being selected for award.

G) It is imperative that the prices included on the Financial Proposal Form have been entered correctly and calculated accurately by the Offeror and that the respective total prices agree with the entries on the Financial Proposal Form. Any incorrect entries or inaccurate calculations by the Offeror will be treated as provided in COMAR 21.05.03.03E and 21.05.02.12, and may cause the Proposal to be rejected.

H) All Financial Proposal prices entered below are to be fully-loaded prices that include all costs/expenses associated with the provision of services as required by the RFP. The Financial Proposal price shall include, but is not limited to, all: labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation (e.g. uniforms, vehicles, insurance.) No other amounts will be paid to
the Contractor. The labor rates requested shall be fully-loaded rates; no overtime amounts will be paid.

I) Specific instructions for completing the Financial Proposal Forms are found on page 50.
FINANCIAL PROPOSAL FORM for YEAR 1;  July 1, 2019 – June 30, 2020

<table>
<thead>
<tr>
<th>PERSONNEL - PROPOSED POSITION TITLE FOR MAIL ROOM</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>List each position separately</td>
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<tr>
<td>Project Manager</td>
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<td>Mail Clerk/Driver</td>
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<tr>
<td>UNIFORMS &amp; INSURANCE</td>
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<td>YEAR 1 OVERALL TOTAL</td>
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Instructions:

1. Insert the fully loaded hourly rate for each staff position in Column 2 and multiply by 40 to arrive at Weekly Total cost/fee per employee (Column 3).

2. Multiply each Weekly total in Column 3 by 4 to arrive at Monthly Total cost/employee (Column 4).

3. Multiply each Monthly total in Column 4 by 12 to arrive at the Total Year cost/fee per employee (Column 5).

4. Add the Total Year cost/fee per employee for the three positions in Column 5 and place the sum total in bottom right-hand corner of the table to arrive at the Year Overall Total. In the Year 5 table, calculate the Year 5 overall total and also calculate the sum Total for all years (1 through 5).

NOTE: The Financial Proposals are for evaluation purposes only and used to determine contract award. UMUC does not guarantee a minimum or maximum of hours of work under the resulting contract. If selected for award, the Proposer is bound by the rates contained in its Financial Proposal.
## FINANCIAL PROPOSAL FORM for YEAR 2; July 1, 2020 – June 30, 2021

### RFP #91712

<table>
<thead>
<tr>
<th>PERSONNEL - PROPOSED POSITION TITLE FOR MAIL ROOM</th>
<th>HOURS PER WEEK</th>
<th>FULLY LOADED HOURLY RATE</th>
<th>WEEKLY TOTAL</th>
<th>MONTHLY TOTAL</th>
<th>TOTAL YEAR 2</th>
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<td>Mail Clerk/Driver</td>
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### RFP #91712

<table>
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<tr>
<th>PERSONNEL - PROPOSED POSITION TITLE FOR MAIL ROOM</th>
<th>HOURS PER WEEK</th>
<th>FULLY LOADED HOURLY RATE</th>
<th>WEEKLY TOTAL</th>
<th>MONTHLY TOTAL</th>
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<td>VEHICLE to include all associated fees</td>
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# FINANCIAL PROPOSAL FORM for YEAR 4; July 1, 2022 – June 30, 2023

## RFP #91712

### PERSONNEL - PROPOSED POSITION TITLE FOR MAIL ROOM

List each position separately

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours Per Week</th>
<th>Fully Loaded Hourly Rate</th>
<th>Weekly Total</th>
<th>Monthly Total</th>
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<td>Project Manager</td>
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<td>Mail Clerk/Driver</td>
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**SUBTOTAL**

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<th>VEHICLE to include all associated fees</th>
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<td><strong>UNIFORMS &amp; INSURANCE</strong></td>
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</table>

**SUBTOTAL**

| OTHER:                                |              |

| YEAR 4 OVERALL TOTAL                  |              |
### FINANCIAL PROPOSAL FORM for YEAR 5; July 1, 2023 – June 30, 2024

#### RFP #91712

<table>
<thead>
<tr>
<th>PERSONNEL - PROPOSED POSITION TITLE FOR MAIL ROOM</th>
<th>HOURS PER WEEK</th>
<th>FULLY LOADED HOURLY RATE</th>
<th>WEEKLY TOTAL</th>
<th>MONTHLY TOTAL</th>
<th>TOTAL YEAR 5</th>
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<tbody>
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<td>Project Manager</td>
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**SUBTOTAL**

- VEHICLE to include all associated fees
- UNIFORMS & INSURANCE

**SUBTOTAL**

**OTHER:**

**YEAR 5 OVERALL TOTAL**

**TOTAL FOR YEARS 1-5 OVERALL**
APPENDIX C

CONTRACT FORMS

C1. Sample Contract

C2. Contract Affidavit
APPENDIX C1

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
CONTRACT #91712

In-House Mail Operation Services

_______________ __, 2019

CONTRACTOR: ________________
Federal Employer ID: ___________
Address: _______________________

Contact Person: __________________________
Contact Phone: _________________________
Contact Fax: ___________________________
Contact Email: _________________________

UMUC Ordering Office:
Project Coordinator:
Coordinator Phone:
Coordinator Fax:
Coordinator Email:

UMUC Procurement Officer/Contract Manager:
Phone Number:
E-mail address:
THIS CONTRACT ("Contract") is made as of this _____ day of __________, 2019 by and between __________________, a corporation organized under the laws of the State of ________, with offices at ____________________, ____, __ _____, hereinafter referred to as "Contractor," and the University of Maryland University College (UMUC), a constituent institution of the University System of Maryland, an agency of the State of Maryland, with offices at 3501 University Boulevard East, Adelphi, MD 20783, hereinafter referred to as the "University."

RECITALS

The University issued solicitation documents (Solicitation 91712) on March ___, 2019, as amended from time to time (the “RFP”), for In-House Mail Operation Services. Contractor submitted a technical proposal dated ___________ and financial proposal dated _____________, and accepted by the University ("collectively, Proposal") in response to the RFP, and the University subsequently selected the Contractor as the awardee of this Contract.

THE PARTIES AGREE AS FOLLOWS:

1. SCOPE, CONTRACT DOCUMENTS, AND TERM

1.1 Contractor shall provide In-House Mail Operation Services (the “Services”), to the University in accordance with the terms and conditions of this Contract.

1.2 This Contract consists of multiple documents as follows in order of precedence:

   o This Contract Form (pages 1 through __);
   o The Solicitation #91712 and all amendments to the solicitation;
   o Contractor’s Technical Proposal dated ___________ as to Sections ___ only and Financial Proposal dated _____________; and,
   o Statements of work, if any, issued from time to time, pursuant to this Contract (each of which is incorporated in this Contract whether or not physically attached hereto).

1.3 This Contract shall be in effect from on or around July 1, 2019 through June 30, 2024 unless otherwise extended, expired or terminated pursuant to this Contract.

2. PROFESSIONAL SERVICES

2.1 The Contractor shall perform the Services as described in Exhibit A to this Agreement. Services shall be performed in accordance with the schedule included in Exhibit A, or, if no such schedule is included, in accordance with a schedule agreed upon in writing by the Parties at a future date and adopted as an amendment to Exhibit A. The Contractor shall perform the Project as expeditiously as is consistent with good professional skill and care and the orderly progress of the Project.
2.2 The maximum fee for the Contractor's professional services is $1 million dollars. The Contractor’s fees for services required to complete the Project shall not exceed the maximum fee.

2.3 The UMUC Office of ______ will designate a staff member to act as coordinator (“Project Coordinator”) between UMUC and the Contractor. Throughout the period of the Project, copies of all correspondence, work products, specifications, estimates and other materials prepared by the Contractor should be directed to the Project Coordinator and also to any other UMUC personnel designated by the Project Coordinator. Direct contact or communication by the Contractor with other UMUC offices or any other entity concerning the Project shall be made only with the prior knowledge and concurrence of the Project Coordinator.

2.4 The professional services team for the Project shall be the same team identified in the Contractor's submittal responding to UMUC's solicitation unless (a) a change is requested by the Contractor and approved in writing by the Project Coordinator; or (b) a change is requested in writing by the Project Coordinator for good cause, in which case the Contractor shall make an appropriate substitution, subject to UMUC's approval, and notify UMUC in writing. Major changes in the Contractor's organization or personnel (other than the Contractor’s Team) shall be reported to UMUC in writing as they occur.

2.5 All terms and conditions of UMUC's solicitation, and any amendments thereto, are made a part of this Agreement unless expressly contradicted by a term or condition of this Agreement. Proposals or suggestions of the Contractor for changes in the solicitation or the terms and conditions of the contract are not binding upon UMUC and are not a part of this Agreement unless set forth in an amendment of the solicitation or in this Agreement and agreed to in writing by UMUC.

3. FEES AND PAYMENT

3.1 Contractor’s fees shall not exceed the rates set forth in the Contract per the Contractor’s financial proposal dated ______________.

3.2 As compensation for satisfactory performance of Services, the University will pay Contractor no later than thirty (30) days after the University’s receipt of a proper invoice from Contractor. Charges for late payment of invoices will be only as prescribed by Title 15, Subtitle 1 of the State Finance and Procurement Article, Annotated Code of Maryland, as from time to time amended.

3.3 All fees are exclusive of applicable federal, state, local, and foreign sales, use, excise, utility, gross receipts, value-added and other taxes, tax-like charges and tax-related surcharges. The University is generally exempt from such taxes, and Contractor agrees not to charge the University for such taxes in accordance with applicable law. The University will provide exemption certificates upon request.
3.4 Electronic funds may be used by the State to pay Contractor for this Contract and any other State payments due Contractor unless the State Comptroller’s Office grants Contractor an exemption. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, or by the Public Service Commission of Maryland with respect to regulated public utilities, as applicable, are prohibited.

4. **WORK PRODUCT**

4.1 Contractor shall complete all reports and presentations required by the University and other reports set forth in the Contract (or relevant Task Order).

4.2 Contractor agrees that all research, notes, data, computations, estimates, reports or other documents or work product obtained by or produced by Contractor under this Contract (the “Work”) shall be the sole and exclusive property of the University. Upon the University’s request or upon the expiration or termination of this Contract, Contractor shall deliver or return all copies of the Work to the University. The Contractor is permitted, subject to its obligations of confidentiality, to retain one copy of the Work for archival purposes and to defend its work product.

4.3 Notwithstanding the terms of Paragraph 4.2, Contractor is permitted to retain all rights to the intellectual capital (including without limitation, ideas, methodologies, processes, inventions and tools) developed or possessed by the Contractor prior to, or acquired during, the performance of the Services under this Contract.

4.4 Contractor and University intend this Contract to be a contract for services and each considers the Work to be a work made for hire. If for any reasons the Work would not be considered a work made for hire under applicable law, Contractor does hereby sell, assign and transfer to University, its successors, assigns, the entire right, title and interest in and to the copyright and any registrations and copyright applications relating thereto and renewals and extensions thereof, and in and to all works based upon, derived from or incorporating the Work, and in and to all income, royalties damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world.

4.5 Contractor agrees to execute all documents and to perform such other proper acts as University may deem necessary to secure for University the rights in the Work.

4.6 In the event of loss of any data or records necessary for the performance of this Contract where such loss is due to the error or negligence of the Contractor, the Contractor shall be responsible, irrespective of cost to the Contractor, for recreating such lost data or records.

5. **DELIVERY, EVALUATION AND ACCEPTANCE**
5.1 Delivery shall be made in accordance with the solicitation specifications or this Contract, whichever is applicable. The University, in its sole discretion, may extend the time of performance for excusable delays due to unforeseeable causes beyond the Contractor's control. The University unilaterally may order in writing the suspension, delay, or interruption of performance hereunder. The University reserves the right to test any materials, equipment, supplies, or services delivered to determine if the specifications have been met. The Contractor agrees to perform the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrance, from any cause whatsoever, during the progress of any portion of the work specified in this Contract.

5.2 Contractor should provide written notice of Deliverable to designated UMUC POC stating the Deliverable is completed and stating the response date required. The University will have thirty (30) business days in which to respond, unless a different response period is specified in UMUC’s solicitation or this Contract. Upon completion and delivery of each deliverable by Contractor, UMUC will begin the evaluation and acceptance process, which shall include, but not be limited to, the steps described below. Payments, in accordance with Section 3 of this Contract will be based on the completion/delivery of a deliverable by Contractor and acceptance by UMUC of each deliverable. Contractor will demonstrate to UMUC that the deliverable has been completed or has occurred and will provide UMUC with written notice of the same.

5.3 Within the time period specified above in 5.2, UMUC shall determine whether such deliverable Materially Conforms to the specifications defined in the Contract. As used herein, the term "Materially Conforms" means that the deliverable is ready to be used in production and meets or exceeds its intended functionality and performance. If the deliverable Materially Conforms to the specifications, then UMUC will provide written confirmation to Contractor that the deliverable is accepted.

5.4 If the deliverable does not Materially Conform, UMUC shall immediately return it to Contractor with a written list of deficiencies. Contractor, at no additional cost to UMUC, shall thereafter make all appropriate and necessary fixes to the deliverable and return it to UMUC within the time period specified, or if not specified, then within ten (10) business days for further testing by UMUC. If the deliverable again fails to Materially Conform then this same process will be repeated one more time. If the deliverable fails to Materially Conform to the specifications after delivery for the second time then UMUC may, at its sole discretion, (a) further extend the timeframe for cure and (b) extend the warranty period, if applicable, or (c) begin the termination process as defined in Section 10.1 of this Contract. If UMUC does not elect to terminate this Contract after the second failure, it has not automatically waived its right to do so following any additional failed attempt at correction by Contractor to which the Parties may agree.

5.5 UMUC will make payments only for Materially Conforming Deliverables that have been accepted by UMUC in accordance with this Section 5. Refer to Section 10.10 for Dispute Resolution process to be followed in the event the Contractor and UMUC do not agree on the acceptability of a Deliverable.
5.6 If either Party fails to meet the testing period described above, or any other periods of time as mutually agreed to, the other Party may declare the Contract in material breach and begin the termination process as defined in Section 10.1 of this Contract.

6. INTELLECTUAL PROPERTY

6.1 Neither Party may use the other Party’s name, trademarks or other proprietary identifying symbols without the prior written approval of the other Party.

6.2 Contractor agrees to defend upon request and indemnify and hold harmless UMUC, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, software, supplies, equipment or services under this Contract.

7. CONFIDENTIAL INFORMATION

7.1 Contractor acknowledges and understands that in connection with this Contract, the performance of the Services and otherwise, Contractor has had or shall have access to, has obtained or shall obtain, or has been or shall be given the University’s Confidential Information (as defined herein). For purposes of this Contract, “Confidential Information” means all information provided by the University to Contractor, including without limitation information concerning the University’s business strategies, political and legislative affairs, students, employees, vendors, contractors, student records, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation. Confidential Information includes information in any and all formats and media, including without limitation oral, and includes the originals and any and all copies and derivatives of such information.

7.2 Contractor shall use the Confidential Information only if and when required for the performance of the Services, and for no other purpose whatsoever, and only by Contractor employees engaged in that performance.

7.3 Contractor shall not, in any manner whatsoever, disclose, permit access to, or allow use of Confidential Information to any person or entity except as specifically permitted or required under this Contract.

7.4 Contractor acknowledges and understands that UMUC is required to protect certain Confidential Information from disclosure under applicable law, including but not limited to, the Family Educational Rights and Privacy Act (“FERPA”), the Gramm Leach Bliley Act (“GLBA”), or the Maryland Public Information Act (“PIA”), including regulations promulgated thereunder, as the laws and regulations may be amended from time to time (collectively, the “Privacy Laws”). The Confidential Information that is protected under FERPA was provided to the Contractor as it is handling an institution service or function that would ordinarily be performed by UMUC’s employees. The Contractor agrees that it shall be obligated to protect the Confidential Information in its possession or control in accordance with the Privacy Laws to the same extent as UMUC would be obligated if the
Confidential Information was in the possession or control of UMUC. The Contractor further agrees that it is subject to the requirements governing the use and redisclosure of personally identifiable information from education records as provided in FERPA.

7.5 Contractor may disclose Confidential Information as required by legal process. If Contractor is required by legal process to disclose Confidential Information, Contractor shall immediately notify the University, and before disclosing such information shall allow UMUC reasonable time to take appropriate legal action to prevent disclosure of the Confidential Information.

7.6 Contractor’s obligations with respect to Confidential Information shall survive the expiration or the termination of this Contract.

7.7 Contractor acknowledges that Contractor’s failure to comply fully with the restrictions placed upon use, disclosure and access to Confidential Information may cause the University grievous irreparable harm and injury. Therefore, any failure to comply with the requirements of this Article 7 shall be a material breach of this Contract.

7.8 Contractor agrees and acknowledges that it is not the custodian of any Confidential Information that may be in Contractor’s possession or control. Contractor shall forward any request for disclosure of Confidential Information to:

Office of Legal Affairs
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783

7.9 Except to the extent otherwise required by applicable law or professional standards, the obligations under this section do not apply to information that (a) is or becomes generally known to the public, other than as a result of disclosure by Contractor, (b) had been previously possessed by Contractor without restriction against disclosure at the time of receipt by Contractor, (c) was independently developed by Contractor without violation of this Contract, or (d) Contractor and the University agree in writing to disclose. Contractor shall be deemed to have met its nondisclosure obligations under this section as long as it exercises the same level of care to protect the Confidential Information as it exercises to protect its own confidential information, except to the extent that applicable law or professional standards impose a higher requirement.

7.10 All Confidential Information received by Contractor shall be returned to the University or destroyed upon completion or termination of this Contract.

8. RELATIONSHIP OF THE PARTIES

8.1 Nothing in this Contract shall be construed to establish a relationship of servant, employee, partnership, association, or joint venture between the Parties. Neither Party shall bind or attempt to bind the other to any contract, warranty, covenant or undertaking of any nature
whatsoever unless previously specifically authorized in writing in each instance.

8.2 It is understood and agreed that Contractor is an independent contractor of the University, and not an employee. Except as set forth in this Contract, the University will not withhold income taxes, social security or any other sums from the payments made to Contractor hereunder. All employees or contractors of Contractor shall in no way be considered employees of the University, but rather they shall be employees or contractors of Contractor, and Contractor shall bear full responsibility for compensating those persons and for the performance of the Services by way of them.

8.3 Each Party reserves the right to review all press releases or other public communications of the other Party that may affect the Party’s public image, programs or operations.

9. DISTRIBUTION OF RISK

9.1 Contractor shall maintain in full force and effect adequate insurance coverage to protect against the risks associated with the performance of Services under this Contract. Contractor shall also maintain in full force and effect workers’ compensation insurance as required by the laws of the jurisdiction the Services are performed. Upon request, Contractor shall provide the University with evidence of such insurance.

9.2 Contractor shall indemnify and hold harmless the University and the State of Maryland, their officers, employees, and agents, from any and all costs (including without limitation reasonable attorneys’ costs and cost of suit), liabilities, claims, or demands arising out of or related to Contractor’s performance under this Contract. The University agrees to notify Contractor promptly of any known liabilities, claims, or demands against the University for which Contractor is responsible hereunder, and Contractor agrees to, at UMUC’s request, defend the University or settle any such liabilities, claims, or demands.

9.3 Neither Party shall be liable to the other for indirect, consequential, incidental, punitive, exemplary, or special damages, or losses, including without limitation lost profits and opportunity costs.

10. GENERAL TERMS AND CONDITIONS

10.1 Termination for Default. If the Contractor fails to fulfill its obligation under this Contract properly and on time, or otherwise violates any provision of the Contract, the University may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. The University will provide Contractor a reasonable opportunity, not to exceed 10 business days, to cure the act or omission, provided such opportunity to cure does not extend the deadline for any deliverables and does not cause the University further damage. All finished or unfinished work provided by the Contractor, to which the University is entitled pursuant to this Contract shall become the University’s property. The University shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of
termination, less the amount of damages caused by Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the University can affirmatively collect damages. Termination hereunder, including the determination of the rights and obligations of the Parties, shall be governed by the provisions of USM Procurement Policies and Procedures.

10.2 Termination for Convenience. The performance of work under this Contract may be terminated by the University in accordance with this clause in whole, or from time to time in part, whenever the University shall determine that such termination is in the best interest of the University. The University will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Contract. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the Parties, shall be governed by the provisions of the USM Procurement Policies and Procedures.

10.3 Delays and Extension of Time. The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a contract with the State or the University, changes in law or regulation, action by government or other competent authority, fires, earthquakes, floods, epidemics, quarantine restrictions, strikes, freight embargoes, malicious or criminal acts of third parties, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.

10.4 Suspension of Work. The Procurement Officer unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the convenience of the University.

10.5 Subcontracting and Assignment.

10.5.1 The Contractor may not subcontract any portion of the Services provided under this Contract without obtaining the prior written approval of the University nor may the Contractor assign this Contract or any of its rights or obligations hereunder, without the prior written approval of UMUC. The University shall not be responsible for the fulfillment of the Contractor’s obligations to subcontractors. Any such subcontract shall be subject to any terms and conditions that UMUC deems necessary to protect its interests. Contractor shall remain responsible for performance of all Services under this Contract, and shall be subject to liability to the University for acts and omissions of subcontractors.
10.5.2 Neither Party may assign this Contract without the prior written consent of the other Party, which consent shall not be unreasonably withheld, except that Contractor may assign this Contract to any parent, subsidiary, affiliate or purchaser of all or substantially all its assets with notice to the University. Contractor may designate a third Party to receive payment without the University’s prior written consent unless in conflict with Maryland or federal law, but shall provide the University with notification thereof.

10.6. **Maryland Law Prevails.** The laws of the State of Maryland shall govern the interpretation and enforcement of this Contract.

10.7 **Contract Integration and Modification.** This Contract and the documents incorporated herein form the entire agreement of the Parties with respect to the subject matter of this procurement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Contract may be amended with the written consent of both Parties. Amendments may not significantly change the scope of the Contract.

10.8 **No Third Party Beneficiaries.** This Agreement is only for the benefit of the undersigned Parties and their permitted successors and assigns. No one shall be deemed to be a third party beneficiary of this Agreement.

10.9 **Notices.** Notices under this Contract will be written and will be considered effective upon personal delivery to the person addressed or five (5) calendar days after deposit in any U.S. mailbox, first class (registered or certified) and addressed to the other Party as follows:

For the University:

University of Maryland University College  
Procurement Department  
Attn: Procurement Officer  
3501 University Boulevard East  
Adelphi, MD 20783-8044

For the Contractor:  

________________________  
________________________  
________________________

10.10 **Disputes.** This Contract shall be subject to the USM Procurement Policies and Procedures. Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision.

10.11 **Retention of Records.** Contractor shall retain and maintain all records and documents relating to this Contract for three (3) years after final payment by the State and will make them available for inspection and audit by authorized representatives of the State, including the Procurement Officer or designee, at all reasonable times.
10.12 **Non-Hiring of Employees.** No employee of the State of Maryland or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this Contract, shall, while so employed, become or be an employee of the Party or Parties hereby contracting with the State of Maryland or any unit thereof.

10.13 **Non-Discrimination in Employment.** The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

10.14 **Contingent Fee Prohibition.** The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a *bona fide* employee or agent working for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a *bona fide* employee or agent, any fee or any other consideration contingent on the making of this Contract.

10.15 **Financial Disclosure.** The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate $100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches $100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

10.16 **Political Contribution Disclosure.** Contractor shall comply with Election Law Article Sections 14-101 through 14-108 of the Annotated Code of Maryland, which requires that every person making contracts with one or more governmental entities during any 12 month period of time involving cumulative consideration in the aggregate of $100,000 or more to file with the State Board of Elections a statement disclosing certain campaign or election contributions.

10.17 **Anti-Bribery.** The Contractor warrants that neither it nor any of its officers, directors or partners, nor any employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the federal government.
10.18 **Ethics.** This Contract is cancelable in the event of a violation of the Maryland Public Ethics Law by the Contractor or any UMUC employee in connection with this procurement.

10.19 **Compliance with Laws.** The Contractor hereby represents and warrants that:

10.19.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;

10.19.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;

10.19.3 It shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and

10.19.4 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

10.20 **Indemnification.** UMUC shall not assume any obligation to indemnify, hold harmless, or pay attorneys' fees that may arise from or in any way be associated with the performance or operation of this Contract.

10.21 **Multi-Year Contracts Contingent upon Appropriations.** If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the University's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the University from future performance of the Contract, but not from their rights and obligations existing at the time of termination.

The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The University shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

10.22 **Pre-Existing Regulations.** In accordance with the provisions of Section 11-206 of the State Finance and Procurement Article, Annotated Code of Maryland, the regulations set forth in USM Procurement Policies and Procedures in effect on the date of execution of this Contract are applicable to this Contract.
10.23 Insurance.

10.23.1 The Contractor shall secure, and shall require that subcontractors secure, pay the premiums for and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the Contractor under this Contract inclusive of the requirements in the solicitation documents:

Commercial General Liability Insurance including all extensions
Not less than $1,000,000 each occurrence
Not less than $1,000,000 personal injury
Not less than $1,000,000 products/completed operation
Not less than $1,000,000 general aggregate
Worker’s compensation per statutory requirements
Fiduciary Bonding of Workers with access to credit card information

Professional liability insurance in an amount not less than $1,000,000

The Contractor must show evidence of adequate insurance coverage in case of theft or loss of cash.

10.23.2 All policies for liability protection, bodily injury or property damage and fiduciary Bonding must specifically name on its face the University as an additional named insured as respects to operations under the contract and premises occupied by the Contractor provided, however, with respect to the Contractor’s liability for bodily injury or property damages above, such insurance shall cover and not exclude Contractor’s liability for injury to the property of the University and to the persons or property of employees, student, faculty members, agents, officers, regents, invitees or guest of the University.

10.23.3 Each insurance policy shall contain the following endorsements: “It is understood and agreed that the Insurance Company shall notify in writing Procurement Officer forty-five (45) days in advance of the effective date of any reduction in or cancellation of this policy. Upon the request of the Procurement Officer, a certified true copy of each policy of insurance including the above endorsement manually countersigned by an authorized representative of the insurance company shall be furnished to the Procurement Officer. Notices of policy changes shall be furnished to the Procurement Officer. All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland. The insurers must have a policy holder’s rating of “A-“or better.

11. LIVING WAGE

11.1 This contract is subject to the Living Wage requirements under Title 18, State Finance and Procurement Article, Annotated Code of Maryland and the regulations proposed by the Commissioner of Labor and Industry. The Living Wage generally applies to a Contractor or Subcontractor who performs work on a State contract for services that is valued at $100,000 or more. An employee is subject to the Living Wage if he/she is at least 18 years
old or will turn 18 during the duration of the contract; works at least 13 consecutive weeks on the State Contract and spends at least one-half of the employee’s time during any work week on the State Contract.

11.2 The Living Wage Law does not apply to:

1. A Contractor who:
   (A) has a State contract for services valued at less than $100,000, or
   (B) employs 10 or fewer employees and has a State contract for services valued at less than $500,000.

2. A Subcontractor who:
   (A) performs work on a State contract for services valued at less than $100,000, or
   (B) employs 10 or fewer employees and performs work on a State contract for services valued at less than $500,000, or
   (C) performs work for a contractor not covered by the Living Wage Law as defined in (1) above.

3. Service contracts for the following:
   (A) services with a Public Service Company;
   (B) services with a nonprofit organization;
   (C) services with an officer or other entity that is in the Executive Branch of the State government and is authorized by law to enter into a procurement (“Unit”); or
   (D) services between a Unit and a County or Baltimore City.

11.3. If the Unit responsible for the State contract for services determines that application of the Living Wage would conflict with any applicable Federal program, the Living Wage does not apply to the contract or program.

11.4. A Contractor must not split or subdivide a State contract for services, pay an employee through a third Party, or treat an employee as an independent contractor or assign work to employees to avoid the imposition of any of the requirements of Title 18, State Finance and Procurement, Annotated Code of Maryland.

11.5. Each Contractor/Subcontractor, subject to the Living Wage Law, shall post in a prominent and easily accessible place at the work site(s) of covered employees a notice of the Living Wage Rates, employee rights under the law, and the name, address, and telephone number of the Commissioner.

11.6. The Commissioner of Labor and Industry shall adjust the wage rates by the annual average increase or decrease, if any, in the Consumer Price Index for all urban consumers for the Washington/Baltimore metropolitan area, or any successor index, for the previous calendar
year, not later than 90 days after the start of each fiscal year. The Commissioner shall publish any adjustments to the wage rates on the Division of Labor and Industry’s Website. An employer subject to the Living Wage Law must comply with the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate, required by the Commissioner, automatically upon the effective date of the revised wage rate.

11.7. A Contractor/Subcontractor who reduces the wages paid to an employee based on the employer’s share of the health insurance premium, as provided in §18-103(c), State Finance and Procurement Article, Annotated Code of Maryland, shall not lower an employee’s wage rate below the minimum wage as set in §3-413, Labor and Employment Article, Annotated Code of Maryland. A Contractor/Subcontractor who reduces the wages paid to an employee based on the employer’s share of health insurance premium shall comply with any record reporting requirements established by the Commissioner of Labor and Industry.

11.8. A Contractor/Subcontractor may reduce the wage rates paid under §18-103(a), State Finance and Procurement, Annotated Code of Maryland, by no more than 50 cents of the hourly cost of the employer’s contribution to an employee’s deferred compensation plan. A Contractor/Subcontractor who reduces the wages paid to an employee based on the employer’s contribution to an employee’s deferred compensation plan shall not lower the employee’s wage rate below the minimum wage as set in §3-413, Labor and Employment Article, Annotated Code of Maryland.

11.9 Under Title 18, State and Finance Procurement Article, Annotated Code of Maryland, if the Commissioner determines that the Contractor/Subcontractor violated a provision of this title or regulations of the Commissioner, the Contractor/Subcontractor shall pay restitution to each affected employee, and the State may assess liquidated damages of $20 per day for each employee paid less than the Living Wage.

11.10. Information pertaining to reporting obligations may be found by going to the DLLR website http://dllr.maryland.gov/labor/prev/livingwage.shtml.

IN WITNESS WHEREOF, the Parties, by their authorized representatives have executed this Contract.

University of Maryland University College        Contractor: ____________________

By: ______________________________        By: ______________________________

Name: ______________________________        Name: ______________________________

Title: ______________________________        Title: ______________________________

Date: ______________________________        Date: ______________________________
EXHIBIT A TO PROFESSIONAL SERVICES AGREEMENT

THIS Exhibit A to CONTRACT ("Contract") _______ is made as of this _____ day of ____________, 2014 by and between ____________________, a corporation organized under the laws of the State of __________, with offices at ________________________, __________, ______, hereinafter referred to as "Contractor," and the University of Maryland University College (UMUC), a constituent institution of the University System of Maryland, an agency of the State of Maryland, with offices at 3501 University Boulevard East, Adelphi, MD 20783, hereinafter referred to as the "University."

Description of Scope of Work:
APPENDIX C2
CONTRACT AFFIDAVIT

(This affidavit is a mandatory contract addendum in accordance with USM Procurement Policies and Procedures, but it is only required from the successful Contractor.)

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:
I am the (title) ___________________________ and the duly authorized representative of (business) ___________________________ and that I possess the legal authority to make this Affidavit on behalf of myself and the Contractor for which I am acting.

B. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic__) (foreign__) [check one] corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:
   Name: __________________________________________________________
   Address: __________________________________________________________

(2) Except as validly contested, the Contractor has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

C. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned bidder or offeror certifies that, in accordance with State Finance & Procurement Article, §17-705:

   (i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

   (ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

(2) The undersigned bidder or offeror is unable to make the above certification regarding its investment activities in Iran due to the following activities:

____________________________________________________________________________
D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:
To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgments contained in that certain Proposal Affidavit dated ______________, 20__, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _________________ By: ____________________________________________
APPENDIX D

ELECTRONIC FUND TRANSFER SCHEDULE

Payments to Contractors by Electronic Funds Transfer (EFT)

If the annual dollar value of this contract will exceed $500,000.00, the Bidder/Offeror is hereby advised that electronic funds transfer (EFT) will be used by the State to pay the Contractor for this Contract and any other State payments due Contractor unless the State Comptroller's Office grants the Contractor an exemption.

By submitting a response to this solicitation, the Bidder/Offeror agrees to accept payments by EFT. The selected Bidder/Offeror shall register using the attached form COT/GAD X-10 Contractor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption.

The form is available as a pdf file on the web site of the General Accounting Division of the Comptroller of Maryland, located at: http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_FILES/X-1020130303.pdf.

a) Serve as the designated point-of-contact for the Contractor, in all communications with UMUC, with the authority and knowledge to resolve customer complaints, billing issues, Contract matters and errors on behalf of the Contractor;
APPENDIX E

Living Wage Requirements

A solicitation for services under a State contract valued at $100,000 or more may be subject to Title 18, State Finance and Procurement Article, Annotated Code of Maryland. Additional information regarding the State’s Living Wage requirement is contained in the following section entitled Living Wage Requirements for Service Contracts. If the Offeror fails to complete and submit the required Living Wage documentation, the State may determine an Offeror to be not responsible.

As of 9/27/2013, Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least $13.19 per hour, if State contract services valued at 50% or more of the total value of the contract are performed in the Tier 1 Area. As of 9/27/2013, if State contract services valued at 50% or more of the total contract value are performed in the Tier 2 Area, an Offeror shall pay each covered employee at least $9.91 per hour. The specific Living Wage rate is determined by whether a majority of services take place in a Tier 1 Area or Tier 2 Area of the State. The Tier 1 Area includes Montgomery, Prince George’s, Howard, Anne Arundel, and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. If the employees who perform the services are not located in the State, the head of the unit responsible for a State contract pursuant to §18-102 (d) shall assign the tier based upon where the recipients of the services are located.

The contract resulting from this solicitation will be deemed to be a Tier 1 contract or a Tier 2 contract depending on the location(s) from which the contractor provides 50% or more of the services. If the contractor provides 50% or more of the services from a location(s) in a Tier 1 jurisdiction(s) the contract will be a Tier 1 contract. If the contractor provides 50% or more of the services from a location(s) in a Tier 2 jurisdiction(s), the contract will be a Tier 2 contract. If the contractor provides more than 50% of the services from an out-of-State location, then the contract will be deemed to be a Tier 1 contract. An Offeror must identify in its Proposal the location(s) from which services will be provided.

The contract resulting from this solicitation has been determined to be a Tier 1 contract.
APPENDIX E
Affidavit of Agreement
Maryland Living Wage Requirements-Service Contracts

Contract No. _________________________________________________________________________________
Name of Contractor______________________________________________________________
Address__________________________________________________________________________
City______________________________________ State________ Zip Code___________________

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland’s Living Wage Law for the following reasons: (check all that apply)

__ Bidder/Offeror is a nonprofit organization
__ Bidder/Offeror is a public service company
__ Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than $500,000
__ Bidder/Offeror employs more than 10 employees and the proposed contract value is less than $100,000

If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate. **The living wage rate effective September 27, 2013 is $13.19 per hour.** This living wage rate changes each year and is published 90 days from the end of the University’s fiscal year at [https://www.dllr.state.md.us/labor/prev/livingwage.shtml](https://www.dllr.state.md.us/labor/prev/livingwage.shtml). The University’s fiscal year is July 1st through June 30th.

B. Contractor further agrees that UMUC has the right to conduct an independent audit by University internal auditors or State of Maryland auditors of the Contractor’s payroll records to confirm this affirmation at any time. Contractor also agrees to cooperate with UMUC to supply required documentation in the event that it is requested as support for this affidavit by the State of Maryland or an agency of the State of Maryland. Any information that is supplied by contractor under this Affidavit to UMUC, the State of Maryland or an agency of the State of Maryland will be subject to the terms of the Maryland Public Information Act.

C. _________________ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons: (check all that apply)
__ All employee(s) proposed to work on the State contract will spend less than one-half of the employee’s time during every work week on the State contract;
__ All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
__ All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

Name of Authorized Representative _________________________________________________________

__________________________________________________________
Signature of Authorized Representative Date

__________________________________________________________
Title

__________________________________________________________
Witness Name (Typed or Printed)

__________________________________________________________
Witness Signature Date
### UMUC Holiday Schedule

#### 2019 University Holiday Schedule for Stateside

**January 1, 2019 to December 31, 2019**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Leave Code</th>
<th>Calendar Date Earned</th>
<th>Observance Date**</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>Holiday</td>
<td>January 01, 2019</td>
<td>January 01, 2019</td>
</tr>
<tr>
<td>Dr. Martin Luther King Jr.'s Birthday</td>
<td>Holiday</td>
<td>January 21, 2019</td>
<td>January 21, 2019</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Holiday</td>
<td>February 18, 2019</td>
<td>December 26, 2019</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Holiday</td>
<td>May 27, 2019</td>
<td>May 27, 2019</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Holiday</td>
<td>July 4, 2019</td>
<td>July 4, 2019</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Holiday</td>
<td>September 2, 2019</td>
<td>September 2, 2019</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Holiday</td>
<td>October 14, 2019</td>
<td>December 27, 2019</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>Holiday</td>
<td>November 11, 2019</td>
<td>December 30, 2019</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Holiday</td>
<td>November 28, 2019</td>
<td>November 28, 2019</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Holiday</td>
<td>November 29, 2019</td>
<td>November 29, 2019</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Holiday</td>
<td>December 25, 2019</td>
<td>December 25, 2019</td>
</tr>
<tr>
<td>University Holiday</td>
<td>Holiday</td>
<td>December 31, 2019</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>University (Floating) Holiday***</td>
<td>Floating Holiday</td>
<td>January 1, 2019</td>
<td>Employee chooses day with prior supervisor approval</td>
</tr>
<tr>
<td>University (Floating) Holiday***</td>
<td>Floating Holiday</td>
<td>January 1, 2019</td>
<td>Employee chooses day with prior supervisor approval</td>
</tr>
</tbody>
</table>

The Holidays noted above are earned by full time Regular Staff, Contingent II Staff and 12-month Collegiate faculty. For all other employees, holidays are earned as provided in their specific appointment/contract and may differ from the above schedule.

Some departments may require staff to work on holiday “observance dates.” In these cases, the department will advise the employee(s) of this and the associated arrangements.

For Floating Holidays, each employee chooses the “observance date” with his/her Supervisor’s prior approval.
APPENDIX S

SOLICITATION TERMS AND CONDITIONS

This solicitation and any subsequent award are further subject to:

   Offerors are advised to read the requirements very carefully to ensure that each requirement is understood. If in doubt, develop and submit applicable questions in writing to the contact at the Issuing Office. An Offeror’s misinterpretation of requirements shall not relieve the Offeror of the responsibility to address accurately the requirements of the RFP or to perform the Contract, if awarded. UMUC will enter into a contractual agreement with the selected Contractor(s) only. The selected Contractor(s) shall be solely responsible for all services as required by this RFP. Subcontractors, if any, will be the responsibility of the Contractor(s) and the role of subcontractors must be clearly identified in the proposal. The use of a subcontractor(s) does not relieve the Contractor(s) of liability under a Contract.

2. Rejection or Acceptance of Proposals.
   The University reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of the University. Further, the University reserves the right to make a whole award, multiple awards, a partial award, or no award at all. Offerors judged by the Procurement Officer not to be responsible or Offerors whose Proposals are classified as not reasonably susceptible of being selected for award shall be so notified. The University reserves the right to increase or decrease the quantities of any materials, equipment, supplies or services.

3. Cancellation of the RFP.
   UMUC may cancel this RFP, in whole or in part, at any time.

4. Incurred Expenses.
   Neither UMUC nor the State of Maryland is responsible for any expenses that Offerors may incur in preparing and submitting Proposals or in making oral presentations of their Proposals, if required.

5. Payment.
   The State of Maryland usually provides payments on a net 30 day basis for UMUC approved invoices. Payment provisions shall be in arrears, with late payment and interest calculated as provided by Maryland law. For purposes of determining whether a prompt-payment discount, if applicable, may be taken by UMUC, the starting date of such reckoning period shall be the later of the date of a properly executed invoice or the date of completion of service and/or delivery of product.
6. **Electronic Funds Transfer (“EFT”).**

By submitting a Proposal, the Offeror agrees to accept payment by electronic funds transfer unless the State Comptroller’s Office grants an exemption. The selected Contractor shall register using the form attached as Appendix D, the GAD X-10 Contractor EFT Registration Request Form. This form is to be submitted directly to the State Comptroller’s Office at the address specified on the GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption.

7. **Confidentiality.**

7.1. **UMUC’s Information during the Procurement Process:** The selected Contractor may have access to, may obtain, or be given confidential information, including without limitation information concerning the University’s business strategies, political and legislative affairs, students, faculty, employees, vendors, contractors, customer lists, finances, properties, methods of operation, computer and telecommunication systems, and software and documentation. Certain confidential information may be protected under the Family Educational Rights and Privacy Act (“FERPA”), the Gramm-Leach-Bliley Act, and the Maryland Public Information Act. The selected Contractor must have administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of the University’s confidential information. UMUC may conduct discussions with Offerors in order to evaluate their abilities and responsiveness to the RFP. In order to facilitate the discussions and to allow Offerors to propose responsive solutions to UMUC’s needs and requirements, UMUC is willing to disclose certain confidential information to Offerors, including without limitation information concerning UMUC’s business strategies, political and legislative affairs, students, employees, vendors, contractors, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation (“Confidential Information”). By submitting a proposal in response to this RFP, Offerors agree: (i) to use Confidential Information solely for purposes of responding to and discussing the RFP; and (ii) not to disclose, permit or cause use of, or provide access to Confidential Information to any third person or entity. Upon request by UMUC, Offerors may be required to sign a Non-Disclosure Agreement.

7.2. **Offeror’s Information:** Offerors should give specific attention to the identification of those portions of the Proposal that the Offeror deems to be confidential, proprietary information, or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. Offerors are advised that, upon request for this information from a third Party, the Procurement Officer is required to make an independent determination as to whether the information may or may not be disclosed to the requesting Party. That decision will take into consideration the Offeror’s position regarding its Proposal. A blanket statement by an Offeror that its entire Proposal is confidential or proprietary will not be upheld.
8. **Multiple Proposals.**
   Contractors may not submit more than one Proposal.

9. **Alternate Solution Proposals.**
   Contractors may not submit an alternate to the solution given in this RFP.

10. **Contractor Responsibilities and Use of Subcontractors.**
    The University shall enter into contractual agreement with the selected Contractor(s) only. The Contractors(s) shall be responsible for all products and/or services required by this RFP. UMUC will not consider Proposals that reflect primary and secondary service providers or a prime/subcontractor relationship. There should be proof of ability of the primary to manage a subcontractor and successfully coordinate the delivery of quality service and support in a timely manner. Subcontractors, if any, shall be identified and a complete description of their role relative to the proposal shall be included. UMUC’s intent is not to direct the use of any particular subcontractor, however, the Contractor may not contract with any such proposed person or entity to whom UMUC has a reasonable objection. Notification of such objection will be made by UMUC within fifteen (15) days of Contract. The Contractor shall be fully responsible for the acts and omissions of its subcontractors and of persons directly or indirectly employed by them. The use of subcontractors does not relieve the Contractor of liability.

11. **Access to Contractor Records for Quality Assurance and Auditing Purposes.**
    The Contractor and its principal subcontractors must provide access to pertinent records by University personnel or its representatives (including internal auditors, external auditors, representatives, and agents) to provide quality assurance and auditing.

12. **Arrearages.**
    By submitting a Proposal, an Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits and that it shall not become so in arrears during the term of the Contract if selected for Contract Award.

13. **Taxes.**
    UMUC is exempt from Federal Excise Taxes, Maryland Sales and Use Taxes, and District of Columbia Sales Taxes and Transportation Taxes, except as noted in applicable sections of COMAR. Exemption Certificates shall be provided upon request. In the instance a Contractor is required to furnish and install material in the construction or improvement of real property in performance of a Contract, the Contractor shall pay the Maryland Sales Tax and the exemption will not apply.
14. **RFP Response Materials.**

All written materials submitted in response to this RFP become the property of UMUC and may be appended to any formal documentation that would further define or expand the contractual relationship between UMUC and the Contractor(s).

15. **Maryland Public Ethics Law, Title 15.**

The Maryland Public Ethics Law prohibits, among other things, State employees or officials (and in some cases, former employees) and businesses in which such an individual is employed or holds a financial interest from: (i) submitting a bid or proposal; (ii) negotiating a contract; and (iii) entering into a contract with the governmental unit with which the individual is affiliated per the Maryland Code Annotated, State Government Article, § 15-502.

If the Offeror has any questions concerning application of the State Ethics law to the Offeror's participation in this procurement, it is incumbent upon the Offeror to seek advice from the State Ethics Commission: The Office of The Executive Director, State Ethics Commission, 9 State Circle, Suite 200, Annapolis, Maryland 21401. For questions regarding the applicability of this provision of the Public Ethics Law, call the State Ethics Commission’s toll-free phone number, 877-669-6085, or see the website, [http://ethics.gov.state.md.us/pages/home.htm](http://ethics.gov.state.md.us/pages/home.htm). The Procurement Officer may refer any issue raised by a Proposal to the State Ethics Commission. The Procurement Officer may require the Offeror to obtain advice from the State Ethics Commission and may reject a Proposal that would result in a violation of the Ethics law.

A resulting Contract is cancelable in the event of a violation of the Maryland Public Ethics Law by a Contractor or any State of Maryland employee in connection with this procurement.

16. **Assistance in Drafting.**

Under the State Government Article, § 15-508 of the Annotated Code of Maryland, an individual or person who employs an individual who assists an executive unit in drafting specifications, an invitation for bids, a request for proposals for a procurement, or the selection or award made in response to an invitation for bids or request for proposals may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement. For questions regarding the applicability of this provision of the Public Ethics Law, call the State Ethics Commission’s toll-free phone number, 877-669-6085, or see the website, [http://ethics.gov.state.md.us/pages/home.htm](http://ethics.gov.state.md.us/pages/home.htm).

17. **Addenda Acknowledgment.**

Offerors must acknowledge in writing the receipt of any and all addenda, amendments, and/or changes issued. Such acknowledgement must be included in the Technical Proposal.
18. **Duration of Offers.**
Proposals (consisting of a Technical Proposal and, if applicable, a Price Proposal) shall remain irrevocable for 120 days following the closing date of the Price Proposal due date. This period may be extended by mutual agreement between the Offeror and the University.

19. **Minority Business Enterprises.**
Minority Business Enterprises (MBEs) are strongly encouraged to respond to this solicitation notice. If a sub-contracting goal and/or subgoals has been set in Section I of the solicitation, refer to Appendix M for further information regarding required process and documentation.

20. **Living Wage Requirements.**
A solicitation for services under a State contract valued at $100,000 or more may be subject to Maryland’s Living Wage requirement, located at Maryland Code Annotated, State Finance and Procurement Article, Title 18, §§ 18-101 through 18-109. Additional information regarding the Living Wage requirement is contained in Appendix E, if applicable to this solicitation. An Offeror that fails to submit and complete the Affidavit of Agreement contained in Appendix E, if applicable, may be deemed not responsible by the Issuing Office.

21. **Conflict of Interest.**
The Contractor awarded the Contract shall provide the specified services for UMUC, and must do so impartially, and without any conflicts of interest. If the Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the Procurement Officer may reject a Contractor’s Proposal under COMAR 21.06.02.03B. Contractors should be aware that the State Ethics Law, State Government 15-508, might limit the selected Contractor’s ability to participate in future related procurements, depending upon specific circumstances. Refer to Paragraphs 15 and 16 above. By submitting a response to the solicitation, the Contractor affirms its understanding and compliance with this clause.