

PRICING PROPOSAL FORM GENERAL INSTRUCTIONS

General Instructions

In order to assist Offerors in the preparation of their Pricing Proposal and to comply with the requirements of this solicitation, Pricing Proposal Form General Instructions (Attachment A1) and a Pricing Proposal Form (Attachment A) have been prepared. Offerors shall submit their price proposal on the form in accordance with the instructions on the form and as specified herein. **Do not alter the forms or the price proposal shall be rejected.** The Pricing Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Offeror to all proposed prices.

- a. The price proposal form is used to calculate the Offeror's TOTAL PROPOSED FULLY LOADED FIXED PRICE.
- b. All Monthly Rate/Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15
- c. All Monthly Rates must be the actual price the State shall pay for the proposed service per this RFP and may not be contingent on any other factor or condition in any manner.
- d. All calculations shall be rounded to the nearest cent, i.e. .344 shall be 34 and .345 shall be 35.
- e. Except as instructed on the form, nothing shall be entered on the Pricing Proposal Form that alters or proposes conditions or contingencies on the prices.
- f. The "Total Proposed Fully Loaded Fixed Price" specified in the Pricing Proposal Form is based on total of Base Years and Option Year of the solicitation and will be used solely for price evaluation, comparison and selection for recommendation for award. There is no guarantee of any maximum or minimum quantities under the contract.
- g. It is imperative that the prices included on the Pricing Proposal Form have been entered correctly and calculated accurately by the Offeror and that the respective total prices agree with the entries on the Pricing Proposal Form. Any incorrect entries or inaccurate calculations by the Offeror will be treated as provided in COMAR 21.05.03E and 21.05.02.12. The actual prices the State will pay are the Fully-Loaded Fixed Monthly Rates correctly stated in Column B of the Pricing Proposal Form.