



# Harford County Public Library

[HCPLonline.org](http://HCPLonline.org)

## **REQUEST FOR PROPOSAL**

### **COMPENSATION & CLASSIFICATION STUDY**

RFP NO. L-18-05

**March 7, 2018**

**Harford County Public Library  
Matthew Smith, Purchasing Manager  
1221-A Brass Mill Road  
Belcamp, MD 21017**

**(p) 410-273-5600, ext. 6548**

**(f) 410-273-5606**

**[smithma@hcplonline.org](mailto:smithma@hcplonline.org)**

# **REQUEST FOR PROPOSAL**

## **COMPENSATION & CLASSIFICATION STUDY**

**RFP NO. L-18-05**

**PROPOSALS ARE DUE BY APRIL 4, 2018 AT 1:00 P.M.**

*NOTE: QUESTIONS CONCERNING THIS SOLICITATION MUST BE  
FAXED OR E-MAILED NO LATER THAN THE CLOSE OF BUSINESS ON  
MARCH 21, 2018*

**PROPOSALS RECEIVED AFTER 1:00 PM ON APRIL 4, 2018 WILL  
BE RETURNED UNOPENED**

**SUBMIT ORIGINAL PROPOSALS TO:**

**HARFORD COUNTY PUBLIC LIBRARY  
ADMINISTRATION OFFICE, PROCUREMENT DEPARTMENT  
1221 A BRASS MILL ROAD  
BELCAMP, MARYLAND 21017**

## GENERAL INSTRUCTIONS (PLEASE READ THOROUGHLY)

### 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 Purchasing Manager, 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 Purchasing Manager 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 nor increase estimated maintenance and repair cost to the Library.

### 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 Purchasing Manager 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 Purchasing Manager 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.

# ***Request for Proposal***

## **COMPENSATION & CLASSIFICATION STUDY**

### ***A. Introduction***

The 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 2017, the Library circulated more than 4.7 million items and handled more than 473,000 information/reader assistance requests, utilizing a collection of approximately 1,000,000 volumes, online databases and the worldwide web. HCPL also offers an extensive array of downloadable and streaming audio/video products (movies, television shows, music albums and audio books). HCPL has been the recipient of numerous awards including Innovator of the Year and Library Journal's Star Library.

The Library is affiliated with the Harford County Government and is governed by a nine-member Board of Trustees.

As of December 31, 2017, the HCPL system had a total of 365 employees, 165 full-time (37.5 hours per week) and 200 part-time (15-37 hours per week). Currently there are approximately 69 employment positions and 17 different pay grades. Each pay grade includes a minimum, mid-point and maximum level. A copy of the current salary schedule is included as Attachment A. The last study was completed in 2005.

### ***B. Purpose***

The purpose of this RFP is to enter into an agreement with a responsive and responsible firm which best demonstrates their ability to perform the compensation and classification study of HCPL in accordance to the terms outlined in this document.

The study will provide a thorough compensation and classification analysis of HCPL and similar organizations indicating the current position of the library and its ability in the future to recruit and retain talented employees. The results of the study will also present recommendations on how to prevent the loss of qualified staff and to overcome the challenges in recruiting for library employment while competitively compensating current employees.

In addition, it is expected that the study will recommend adjustments to the HCPL pay plan rules, policies and salary structure including: variable/incentive pay options, compensation to account for an employee's years of service, special achievements and to rectify compression/equity issues. A total compensation comparison, including executives and management, are to be reviewed and suggested.

### ***C. Submission of Proposal***

Bidders are requested to submit one (1) original and four (4) copies of their proposals by April 4, 2018 1:00 PM local time. 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 Matthew Smith, Purchasing Manager, in writing, via email ([smithma@hcplonline.org](mailto:smithma@hcplonline.org)) or fax 410-273-5606.

Deadline for the submission of questions is March 21, 2018. Any questions proposed after this date will not be answered. Any questions posed will be answered via an addendum and all participants will receive a copy of this addendum no later than March 26, 2018.

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. 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 HCPL.

NOTE: EACH OFFEROR 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***

RFP L-18-05 Posted:	March 7, 2018
Questions Due:	March 21, 2018
Addendums Posted, if necessary:	March 26, 2018
Proposals Due:	April 4, 2018 1:00 PM local time
Finalist Presentations	Week of April 23, 2018
Best and Final Offer Due	April 30, 2018
Award Made:	Week of May 7, 2018
Completion of Project	September 1, 2018

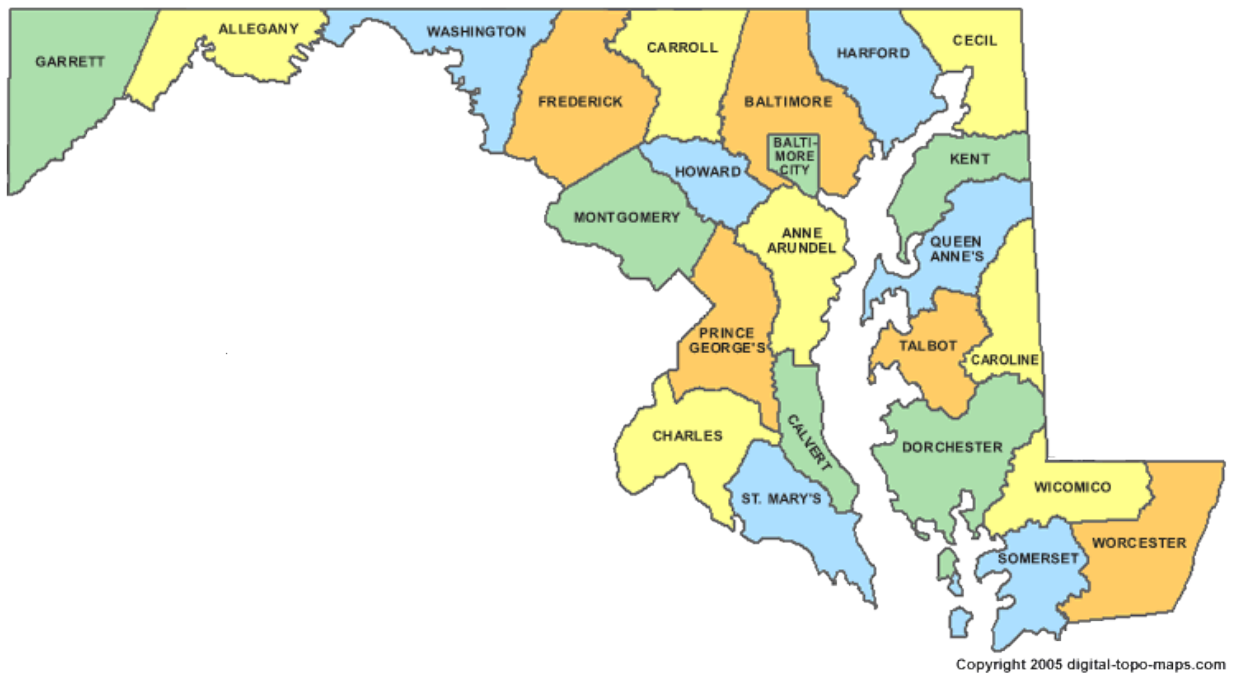
## ***E. Scope of Services***

Failure to provide or meet any of the following requirements shall be cause for a proposal to be considered non-responsive and be rejected. All offerors must be able to provide at a minimum the following:

- E.1.** Attend an initial meeting with various HCPL representatives to discuss the process, timeline and tasks to be performed as well as the identification of key personnel.
- E.2.** Provide a weekly progress report to assigned HCPL representative(s), via email to include data collected to that point.
- E.3.** Profile and survey of a minimum of 18 organizations including name, geographic location, type of organization and number of employees:
  - E.3.1.** Government Organizations: Anne Arundel County, Carroll County, Howard County, and Harford County;

E.3.2. Educational Institutions: Harford Community College, Harford County Public Schools, Baltimore County Public Schools, , Howard County Community College and Anne Arundel County Community College.

E. 3.3. Library Systems: Anne Arundel County, Baltimore County, Carroll County, Cecil County, Enoch Pratt, Frederick County, Howard County, Montgomery County and Prince George's County



**E.5.** Obtain and review Base Pay Salary Survey and analysis of benchmark positions for organizations named above including management positions. HCPL staff will identify benchmark positions and provide descriptions according to the needs of the consultant. The Base Pay Salary Survey shall include:

E.5.1. Pay plan salary range comparison to the HCPL for each benchmark position for each participant by minimum, midpoint and maximum;

E.5.2. Existing employee average salary comparison to the HCPL for each benchmark position for each participant;

E.5.3. Combined average pay plan salary range comparison to the HCPL for each benchmark position by minimum, midpoint and maximum;

E.5.4. Combined existing employee average salary comparison to the HCPL for each benchmark position;

E.5.5. Comparison of the HCPL existing employee average salary for all benchmarks to the combined average of all participants;

E.5.6. HCPL market position for each benchmark individually and overall;

E.5.7. Analysis of pay practices, pay rules and salary structure;

E.5.8. Recommendation of salary ranges including percent spreads between ranges.  
Preparation of a new salary structure or update the existing structure based on the results of the study;

E.5.9. Fair Labor Standards Act (FLSA) and Equal Employment Opportunity (EEO) designations for each job title/classification;

E.5.10. Formal position/job descriptions for each classification specification, as needed.

**E.6.** Present a survey of Compensation Policies and Procedures of above named organizations to include:

E.6.1.Type of compensation system, number of classes, number of pay grades, percent spread for ranges, number of pay plans and/or schedules;

E.6.2.Executive/Management pay schedule options which are to include best practices and recommended options for positions as designated by HCPL;

E.6.3.Career ladder position recommendations;

E.6.4.Pay delivery including, but not limited to: merit pay, pay for performance, steps or open ranges, frequency of increase in base pay, maximum percent base pay increase for the next twelve months;

E.6.5.Hiring incentives, sign on bonuses, interview expenses and relocation expenses;

E.6.6.Compression analysis;

E.6.7.On-call compensation;

E.6.8. Compensation for hours worked on Sundays;

E.6.9 Additional monetary incentives (e.g. performance and/or team bonus, special pay band increase, certification pay, education pay);

E.6-10. Shift differentials (what positions/classes of positions and amount)

**E.7.** Analysis of HCPL's policies and procedures and the current performance evaluation system to determine if changes to the existing system are applicable with a "pay for performance system" or whether the development of a new system is appropriate. Recommendations are to be appropriate for use with all positions – hourly, part-time salaried (benefit eligible part-time) and full-time salaried employees.



## ***F. Study Conclusion***

Upon completion of the review and investigation of the organizations as outlined in Section E the selected firm will then:

- F.1.** Prepare a final report of recommendations for HCPL to include a discussion of methods, techniques and data used to develop the Classification and Compensation plan;
- F.2.** Prepare an analysis of the financial impact for implementation of the new classification compensation plan and define funding issues;
- F.3.** Provide instructional information and instructions to allow HCPL Human Resources to conduct individual salary audits and recommend adjustments consistent with study methods;
- F.4.** Provide implementation support and training as needed. The selected firm may be asked to attend meetings throughout the process with HCPL staff, administration and the Board of Trustees to explain the methodology, survey results and recommendations.

## ***G. Evaluation and Selection Criteria***

### **G.1. Evaluation Committee**

HCPL has established an evaluation committee who will review and score each proposal for in accordance with the criteria as described below.

### **G.2. Evaluation Criteria**

For consideration of award capable firms are to submit proposals which present their qualifications and understanding of the work to be performed. Firms shall address each topic as described in Section E as a minimum portion of their proposal submission. Failure to include any of the requested information may be ample cause for proposal to be considered non-responsive and rejected.

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 all documentation requested has 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.

Categories and their weights are described under Section H.

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.

## ***H. Requirements of the Proposal***

### **H.1. Understanding the Project and Methodology**

**30 Points**

Proposer shall state their understanding of the project and describe the method in which they will accomplish work as described in this RFP. The proposing firm will provide an overview of their daily operations, describe the partnership between the firm and HCPL and the availability to address questions or concerns raised by key HCPL stakeholders.

Also to be included is firm's understanding of economic conditions and the regional labor market and additional trends as applicable.

### **H.2. Credentials and Related Experience**

**30 Points**

Each proposal is to include a list of the project manager and key staff to be assigned to this project. Also to be included is specific information on the experience of assigned staff with public sector compensation studies, work history and education. Information on specific experience with successful outcomes in conducting salary surveys and making presentations to public bodies is to be included.

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

### **H.3. Price**

**20 points**

Pricing is to be completed in Attachment B and should include a list of necessary staff and the estimated hours it will take to complete this study. The highest score will be awarded to the firm who shows a complete, accurate and responsible proposal.

### **H.4. Client References**

**10 Points**

Proposals are to include at least three (3) current references for which comparable work has been performed. References are to include company name, contact, address, telephone number, and a detailed description of the work performed. Current references are considered those in which the proposing firm is in good standing with and performed a study similar in size and scope to this RFP and has been performed within the past 4 years.

### **H.5. Timeline Estimate**

**10 Points**

A proposed timeline of events and milestones of the project is to be included. Each proposal should include any meetings necessary with HCPL staff and other key stakeholders involved.

## ***I. Basis of Award***

Proposing firms will be scored on the criteria as outlined in Section H. The three (3) highest scoring firms will be asked to present their proposal in person to the HCPL

committee. These meetings will take place the week of April 23, 2018 and occur at the Administrative Offices in Belcamp, MD.

Upon completion of all presentations the committee will re-score the proposals at which time each firm will be advised of their new score and be asked to clarify any questions or statements presented during the proposals. At this time each firm will be asked to submit their best & final offer. Award will be made to the firm with the highest score from Round 2 the week of May 7, 2018.

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 offerors of record. Addenda become part of the RFP, and must be acknowledged by each offeror; failure to acknowledge any addenda shall not relieve offerors of compliance with the terms thereof. HCPL assumes no responsibility for oral instructions.

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

Offerors 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 offeror accepts the terms and conditions set forth herein, unless stated otherwise.

HCPL may require offerors to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications. The Library may make such investigation as it deems necessary to determine the offeror's responsibility.

HCPL reserves the right to accept the best written proposal without further discussions, and may do so; thus, offerors should ensure that the initial proposals are both complete and competitively priced.

The offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the offeror 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 Contractor 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 codes and must be in good financial standing.

## BID FORM

The undersigned, duly authorized to bind the named firm, agrees, upon receipt of acceptance of this proposal within 14 (fourteen) 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 Purchasing Manager 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**  
**FY18 Salary Range Chart**

Grade	Title	Minimum	Mid-Point	Maximum
1	Page	\$18,038 \$9.25	\$20,721 \$10.63	\$23,403 \$12.00
2	Page II	\$18,993 \$9.74	\$23,723 \$12.17	\$28,452 \$14.59
3	Children's Summer Assistant Tales	\$23,391 \$12.00	\$29,834 \$15.30	\$36,277 \$18.60
4	Administrative Assistant I – Admin Administrative Assistant I – Finance Branch Administrative Assistant F&O Assistant Library Assistant I – Technical Services (Processing/Invoicing) Library Assistant I – Circulation – Hourly	\$25,682 \$13.17	\$32,817 \$16.83	\$39,946 \$20.49
5	Administrative Assistant II – Admin ILL Assistant II – Salaried Library Assistant II – Circulation – Salaried Library Assistant II – Materials Management Library Assistant II – Technical Services - Cataloging	\$28,346 \$14.54	\$36,055 \$18.49	\$43,764 \$22.44
6	Library Assistant III – Outreach (Circulation)	\$31,110 \$15.95	\$39,715 \$20.37	\$48,319 \$24.78
7	Graphic Designer Library Associate I – Branch Library Associate I – Materials Library Associate I – Technical Services Circulation Supervisor (BA & DAR) Page Supervisor (ABD, ABG, & BA) Specialist I – Finance Specialist I – Maintenance Specialist I – Partners in Reading	\$34,294 \$17.59	\$43,701 \$22.41	\$53,108 \$27.23
8	Circulation Manager Executive Assistant to the CEO Library Associate II – Branch Library Associate II – Materials Receiving & Processing Manager Library Associate II – Technical Services Specialist II – Business Services Specialist II – Foundation Specialist II – Marketing Specialist II – Volunteers	\$37,635 \$19.30	\$48,014 \$24.62	\$58,401 \$29.95

Grade	Title	Minimum	Mid-Point	Maximum
9	Library Associate III – Outreach Specialist III – Finance Specialist III – Human Resources Specialist III – Technical Trainer Specialist III – Web Services	\$40,601 \$20.82	\$52,834 \$27.09	\$65,067 \$33.37
10	Computer Network Technician I Digital Resources Librarian Librarian – Branch Librarian – Digital Resources Specialist IV – Benefits Specialist IV – Human Resources Specialist IV – Payroll Specialist IV – ILS	\$44,755 \$22.95	\$58,180 \$29.83	\$71,605 \$36.72
11	Assistant Manager I – Branch Computer Network Technician II Programming Specialist	\$49,375 \$25.32	\$64,054 \$32.85	\$78,732 \$40.38
12	Assistant Manager II – Branch (ABG & BA) Assistant Manager II – Technical Services Coordinator – Children & Teen Services Purchasing Manager	\$54,183 \$27.79	\$70,413 \$36.11	\$86,642 \$44.43
13	Foundation Director Manager I – Branch (DAR, FAL, HAV, JOP, NOR, WHT) Manager I – Technical Services	\$59,562 \$30.54	\$77,405 \$39.69	\$95,247 \$48.84
14	Manager II – Branch (ABD, ABG, BA, EDG, JAR) Manager II – Facilities & Operations Manager II – Virtual Services	\$65,510 \$33.59	\$85,135 \$43.66	\$104,760 \$53.72
15	Administrator – Finance Administrator – Marketing & Communications Administrator – Materials Management Administrator – Technology	\$72,090 \$36.97	\$93,645 \$48.02	\$115,200 \$59.08
16	Senior Administrator – Human Resources Senior Administrator – Public Services	\$79,155 \$40.59	\$102,978 \$52.81	\$126,800 \$65.03
17	Chief Financial Officer Chief Operating Officer	\$87,085 \$44.66	\$113,260 \$58.08	\$139,434 \$71.50

Grade	Title	Pay Rate
>	Circulation Substitute	\$11.86
>	Reference Substitute	\$15.83

Note: Reflects new minimum wage - \$9.25 per hour, effective July 1, 2017; minimum Grade 1



## ATTACHMENT B - PRICING

### RFP L-18-05

Staff	Estimated Hours	Hourly Rates		Total (Not To Exceed)

Other Expenses:	
-----------------	--

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.