



## REQUEST FOR PROPOSAL

### Web Content Management, Site Monitoring, and Web Hosting Maintenance Services RFP# WDB 025-7/19

#### Important Dates

<b>RFP Release Date:</b>	Monday, September 23, 2019
<b>Pre-Proposal Bidder's Conference:</b>	The Issuing Office <u><b>will not</b></u> hold a Pre-Proposal Conference for this RFP
<b>Deadline to Submit Questions:</b>	Monday, September 30, 2019
<b>Proposal Submission:</b>	Proposal must be received by the Issuing Office: Employ Prince George's, Inc. Attn: Office of Administration 1801 McCormick Drive, Suite 400 Largo, MD 20774

#### Award Announcement (s)

PROPOSALS DELIVERED AFTER 5:00PM EASTERN STANDARD TIME (EST) ON TUESDAY, OCTOBER 22, 2019 WILL NOT BE ACCEPTED. Employ Prince George's, Inc. (EPG) is not responsible for any errors or omissions on the part of the U.S. Postal Service or any other carrier regarding proof of mailing. No fax or emailed proposal(s) will be accepted.

*Employ Prince George's, Inc. (EPG) does not discriminate against faith-based organizations or against any Bidder or Bidders because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

## **SECTION A: PURPOSE AND STATEMENT OF INTENT**

### **1. PURPOSE FOR REQUEST FOR PROPOSAL**

Employ Prince George's, Inc. (EPG) is requesting proposals for services related to EPG and the American Job Center Community Network (AJC) websites to provide the following services: site maintenance; WordPress updates (includes WordPress core, plug-ins and themes); changes/edits to site content; site monitoring (24/7); updates and support; secure and safe back-ups (secure environment); web hosting; and the troubleshooting of our current website. EPG will maintain control over both websites and retain copyright to all digital property and requests that all agreed-upon work is delivered on-time and according to specifications.

We are looking for a continuation of an infrastructure that allows the organization to maintain our specific information with a common framework. The current sites ([www.employpg.org](http://www.employpg.org)), and ([www.PGCAJC.com](http://www.PGCAJC.com)) are built on WordPress and initially designed in 2015, updated in 2018, and redesigned in 2019. A key component of EPG's marketing and brand strategy is through our websites. EPG's objective is to have a well-organized, user-friendly web presence that will improve interaction with our customers, build brand identity, increase traffic flow, build awareness, and increase interest in our programs and services. Lastly, our website assists EPG in becoming an authoritative resource for workforce development in the state. Our websites are also vital resources for our staff, partners, customers, media, and all constituents; providing them with access to resources, and up to date on events and activities.

Through this Request for Proposal (RFP), we anticipate awarding a Firm-Fixed Price Professional Services Agreement to a service provider in a Professional IT/Graphics company or individual for the fiscal years ending June 30, 2020, and June 30, 2021, with possible extensions for an additional fiscal year. EPG reserves the right to extend contracts based on the availability of funding, satisfactory contract performance, legislative policy, and other factors. The cost for the option period will be agreed upon by EPG and the selected Bidder during the option renewal period. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars as the contract for the initial year.

The successful bidder will be required to agree to the General Terms and Conditions outlined in this RFP and comply with any policies created by the United States Department of Labor (USDOL), the Maryland Department of Labor, and EPG Local and Corporate Boards, if applicable and any applicable Federal or State regulations, or laws.

### **2. ORGANIZATIONAL INFORMATION**

The Prince George's County Local Workforce Development Area is a Workforce Innovation and Opportunity Act (WIOA) designated workforce area by the Governor of the State of Maryland. Required by WIOA, the Prince George's County Local Workforce Development Area is governed by the Prince George's County Local Workforce Development Board (LWDB) Appointed by the Prince George's County Executive, the LWDB is tasked with governing and operating the Prince George's County Public Workforce System. The LWDB and Prince George's County Executive has designated EPG to serves as the administrative agent, fiscal agent, and service provider of the LWDB.

### **3. COMMUNICATION AND CLARIFICATION PROCEDURES**

From the issue date of this RFP until EPG selects a proposal for award, the Contracting Officer is the sole point of contact concerning this RFP. The primary mode of communication between the Issuing Office and potential bidders will occur on EPG's website: [www.employpg.org](http://www.employpg.org).

This RFP is being made available electronically. Interested parties can download the RFP and additional documents from this website beginning Monday, September 23, 2019. If a Bidder electronically accepts the

RFP, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the RFP.

#### **4. EX PARTE COMMUNICATION/CONFLICT OF INTEREST**

Each Bidder shall ensure that no improper, unethical or illegal relationships or conflicts of interest exist between or among the Bidder, EPG, EPG's employees', corporate or local boards and any other parties to this RFP. The Bidder is responsible for disclosing at the point of proposal submission of any such relationships. This includes interests that they may have with any individual or entity doing business with or proposing to do business with EPG.

An employee or official may not be employed by or have a financial interest in any entity subject to their authority or of the Prince George's County agency, board or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board or commission; or hold other position that may impair their judgment or impartiality.

EPG reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder's disqualifications and/or cancellation shall be at no fault or liability whatsoever to EPG. EPG's General Counsel's determination regarding any question of conflict of interest will be final.

All EPG's Corporate Board members, officers, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process. Potential bidders are asked to respect these conditions by not making personal requests for assistance.

#### **5. SUBMISSION OF INFORMATION**

Each Bidder responding to this RFP must supply all the required documentation according to this RFP. Failure to comply with this RFP may result in the disqualification of the Bidder's proposal. Delivery of submission depicting an official postmark prior to Tuesday, October 22, 2019, at 5:00 PM EST will be sufficient to satisfy the submission deadline date. No email or faxed proposals will be accepted.

#### **6. SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS**

With exception of proposal submission deadline, EPG reserves the right to make changes to the timeline below:

ACTIVITY	RESPONSIBILITY	DATE
RFP Published	Potential Bidders	Monday, September 23, 2019
Deadline to submit Technical Questions and Non-Technical Questions via email to Lisa M. Barber at <a href="mailto:adminandcontracts@co.pg.md.us">adminandcontracts@co.pg.md.us</a> (with the subject line "RFP # WDB 025-7/19 Questions")	Potential Bidders	Monday, September 30, 2019 5:00 PM EST <i>*No questions will be accepted after this date.</i>
Answers to Potential Bidders questions posted to the EPG website <a href="http://www.employpg.org">www.employpg.org</a> no later than this date.	Issuing Office	Monday, October 7, 2019 5:00 PM EST
Please monitor the EPG website for all communications regarding the RFP and awards from this date: <a href="http://www.employpg.org">www.employpg.org</a>	Potential Bidders	Monday, September 23, 2019

ACTIVITY	RESPONSIBILITY	DATE
Deadline to submit sealed Proposal must be received by the Issuing Office: Employ Prince George's, Inc. Attn: Office of Administration 1801 McCormick Drive, Suite 400 Largo, Maryland 20774	Potential Bidders	Tuesday, October 22, 2019 5:00 PM EST
Selection of Successful Bidder on or around	Issuing Office	Monday, November 4, 2019
Work to begin NO LATER THAN	Successful Awardee	Monday November 25, 2019

## 7. PRE-PROPOSAL BIDDER'S CONFERENCE

*There will be no bidder's conference for this RFP.* Please submit all questions regarding this RFP by email to Lisa Barber, M.S.M at [adminandcontracts@co.pg.md.us](mailto:adminandcontracts@co.pg.md.us) (with the subject line "RFP #WDB 025-07/19 Questions") prior to the date identified in the *Schedule Submission, and Award* chart listed above. Any and all questions and answers during the *Question and Answer Phase* will be posted to EPG's website. Answers furnished during this period will not be official until EPG has published them, in writing as an addendum.

## 8. ADDENDUM TO THIS REQUEST FOR PROPOSALS

At the discretion of EPG, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on EPG's website. Any clarification will become an addendum to this RFP.

Bidders are responsible for checking EPG's website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g., revisions to the timeline, etc.).

## SECTION B: TECHNICAL REQUIREMENTS

It is anticipated that the selected Bidder will perform the following services:

### 1. STATEMENT OF WORK

The successful bidder shall have extensive knowledge and background in utilizing WordPress content management system to manage web sites and will be expected to complete the responsibilities described below:

- Perform regular maintenance of EPG's websites; make recommendations to EPG staff on how to improve and optimize the site.
- Provide a rapid transition from EPG's existing website hosting service provider. Begin hosting both of EPG's entire existing websites.
- Manage and publish content; ensure content is consistent and in line with EPG's brand, identity, and mission.
- Proactively monitor site content and ensure the information displayed is accurate and current.
- Design, edit and update web page layouts and graphics, as needed.
- Streamline site navigation and increase online presence.
- Provide user authentication authorization controls for access.
- Provide the capability of hosting password-protected web pages.
- All site content and transactions must be protected from catastrophic events using an off-site backup system.

- Update, edit and create various graphics when required for the website. Pages may be updated daily, monthly, seasonally and/or as needed.
- Assist with the creation and or update of site content as needed.
- Maintain the integrity of the site against spam, hackers, viruses and electronic attacks via firewalls, security software and passwords.
- High levels of web site security and protection must be maintained using appropriate firewall, intrusion detection, and encryption technology.
- Maintain link equity with our partners and stakeholders.
- Provide the ability to conduct live webcasts.
- Complete conversion tracking measures the click-through rates and has good crawl depth within the website.
- Submit quarterly reports on how the site is being used and effectiveness. Measurements would include traffic sources, top keywords, top pages and referrals, and other topics deemed necessary. Other measurable components could consist of unique visitors, a number of visits, page views, impressions, and click-through rate.
- Update drop-down menus as needed to function effortlessly to ensure visitor satisfaction.
- Maintain the calendar of events as needed. Events will be submitted and checked for accuracy by EPG's staff.
- Participate in meetings to be held as needed with EPG's staff to discuss issues, needs, or special projects.
- Integrate EPG's social media platforms throughout the site as appropriate. The website must be able to offer extensive multi-media services, including webcasts and video downloads.
- Provide a mechanism to allow EPG's staff to maintain and update the majority of the web content.
- Provide web site design and application development services such as:
- Work with EPG's in-house graphic design staff to develop web content.
- Work with EPG to develop an application for the collection and management of public comments using the web site. The application must:
- Capture public comment through forms on EPG's web site.
- Allow EPG to process and manipulate data and text collected from the web forms
- Import and export data to and from the application.
- EPG will retain all rights and control over both websites and maintain the authority to make changes/updates, as needed.

## **2. MINIMUM CONTRACTOR REQUIREMENTS**

Proposals should provide a straightforward, complete, and concise description of the Bidder's capabilities to satisfy the requirements of the RFP. The Bidder in its proposal shall include addressing the following competencies:

- Experience creating Search Engine Optimization (SEO) that ensures new customers can find the organization online:
- Ability to create a tremendous SEO-rich content that uses words and phrases that customers are searching for;
- Experience developing an SEO data-driven process;
- Ability to get the right message out quickly to draw in more visitors that can be converted to possible participants and business partners
- Must certify that the proposing firm or any individuals who will be working on this website has not been suspended, debarred, or accepted voluntary exclusion by the Federal Government or any Government agency during the period covered during this solicitation. NOTE: EPG reserves the right to reject any proposal from a firm or individual who is under investigation for improper business practices related to the completion of procured services. The Bidder must indicate if they are under investigation or have been prosecuted by any Local, State, or Federal agency or authority.

- Proposed application/system must meet the following Minimum Requirements in Attachment VIII. Responses should be included with bid responses.
- Must be able to provide the following certifications and documents:
  - ✓ Must complete the *Proposal Affidavit* included as *Attachment I*.
  - ✓ Must certify that the bidder provides a *Drug-Free Workplace Certification* included as *Attachment II*.
  - ✓ Must complete the *Certified MBE Utilization and Fair Solicitation Affidavit* included as *Attachment III*.
  - ✓ Must complete the *Certification Regarding Lobbying* included as *Attachment IV*.
  - ✓ Must complete the *Certification Regarding ACORN Prohibition* included as *Attachment V*.
  - ✓ Must complete the *Certification Regarding Debarment, Suspension, and other Responsibility Matters* included at *Attachment VI*.
  - ✓ Must complete the *Summary of Cost Worksheet* included as *Attachment VII*.
  - ✓ Must complete *W-9 Request for Taxpayer Identification Number and Certification* (no attachment number).
  - ✓ Must complete the *Minimum Requirements for Bidders Checklist* included at *Attachment VIII*.
  - ✓ Certify if Bidder is a minority contractor and if it is registered with the Prince George's County Government's Office of Minority Businesses. If so, provide the certification number.

<b>RFP SCORING METHODOLOGY</b>	
<b>QUALIFICATIONS:</b> Qualifications and experience of the Bidder (the person or entity legally responsible for the provision of services) in the professional areas listed in this RFP. Includes the qualifications and experience of the Bidder's team leader and other Key Personnel (including subcontractors, if any) in the professional areas listed in this RFP and in similar projects.	<b>30 points</b>
<b>PAST PERFORMANCE:</b> Demonstrated ability to establish, maintain, and communicate project consensus, demonstrated ability to complete projects timely and efficiently; demonstrated ability to provide all the necessary coordination to complete projects.	<b>25 points</b>
<b>COST &amp; PRICING REQUIREMENTS:</b> Fee schedule for services proposed relative to other proposals	<b>35 points</b>
<b>PREFERRED PROVIDER POINTS*</b> Small, Minority-owned or Veteran-owned Business only	<b>10 points</b>
<b>TOTAL AVAILABLE POINTS</b>	<b>100 points</b>

EPG reserves the right to:

- Accept or reject any or all proposals received, or to cancel or reissue this RFP in part or its entirety;
- Award a contract for any goods and services in any quantity that EPG determines, at its sole discretion, is in its best interest;
- Award a contract to other than the lowest cost/priced bidder;
- Reject any proposal that fails to confirm the essential requirements of this RFP;
- Contact any individual or entity listed in the proposal or otherwise known to EPG, who may have knowledge of the bidder's experience, performance, and qualifications;
- Request additional information from any and all bidders; and
- Cancel a contract because of unavailability of federal or other funds.

### 3. SELECTION PROCESS AND CRITERIA

Selection will be based as described below:

- a. Selection Committee:** A Selection Committee comprised of EPG employees will review and evaluate all responsive submittals and other information received in accordance with the requirements of this RFP. In assessing the strengths and weaknesses of each bidder, the Selection Committee may, at its discretion, request clarification of any response to this RFP or other issues that may arise during the selection process.

At any stage, EPG reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, all as the best interests of EPG may appear.

EPG will not accept any information, in any form whatsoever, from Bidder after the proposal due date. Unsuccessful Bidder will be notified in writing that they were not selected, and such notification shall result in no further consideration of these submissions. All determinations of EPG regarding rejection shall be final.

- b. General Evaluation Criteria:** A maximum of 100 points will be allowed in the scoring process. Each member of the Selection Committee will examine and score each proposal individually. Then, the committee will meet jointly to discuss their scores and mutually agree on an average score and the rationale for their scoring for each of the following items.

EPG may require an interview in addition to the evaluation of written proposals.

The award will be to the most qualified company or individual(s) whose proposal is deemed most advantageous to EPG, all factors considered.

Responses to the Request for Proposals (RFP) should include:

- The business's/individual's legal name, address, and telephone number.
- The headquarters where the work will be performed and from which expenses will be charged.
- The applicant must provide documented proof of ability to obtain professional liability insurance, e.g., copy of insurance finder or letter from carrier promising to provide the required coverage.
- The principal(s) of the company and their experience and qualifications.
- The experience and qualifications of the "key" staff to be assigned to the project.
- A description of the company's prior experience, including any similar projects.
- A description of the company's current work activities and how these would be coordinated with the project, as well as the bidder's anticipated availability during the term of the project.
- Contact information, including name, email, phone number, and address for three professional references.

Bidder shall submit one original copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in 8 1/2" x 11" format bound on the long side. Pages are to be numbered in sequence, and font size must be at least eleven (11) point font. Proposals shall not exceed ten (10) single-sided pages in length. This page limit does not include cover pages, divider sheets, resumes, or disclosures of legal and administrative proceedings. Do not include unnecessarily elaborate artwork, glossy paper, or bindings.

## SECTION C: CORPORATE REQUIREMENTS

### 1. COMPANY PROFILE - EXPERIENCE, STRUCTURE, AND PERSONNEL

- Contact information for the Bidder
- Number of years of experience the bidder has in installing and supporting similar websites.
- Number of years of experience the bidder has in working with businesses building and maintaining websites.
- Current reference information for three (3) former or current clients
- A history of the bidder's experience providing website design and maintenance services to workforce services organizations, economic development organizations, municipalities, governmental entities, private developers, not-for-profits and civic organizations.
- A description of the bidder's organizational structure, including resumes of the principals, project manager(s) and professional staff who would work directly with EPG.
- Samples of up to five (5) major projects that the firm has completed in the areas of website design and maintenance services. Please include the client, the website URL, the name of a contact person who can provide a reference, a description of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.
- Any other information that you believe would make the firm's work on behalf of EPG superior to that of other firms or information about your bidder's specialty or particular skill to perform a specific requested service.

#### a. Implementation Plan

Information regarding the team that will be assigned to the project. Including each person's role, as well as background information on each key staff member.

- Description of methodology to be utilized including discovery, design, quality assurance testing, and implementation.
- Description of the proposed process for website design and a timeline of events. Description of the proposed maintenance, monitoring, support, and back-up plan. If the execution of work to be performed by your company requires the hiring of sub-contractors, please specify the sub-contractor(s) and the work they will perform.

#### b. Website Specification Information

Complete the *Minimum Requirements for Bidders Checklist* included as *Attachment VIII* and provide options for training staff in creating and maintaining website content. Description of ongoing support provisions and method(s) used.

#### c. Technical Requirements

Specifications and configurations required to support the proposed system, including specifications for all software components as are necessary for the system, but not provided as part of the proposal. Requirements, if any, for bandwidth to the internet required to support the reasonable performance of website maintenance tools.

## SECTION D: STAFFING AND MANAGEMENT REQUIREMENTS

The Bidder must show understanding considered in the staffing and management of the project. The Bidder shall:



- a. Provide detailed qualifications and experience of qualified key personnel such as Web-Master, Administrator, etc. to satisfactorily perform the requirements of the Statement of Work (SOW) (include any relevant licenses and certifications, if applicable).
- b. The Bidder(s) will hire and develop qualified staff and implement systems for staff stability and continuity of services. For each proposed staff member, provide the length of continuous employment by job classification. When responding, please remember to provide dates, job titles, and relevance of the experience of work undertaken by the employee and proposed partners.

## **SECTION E: COST/PRICING REQUIREMENTS**

Please provide a price list\* illustrating separation of one time and recurring costs for the following:

- Total estimated firm fee for completion of the project, and whether the Bidder would be willing to agree to a cap for hosting services (Note: Bidder must make off-site hosting recommendations).
- Website Design – Rates for redesign work (the regular hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate used in the proposal. Please include any additional rates for programming and website maintenance work
- A list of anticipated reimbursable expenses and the rate charged for each.
- Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
- Any other fees or charges.

\* Although proposed fees will be considered, EPG reserves the right to negotiate a lower or different fee structure with any firm that is selected.

## **SECTION F: PROPOSAL RESPONSE PACKAGE: INSTRUCTIONS, CONDITIONS, AND NOTICES**

Include four (4) copies of response with each bid submission-one copy must be labeled as the original.

### **1. BIDDER'S CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS**

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

- ✓ A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office's address, prior to the exact hour and date specified for proposal receipt.
- ✓ All of the Bidder's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, awarding the contract(s). The information in the proposal will become a public record upon contract execution.
- ✓ Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without the prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.
- ✓ Each Bidder, by submitting its proposal, authorizes EPG to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the contract.
- ✓ Proposals received by EPG after the date and time specified will not be considered for contract award and will be destroyed.
- ✓ The Bidder agrees that the proposal will remain firm for a period of one hundred and twenty (120) calendar days after the date specified for receipt of proposals or until a contract is fully executed.

- ✓ The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidder.
- ✓ The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other forms of the complementary proposal.
- ✓ The Bidder has not disclosed the cost(s), the amount of the proposal, nor the approximate cost(s) or amount(s) of its proposal to any other firm or person who is a Bidder or potential Bidder for this RFP. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- ✓ The Bidder has not made, under a separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.
- ✓ The Bidder is not currently under suspension or debarment in the State of Maryland, any other State or the Federal government, and if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- ✓ The Bidder makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit complementary or other noncompetitive proposals.
- ✓ The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.
- ✓ The contract will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. The Issuing Office will consider the selected Bidder to be the sole point of contact with regard to contractual matters.
- ✓ The Issuing Office is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or anticipation of award of the contract.
- ✓ The Issuing Office reserves the right to reject any proposal if the evidence submitted by, proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the project as specified.
- ✓ The Issuing Office reserves the right to request additional information which, in the Issuing Office's opinion, is necessary to assure that the Bidder's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.
- ✓ The RFP forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy to follow manner.
- ✓ The EPG may make investigations including on-site visits, as deemed necessary, to determine the ability of the Bidder's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.
- ✓ To the best knowledge of the person signing the proposal for the Bidder, the Bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.
- ✓ To the best knowledge of the person signing the proposal for the Bidder and except the Bidder has

otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

- ✓ Until the selected Bidder receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or equity.

## **2. BEST AND FINAL OFFERS**

EPG reserves the right to conduct discussions with Bidders to obtain “best and final offers” as follows:

- Enter pre-selection negotiations;
- Schedule oral presentations; *and*
- Request revised Proposals.

EPG will limit any discussions to those Bidders whose proposals have the potential for selection. EPG will award to the responsible Bidder whose proposal, conforming to the solicitation; will be the *most advantageous* to the County, cost or price and other factors.

EPG reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

## **3. POST AWARD: DEBRIEFING CONFERENCES**

Bidders whose proposals are not selected will be notified of the name of the selected Bidder and given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The debriefing will not compare the Bidder with other Bidders, other than the position of the Bidder’s proposal in relation to all other Bidders’ proposals. *A Bidder’s exercise of the opportunity to be debriefed does not constitute the filing of a protest.*

## **ATTACHMENTS**

- I.** *Proposal Affidavit*
- II.** *Drug-Free Workplace Certification*
- III.** *Certified MBE Utilization and Fair Solicitation Affidavit*
- IV.** *Certification Regarding Lobbying*
- V.** *Certification Regarding ACORN Prohibition*
- VI.** *Certification Regarding Debarment, Suspension, and other Responsibility Matters*
- VII.** *Summary of Cost Worksheet*
- VIII.** *Minimum Requirements for Bidders*
- W-9 Request for Taxpayer Identification Number and Certification (no attachment number)*
- Pre-Award Survey (no attachment number)*