REQUEST FOR PROPOSAL

ADMINISTRATION OFFICE
FINANCIAL AUDITING SERVICES

RFP NO. L-22-01

November 17, 2021

Harford County Public Library
1221-A Brass Mill Road
Belcamp, MD 21017
REQUEST FOR PROPOSAL

ADMINISTRATION OFFICE
FINANCIAL AUDITING SERVICES

RFP NO.  L-22-01

PROPOSALS ARE DUE BY DECEMBER 3, 2021 AT 1:00 P.M.
LOCAL TIME

PROPOSALS RECEIVED AFTER 1:00 P.M. ON DECEMBER 3, 2021 WILL BE RETURNED UNOPENED

NOTE: QUESTIONS CONCERNING THIS SOLICITATION MUST BE FAXED OR E-MAILED TO friedman@hcplonline.org NO LATER THAN THE CLOSE OF BUSINESS ON November 24, 2021

SUBMIT ORIGINAL PROPOSALS TO:

Harford County Public Library
Administration Office
1221-A Brass Mill Road
Belcamp, MD  21017
Attn: Steve Friedman, Procurement Agent
RFP No. L-22-01 Administrative Office Financial Auditing Services
1. INSTRUCTIONS, FORMS AND SPECIFICATIONS:
Instructions, forms and specifications may be obtained at https://hcplonline.org/rfps.php or in person or by mail from the Procurement Department, 1221-A Brass Mill Road, Belcamp, Maryland 21017.
a) All bids are to be submitted on and in accordance with forms for this purpose, which are available from the Procurement Department.
b) All bids are to be submitted in a sealed envelope with the bid number and name of the bid noted in the lower left-hand corner of the envelope.
c) Bids received after the specified time will be returned to the Bidder unopened.
d) Additional information or clarification of any of the instructions or information contained herein must be obtained from the Procurement Department.
e) Should any Bidder find discrepancy in the plans, specifications, or specimen agreement, should the Bidder be in doubt as to their meaning or intent of any part thereof, the Bidder must prior to bid submission, request clarification from the Procurement Agent, who will issue an addendum or otherwise clarify the matter. Every request for such interpretation should be in writing addressed to the Purchasing Department, 1221-A Brass Mill Road, Belcamp, Maryland, 21017 and marked “Request for Clarification”. The request must be received at least seven (7) working days prior to the date fixed for bid receipt. Any and all such interpretations, any supplemental instructions will be mailed to all prospective Bidders.(at the respective address furnished for such purpose), not later than five (5) working days prior to the date fixed for the opening bids. Failure to request such clarification is a waiver to any claim by the Bidder for expense made necessary by reason of later interpretation of the Contract Documents. All addenda issued during the time for bidding shall form a part of the Contract requirements and shall be considered by the Bidders in preparing their bids. Failure of any Bidder to receive any addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted.
f) The Harford County Public Library will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the specifications shall be directed to and will be issued by the Procurement Agent in writing.
g) Oral, telephonic and/or telegraphic bids or modifications of bids will not be acceptable.
h) Bids must be completed in ink or typewritten by the Bidder with the signature in full. When an unincorporated business is a Bidder, the agent who signs the business name to the bids shall state, in addition, the names and addresses of the individuals composing the firm. When a corporation is a Bidder, the person signing shall state under the laws of the State the corporation is chartered and the names and titles of the officer having the authority under the bylaws to sign contract. The bid shall also bear the seal of the corporation, attested by its secretary. Any one signing the bid as agent must file with it legal evidence of his authority to do so Post office address, County and State, and telephone number must be given after the signature of the person signing the bid.
i) Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after this time and date specified shall not be considered. Should there be reasons why the Contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Library and the Bidder.

2. AWARD OF CONTRACT:
a) The Library shall award all contracts in accordance with the criteria established in Section 41-26 of the Harford County Code.
b) Prompt payment discount terms will be considered in determining award.
c) Any other considerations for the award will be stated on the bid form or specifications.

3. TAXES:
The Harford County Public Library is a tax-exempt entity. The tax exemption is covered under State of Maryland Sales and Use Tax Certificate Account number 30001201.

4. RESERVATIONS:
a) The contract awarding authority reserves the right to reject any or all bids or parts of bids when, in its judgment, the public interest will be served thereby.
b) The Contract Awarding Authority may waive informalities and irregularities in bids. (Sec. 41-26 Procurement Law) as the interest of the County may be required.
c) Interpretation of Quantities in Bid Schedule: The quantities appearing in the prepared bid schedule are approximate only and are prepared for the canvassing of bids. Payment to the Bidder will be made only for the actual quantities of items furnished in accordance with the Contract and it is understood that the scheduled quantities of items to be furnished may be increased, diminished or omitted without in any way invalidating bid prices.
d) The Contract Awarding Authority may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased or increased, diminished or omitted without in any way invalidating bid prices.

5. DELIVERY:
a) Bidders shall guarantee delivery of materials in accordance with such delivery schedule as may be provided in the specifications and bid forms.
b) All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise quoted in Special Conditions.
c) Delivery time may be a factor in award of bid.

6. COMPETITION, LITERATURE, SAMPLES:
a) To better insure fair competition and to permit a determination of the lowest Bidder, bids may be rejected if they show any omission, irregularities, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced.
b) The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in specifications is for the purpose of designating a standard of quality and type and for no other. Even though a particular manufacturer’s name or brand is specified, bids will be considered on other brands or on the product of other manufacturers. On all such bids the Bidder shall indicate clearly the product on which he is bidding and shall supply a sample or sufficient data to enable an intelligent comparison to be made with the particular brand or manufacturer specified Catalog cuts and descriptive data shall be attached.
to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of bids.

c) No Bidder will be allowed to offer more than one price on each item even though he may believe that he has two or more types or styles that will meet the specifications. Bidders must determine for themselves which item to offer. If the Bidders should submit more than one price on any item, all prices for that item may be rejected at the discretion of the Contract Awarding Authority.

d) A statement of the origin, composition and manufacturer of any or all materials to be used in the work shall be supplied, if requested, on the Bid Form.

e) Specifications provided are based on Library needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet Library requirements and consistent with Library policies. Minimum specifications, and maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive Bidders.

7. DEVIATION FROM SPECIFICATIONS:
In addition to the above requirements, all deviations from the specifications must be noted in detail by the Bidder in writing, at the same time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the Bidder strictly accountable to Harford County Public Library for furnishing material, equipment or services in full accordance with the specifications as written. Items not meeting the specifications may be rejected upon delivery to the Library.

8. INSPECTION:
All materials, supplies, and/or services delivered or performed for Harford County Public Library shall be subject to final inspection by Harford County Public Library and/or the Procurement Agent may designate other independent testing laboratories as may be deemed necessary. If the result of one or more of such tests indicates that any part of the materials or supplies are deficient in any respects, the Library may reject all or any part of the materials and supplies to be provided under the contract. The Procurement Agent may waive variances in materials, supplies, and/or service upon written recommendation by the Library Department involved in the purchase.

9. ERRORS IN EXTENSION:
Where the unit price and the extension price are at variance, the unit price will prevail.

10. LAW AND REGULATIONS:
In all operation related to the subject item, all laws and regulations of Harford County and all United States, State of Maryland Laws, which are applicable to the Contract, must be strictly complied with. The Contractor shall protect and indemnify Harford County Public Library and its agents or employees against any claim or liability arising from or based on the violation of any such laws, ordinances or regulations, whether by him or his employees.

11. QUALIFICATION AND LICENSE:
The Library may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish the Library all such information and data for this purpose as the Library may request. The Library reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Library that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

12. FORM OF ORDER:
An appropriate Harford County Public Library Purchase Order will be executed as required to the successful Bidder.

13. COOPERATIVE PURCHASING:
Results of this bid may be made available to Harford County Public Schools, Harford Community College, and Harford County Municipalities. Upon mutual agreement of both parties (successful Bidder(s) and any of the above-mentioned entities), this bid may be utilized to affect such contracts. Results may also be made available to the State of Maryland, and other public or nonprofit agencies within or outside the State of Maryland.

14. EQUAL OPPORTUNITY:
Awarded Bidders of all Harford County Public Library contracts agree to comply with applicable federal, state and local laws relating to equal opportunity employment. All Harford County Public Library bid submissions will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin or citizenship status, age, disability or veterans’ status and to provide reasonable accommodations to qualified individuals with disabilities upon request.
Request for Proposal
Financial Auditing Services

A. Introduction

Harford County Public Library (HCPL) is an 11-branch system with a separate administrative office and two outreach vehicles serving a growing, diverse community of approximately 250,000 residents in northeast metropolitan Baltimore. In fiscal year 2020, the Library circulated more than 2.6 million items and handled more than 370,000 information/reader assistance requests, utilizing a collection of just over 1,000,000 volumes, online databases, and the worldwide web. The Library also offers an extensive array of downloadable and streaming audio/video products (movies, television shows, music albums and audio books). Daily operations are performed by a staff complement of 242 full-time equivalents. HCPL has been the recipient of numerous awards including Innovator of the Year and Library Journal’s Star Library.

The Finance Department is comprised of a Chief Financial Officer, a Finance Director, three full-time finance staff and the Payroll Specialist.

The Administrative Offices where the audit will take place is located at 1221-A Brass Mill Road in Belcamp, MD 21017.

HCPL employees must participate in the Maryland State Retirement and Pension System.

B. Purpose

The purpose of this RFP is to solicit technical and financial proposals from qualified Certified Public Accounting firms to perform the financial audit of the Harford County Public Library. The Library’s fiscal year begins on July 1 and ends on June 30. It is the intent of the HCPL to enter into an Agreement with one (1) Certified Public Accounting firm to audit the financial statements of the library for the Fiscal Year ending June 30, 2022 (FY22). For each of the next four (4) subsequent fiscal years (FY23, FY24, FY25, and FY26), HCPL may invoke an option on a year-to-year basis to extend the Bidder an option of auditing its financial statements. The total length of time for services provided stated here in this RFP is not to exceed five (5) total years.

Candidates should prepare proposals with timetables and costs.

C. Submission of Questions and Proposal

The deadline for the submission of questions is November 24, 2021. Questions must be submitted by email to friedman@hcplonline.org. Any questions proposed after this date will not be answered. Any questions posed will be answered via an addendum to the RFP and all participants will receive notice of the posted addendum no later than November 30, 2021.

Bidders are required to submit one (1) original and five (5) copies of their proposals by 1:00 PM, local time, December 3, 2021. Please refer to Section G for additional submission format instructions. Any proposal not received by the listed bid opening date and time will be returned unopened. Any questions requiring clarification of bid submission should be directed to Steve Friedman, Procurement Agent, in writing, via email (friedman@hcplonline.org) or fax 410-273-5606 by no later than close of business on November 24, 2021.

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THE BIDDER SHALL SUBMIT PROPOSAL TO:

Harford County Public Library
Administrative Office
1221-A Brass Mill Road
Belcamp, Maryland 21017
Attention: Steve Friedman, Procurement Agent
RFP No. L-22-01 Administrative Office Financial Auditing Services

Any conditions which the Bidder wishes to stipulate other than those included in this RFP must be specifically stated in writing in the Bidder’s cover letter. If the Bidder cannot accept a provision of the RFP, it must so state and explain why provision cannot be accepted. Any supporting literature that the Bidder wants to include should be placed in an appendix.

All materials, documents, processes, reports, data and information generated from this project are the property of Harford County Public Library.

NOTE: EACH BIDDER MUST SUBMIT AS PART OF THEIR PROPOSAL THE COMPLETED PROPOSAL AFFIDAVIT (PAGES 13 - 15.) FAILURE TO SUBMIT THIS DOCUMENT WILL CAUSE THE PROPOSAL TO BE REJECTED.

D. Schedule

Work on this project will begin within 30 days of acceptance with a completion date for Fiscal Year 2022 no later than September 15, 2022. If the option of subsequent fiscal years is executed, a completion date for subsequent Fiscal Years shall be provided at the time of any communication notifying the CPA of additional years of service requested.

E. Scope of Work

In coordination with HCPL staff, the auditors will:

- Audit HCPL’s basic financial statements;
- Perform audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and with the standards of COMAR 13A.02.07.04D and the audit reporting package shall include the information in COMAR 13A.02.07.04E;
- Develop appropriate schedules and procedures prior to the audit of each fiscal year;
- The audit will begin no earlier than July 1, 2022 and is to be completed no later than September 15, 2022;
- Retain all working papers and reports at the office of the auditor at their expense for a minimum period of three (3) years, unless notified in writing by HCPL of the need to extend the retention period, at which point the auditor will retain said files for the extended period;
- Prepare a management letter to the Library Board of Trustees with recommendations to be presented to the Budget and Finance Subcommittee and then the Board, if needed;
- Provide reporting on internal controls related to the financial statements and compliance with laws, regulations and grant agreements;
- Submit an early written report if irregularities or indications of illegal acts are discovered;
HCPL will make available to the auditors space in which to work and wireless internet access in addition to access to a telephone, fax machine, and copier. Report preparation, editing and printing of any reporting shall be the responsibility of the auditor and done at their expense.

**F. Evaluation and Selection Criteria**

F.1 **Evaluation Committee**

Harford County Public Library has established an evaluation committee who will review and score each proposal for adherence to the requirements in accordance with the criteria as described below.

F.2 **Evaluation Criteria**

The technical proposal is worth 80% and the price proposal is worth 20% of the evaluation criteria. The technical proposal is comprised of categories to evaluate the overall technical qualifications of the Bidder. The categories and their weights are described under Section F.3.

A complete proposal is considered a submission in which all information as requested by HCPL has been supplied, areas requiring a signature have been acknowledged and both the technical and financial proposals have been submitted per the terms of this RFP. Any proposal found to be missing any item requested in this RFP will be considered incomplete and disqualified.

HCPL reserves the right to award all or part of the project based solely on the best interest of HCPL as determined by the Library's CEO.

F.3 **Technical Proposal (80%)**

The technical proposal must be submitted in the format as outlined below. Next to the title is the weight factor assigned to each category.

F.3.1 **Understanding the Project**

Bidder shall state, in a concise manner, its interpretation and understanding of the project. The Bidder shall review and comment on the completeness of the Scope of Services. Any submitted proposal should state any risks associated with the project and outline appropriate mitigations to such risks.

Of Special interest are any potential changes to the Scope of Services that would result in overall project cost savings or any potential omissions that could result in additional scope of services and a subsequent increase in the project cost.

Proposers will outline the process used for:

- Data collection/information gathering
- Communication place with the library
- Assessment analysis
- Tools for validation
• Written narrative describing the methodology that will be used to develop the audit. Identify essential points of contact, survey and interview tools, user input process and validity assurance.

F.3.2 **Qualifications and Experience of the Project Team**  
20 points

The proposing firm shall present their ability and willingness to prepare and audit the financial statements in accordance with GAAP requirements. In addition, a listing of staff assigned to the project is to be submitted with a summary of their history and experience and what their role would be on this project.

F.3.3 **Recent and Relevant Experience**  
20 points

The proposing firm shall provide a summary of their history and experience in performing audits for similar non-profits, government agencies or of similar entities in size and scope of HCPL.

F.3.4 **Client References**  
10 points

Client list and history with contact information of references from accounts worked within the past five (5) years of similar size and scope to HCPL.

F.3.5 **Timeline Estimate**  
10 points

The proposing firm shall include a timeline of events in which key stakeholders and library staff would be needed and documents requested to adhere to the timeframe of the audit.

F.4 **Price Proposal (20%)**

F.4.1 The Committee will open and score only the price proposals submitted by firms achieving a minimum of 80% (equal to 64 of 80 total points) available technical proposal points.

F.4.2 The committee will award the full 20 points available to the lowest price proposal. Higher-priced proposals will receive a lower score, prorated from the lowest proposal's 20-point basis.

F.4.3 The rates proposed will be firm for the duration of the project following the date of award.

F.4.4 The Committee may enter into cost and scope negotiations, only with the highest rated firm. If the Committee and firm cannot agree upon the scope and cost, the Committee will negotiate with the next highest rated firm. This process is continued until a fair and reasonably priced contract can be awarded.
G. Information Required In Proposal Submission

G.1 Two-Volume Submittal

G.1.1 Each Bidder must submit one (1) original and five (5) copies of its technical proposal, with the original clearly marked. A brief transmittal letter, signed by an officer authorized to bind the firm to its proposal, with required affidavit(s) attached must accompany the technical proposal. See PROPOSAL AFFIDAVIT, PAGES 13 - 15. BIDDER MUST COMPLETE.

G.1.2 The selection procedure for this RFP requires that technical evaluations be completed before price proposals are opened and submitted to the Evaluation Committee. Each Bidder must submit one (1) original and five (5) copies of the price proposal, using Attachment A, provided herein, separately sealed in an envelope clearly marked with the words “Price Proposal,” and the RFP number/title.

H. Basis of Award

The firm with the highest combined technical and price rating will be recommended for an award of contract.

HCPL reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all offers received, to waive minor technicalities in proposals, and to negotiate with responsible offers in any manner necessary to serve its best interests.

Any necessary additions or corrections to this RFP will be made by addenda and issued to all Bidders of record. Addenda will become part of the RFP and must be acknowledged by each Bidder; failure to acknowledge any addenda shall not relieve Bidders of compliance with the terms thereof. HCPL assumes no responsibility for oral instructions.

HCPL may request Bidders to make oral presentations of their qualifications, and to substantiate any portion of proposals submitted. The Procurement Agent will schedule such presentations if deemed necessary.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Bidder’s ability to satisfy the requirements of this RFP.

Bidders are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with oral presentations or other pre-award discussions.

By submitting a proposal in response to this RFP, the Bidder accepts the terms and conditions set forth herein, unless stated otherwise.

HCPL may require Bidders to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications.

HCPL reserves the right to accept the best written proposal without further discussions, and may do so; thus, Bidders should ensure that the initial proposals are both complete and competitively priced.
The Bidder shall identify any actual or potential conflicts of interest that exist, or which may arise if the Bidder is recommended for award, and propose how such conflicts might be resolved.

The laws of Harford County and the State of Maryland, and where applicable, federal laws and regulations, will govern the contract awarded pursuant to this RFP.

The Bidder is required to perform all services in accordance with generally accepted standards of professional practice, and in accordance with all applicable Federal, State, and local laws.

HCPL maintains the right to delete or insert tasks in the scope with appropriate changes in cost.

I. Proposal Content

To be considered as a complete submission, respondents are required to present:

- A cover letter providing a brief description of the firm or individual, name, address of consultant, telephone number, e-mail, and fax of principal contact person.

- An executive summary of the highlights of the proposal, which should not exceed one page in length, which conveys the Bidder’s understanding of the purpose and expected outcomes of the project.

- An affirmative statement that it is independent of the Library as defined by generally accepted auditing standards.

- A certified statement that the firm and all assigned key professional staff are properly licensed to practice in the State of Maryland.

- A summary of the consultant’s qualifications and experience. Experience in the administration of libraries is desirable. Successful firms and their subcontractors will have demonstrated expertise in library operations, technology and facilities. Evidence of successful experience in communication and planning is crucial to the selection.

- A copy of the most recent external quality control review of the firm including a statement whether that control review included a review of specific government agencies.

- Exclusion or exceptions – Note any parts of the proposal that is beyond the expertise of the consultant, or would be better handled by local library staff.

- Additional documentation – Consultants are welcome to provide additional documentation that will assist HCPL in the selection process.

NOTE: Harford County Public Library will not reimburse costs of preparing the proposals.
J. Procurement of Additional Goods and Services/Coterminous Expiration

During the term of any Agreement resulting from this RFP, HCPL may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by HCPL’s Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. HCPL shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and agree with coterminous expiration conditions.
BID FORM

The undersigned, duly authorized to bind the named firm, agrees, upon receipt of acceptance of this proposal within fourteen (14) calendar days, to proceed to execute the contract in accordance with the proposal as accepted.

Signature ______________________________________

Type/Print Name __________________________________

Title __________________________________________

Name of Firm ___________________________________

Address

__________________________________________________________________________

Street

__________________________________________________________________________

City ___________ State ___________ Zip ___________

Mailing Address (if different from Street address)

__________________________________________________________________________

Telephone _____________________________

Fax _____________________________

Email _____________________________

If corporation, place corporate seal beside signature and state:

Name of President __________________________________________

Name of Secretary __________________________________________

Under laws of what state incorporated ____________________________

Acknowledgement of Addenda (if applicable)

#1 _________________________ date

#2 _________________________ date

#3 _________________________ date
PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) __________________________ and the duly authorized representative of (name 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. 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, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the 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):

____________________________________________________________________________
____________________________________________________________________________

C. 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, or any of its employees directly involved in 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)
D. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The above 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: (Indicate the reasons why the affirmation cannot be given without qualification):
______________________________________________________________________________
______________________________________________________________________________

E. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(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 contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or offer is submitted.

F. 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 the 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.

G. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 et seq. of the Annotated Code of Maryland, which require 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 under which the person receives in the aggregate $100,000 or more shall, on or before February 15, of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of $500 to a candidate for elective office in any primary or general election.
H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (Check one) _____ Maryland (domestic) corporation _____ foreign (non-Maryland) 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.

I. 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.

J. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT:

This Affidavit is furnished to the Procurement Agent and that nothing in this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend, modify or waive the exercise of any statutory right or remedy with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with 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)

Federal Employer Identification Number (FEIN): ___________________________
ATTACHMENT A

RFP L-22-01

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE FY22 THROUGH FY26 FINANCIAL STATEMENTS

(Complete this form for each of the 5 fiscal years)

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
<th>Standard Hourly Rates</th>
<th>Quoted Hourly Rates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners</td>
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<td></td>
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<tr>
<td>Managers</td>
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<tr>
<td>Supervisory Staff</td>
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<tr>
<td>Other (specify):</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-pocket expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals and lodging</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Transportation</td>
<td></td>
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<td></td>
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<tr>
<td>Other (specify):</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total all-inclusive maximum price for FY20__ audit</td>
<td></td>
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</tr>
</tbody>
</table>

NOTE: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.