**MARYLAND DEPARTMENT OF HUMAN SERVICES (DHS)**

**ATTACHMENT A – BID FORM**

**SMALL PROCUREMENT SOLICITATION FOR**

**RESEARCH PROJECT: OS/SWIM 20-001**

***Instructions for Completion***

1. All Bid Form prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the Small Procurement Solicitation. The Bid Form 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. No other amounts will be paid to the Contractor. If labor rates are requested, those amounts shall be fully-loaded rates, no overtime amounts will be paid.
2. Column C Row 6 should reflect the Total Evaluated Bid Price for the entire Contract Period and will be used to rank bids.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A** | **B** | **C** |
|  | **Target Date** | **Description of Deliverables** | **Fully-Loaded Total Price** |
| 1 | September 15, 2019 | Inception Report outlining all fields and sub-areas to be examined | 0 |
| 2 | January 6, 2020 | First Draft Report | 0 |
| 3 | April 3,  2020 | Final Report with Power Point Presentation | 0 |
| 4 | April 16,  2020 | Briefing of Commission for Women on Report Findings and Recommendations | 0 |
| 5 | August TBD 2020 | Presentation of the Report at the 2020 Maryland Women’s Leadership Conference | 0 |
| 6 |  | **TOTAL EVALUATED BID PRICE** | **0.00** |

**Full Legal Name of Bidder registered with E-Maryland Marketplace**

*In order to receive a contract award, your company must be registered on the eMaryland Marketplace (eMM). Guidelines can be found on the eMaryland Marketplace website at*[*http://emaryland.buyspeed.com*](http://emaryland.buyspeed.com/)

**Printed Name of Individual Authorized to Bind the Statements, Services and Prices**

**Signature of Individual Authorized to Bind the Statements, Services and Prices**

**Complete Address, including City, State and Zip**

**Phone Number Email Address**

**FEIN Number EMM Registration Number**