



CECIL COUNTY HEALTH DEPARTMENT
a unit of the
MARYLAND DEPARTMENT OF HEALTH

**STANDARD SOLICITATION:
REQUEST FOR PROPOSALS**

*Cecil County Health Department
Strategic Planning*

RFP – CCHD #2025-9

If this Request for Proposals was obtained by any means other than the Issuing Office identified herein, please contact that office immediately to ensure that you receive all addenda or errata.

Minority Business Enterprises Are Encouraged To Respond To This Solicitation

KEY INFORMATION SUMMARY PAGE

*Cecil County Health Department
Strategic Planning*

Issue Date: 11/25/2024
RFP Number: CCHD #2025-9

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive bids from highly qualified consultants with a proven track record in working with local health departments and similar organizations to develop strategic plans. The goal is to establish a contract for the facilitation of a strategic planning process and development of a new five-year strategic plan.

Qualifications of Bidders:

Applicants must meet all of the below-listed eligibility criteria to be considered for funding:

- a. The applicant should have experience in facilitating strategic planning in local health departments or similar organizations.
- b. Three (3) references are required. Include samples from these references.

Contract Term: The contract resulting from this RFP will expire on June 30, 2025.

Issuing Office: Cecil County Health Department

Issuing Office Point of Contact: Allison Borzymowski
Director - Administrative Services
Cecil County Health Department
401 Bow Street
Elkton, MD 21921
443-245-3761
cchd.procurement@maryland.gov

Contract Monitor: Jean-Marie Kelly, MPH
Director - Policy, Planning & Assessment

Deadline for receipt of proposals: January 3, 2025; 5:00 PM EDST

Proposals Received via email: cchd.procurement@maryland.gov

No Minority Business Enterprise subcontracting goal was established for the contract resulting from this solicitation; however, Certified Minority Business Enterprise vendors are encouraged to submit proposals.

Note: Minority Business Enterprises are encouraged to respond to this solicitation notice.

**STANDARD SOLICITATION:
COMPETITIVE PROPOSALS**

Cecil County Health Department
Strategic Planning

PART I - SOLICITATION INFORMATION AND INSTRUCTIONS

General:

The Cecil County Health Department, a unit of the Maryland Department of Health, hereinafter called the Department, desires competitive proposals to obtain the service(s) described in PART II of this solicitation.

Cecil County Health Department reserves the right to accept or reject any proposal and to annul the bidding process and reject all proposals at any time before contract award, without thereby incurring any liability to Bidders.

ATTENTION:

Proposals should be typewritten or written legibly in ink. The signer shall initial all erasures and other changes in ink. All Proposals shall be labeled with the solicitation title and number.

Proposal Due Date and Time:

Proposals will be received via email to: cchd.procurement@maryland.gov Until 5:00 PM, January 3, 2025 (local time – Eastern Daylight Savings Time). Proposals received after this time and date will not be considered for review.

Delivery of Proposals:

Proposals must be submitted via email to cchd.procurement@maryland.gov and include one copy of the cover page, application narrative, and any applicable supporting documentation with the subject line “Response to RFP CCHD #2025-9”.

Electronic Funds Transfer:

Electronic Funds Transfer (EFT) is available. If the awarded contractor prefers payment via electronic funds transfer rather than via check, a form will be provided upon execution of the contract.

Procurement Officer:

The Procurement Officer responsible for this solicitation is:

Allison Borzymowski
Director - Administrative Services
Cecil County Health Department
401 Bow Street
Elkton, MD 21921-5501
443-245-3761
cchd.procurement@maryland.gov

Proposal Format:

Proposals must include the following:

Proposal Submission Cover Page

All proposals must include the Proposal Cover Page included in this RFP. An electronic copy in MS Word format may be obtained by contacting the Procurement Officer.

Description of Consultant/Organization

Provide a background of the offeror, citing information demonstrating the ability to meet the eligibility requirements outlined in the Key Information Summary Page Qualifications of Bidders.

Proposal Narrative

The proposal narrative shall delineate how the offeror will achieve the goals and objectives outlined in Section II.

Financial Proposal Instructions and Forms (Attachment A and A-1)

Financial Proposal form must be completed, signed and submitted with the proposal.

The financial proposal of each qualified Offeror will be evaluated separately from the technical evaluation. After a review of the financial proposals of qualified Offerors, the evaluation committee or Procurement Officer may again conduct discussions to further evaluate the Offeror's entire proposal.

The contract will be awarded on a cost reimbursement basis. Funds may not be carried over beyond the term of the contract; therefore, the budget shall include only expenses which will be incurred by 6/30/2025.

Additional Proposal Submission Requirements:

The bidder shall submit one copy of the following with each proposal submission:

Proposal Affidavit

All bidders must complete and submit the Proposal, the Proposal Affidavit attached hereto. Proposals that do not include the Proposal Affidavit may be considered non-responsive and rejected by the Procurement Officer.

Legal Action Summary

The Bidder shall provide a Legal Action Summary that includes:

- a. A statement as to whether there are any outstanding legal actions or potential claims against the bidder and a brief description of any such action.
- b. Briefly describe any settled or closed legal actions or claims against the bidder over the past five (5) years.
- c. A description of any judgments against the Offeror within the past five (5) years, including the case name, court, and what the final ruling or determination was from the court.
- d. In instances where litigation is ongoing, and the bidder has been directed not to disclose information by the court, provide the name of the judge and the location of the court.

Past State Experience

As part of its offer, each Bidder is to provide a list of all contracts with any entity of the State of Maryland that it is currently performing or completed within the last 5 years. For each identified contract, the Bidder is to provide:

- The State contracting entity
- A brief description of the services/goods provided
- The dollar value of the contract
- The term of the contract
- The State employee contact person (name, title, telephone number and, if possible, e-mail address)
- Whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised.

Minority Business Enterprise (MBE) Affidavits and Documentation

If the bidder is a Minority Business Enterprise, official MBE documentation must be included with the proposal.

Failure to include these documents in the Proposal shall render the Proposal non-responsive and require that the Department not consider the Proposal for the award.

Contract Award:

The contract will be awarded to the vendor proposing the best comprehensive plan, budget, and acceptable project timeline as outlined in the metric below:

Award Metric:

- **Experience of Proposal Organization:** Maximum 15 points. Demonstrated successful experience and capability of the proposed staff and any sub-consultants proposed for this project in providing the services described in this Request for Proposals.
- **Capacity:** Maximum 25 points. Demonstrated ability of the Offeror to provide the resources (staffing, equipment, office facilities, and others) necessary for the timely and efficient implementation of CCHD’s goals and objectives as described in this solicitation.
- **Proposed Fee:** Maximum 15 points. The proposed rates and level of service are reasonable and appropriate concerning the services requested.
- **Methodology:** Maximum 35 points. The Offeror’s proposed methodology is reasonable and logical and will ensure that the Department’s requirements will be met and indicates that the Offeror has a clear understanding of the scope of services required.
- **MBE/WBE Participation:** Maximum 5 points. Demonstrated experience and commitment of the Offeror to assist in meeting its requirements and goals related to Minority/Women Business Participants.

Deductions Points may be deducted for failure to submit all required documents or for submitting irrelevant or redundant material.

PART II – SPECIFIC REQUIREMENTS/DELIVERABLES OF PROPOSED CONTRACT SPECIFICATIONS

Background:

The Cecil County Health Department’s mission is to work together to promote, protect, and advance the health and wellness of the community. Specifically, the Health Department’s responsibilities include:

- Preventing epidemics and the spread of disease
- Protecting against environmental hazards
- Preventing injuries
- Promoting and encouraging healthy behavior and mental health
- Responding to disasters and assisting communities in recovery
- Assuring the quality and accessibility of health services

The Health Department offers services to all county residents through its six divisions: Administrative Services, Behavioral Health, Community Health Services, Environmental Health Services, Health Promotion, and Special Populations Services.

The Cecil County Health Department is accredited nationally by the Public Health Accreditation Board (PHAB). In order to achieve its mission and continue to provide high-quality services to county residents, it is essential that the organization has a clear picture of where it is headed and what it plans to achieve. The Health Department’s current Strategic Plan ends in June 2025 and groundwork has been laid to begin the strategic planning process to develop a new Strategic Plan for FY 2026-2030.

Through a robust strategic planning process and development of a new organizational Strategic Plan, the Health Department hopes to: create a shared sense of direction and achievable goals for the organization; improve operational efficiency by providing a roadmap for activities; develop clear methods to monitor progress; identify strengths and weaknesses of the organization as well as potential opportunities and threats.

Vendor requirements:

Vendors must meet all the eligibility criteria outlined on the Key Information Summary Page and Qualifications of Bidders.

Scope of Services:

- I. The Contractor shall provide:
 - A. Project management for the project.
 - B. Strategic Planning Process
 1. Review of relevant documents and secondary data (e.g. community health needs assessment, community health improvement plan, strategic plans of relevant community stakeholders)
 2. Engagement plan to obtain input from staff, community partners, community

members, and governance - May include, but not be limited to surveys, focus groups, and key informant interviews.

3. Facilitation of the engagement process to obtain input from identified stakeholders.
4. Facilitation of strategic planning session(s).
5. Regular communication of progress and results with identified project lead(s).

C. Development of the FY 2026-2031 Strategic Plan: Must meet all requirements detailed in [Public Health Accreditation Board Standards and Measures for Reaccreditation Version 2022](#).

1. Writing a strategic plan to include:
 - a) Membership of the strategic planning group
 - b) Strategic planning process steps
 - c) Mission, vision, values
 - d) Strategic priorities
 - e) Goals and objectives with measurable and time-framed targets
 - f) Strategies to address objectives
 - g) Monitoring plan
 - h) Linkage with the community health improvement plan and performance management system
2. Review of Strategic Planning draft with project lead(s).
3. Presentation of the strategic plan to Health Department leadership.

Content of Proposals:

1. Proposals must detail the objectives of the project initiatives as outlined above and include a timeline for proposed activities.

PROPOSAL COVER PAGE

***Cecil County Health Department
Strategic Planning***

Proposal Attested to by _____ Date _____
(Signature)

(Print Name)

Important: Do not alter this page. Failure to fill out this bid page completely or altering the bid page in any way may render your bid non-responsive. Should you have any questions regarding this bid page contact the Procurement Officer identified in PART I.

PART III -- GENERAL SOLICITATION AND PROPOSAL PROVISIONS

- A. The Department of Health reserves the right to cancel this solicitation or reject any or all proposals, in whole or in part, to waive minor irregularities in proposals, or to allow the bidder to correct a minor irregularity if the best interest of the State will be served by doing so (COMAR 21.06.02).
- B. All proposals become the property of the Department of Health. Neither the Department nor the State of Maryland shall be responsible for any expenses incurred by the bidders in preparing or submitting their proposals.
- C. All bidders shall acknowledge the receipt of all amendments, addenda, and changes issued in connection with this solicitation.
- D. Proposals may be modified or withdrawn by written notice received in the office designated in this Solicitation before the time and date set for the opening. If expressly permitted in the invitation for proposals, notification of modification or withdrawal may be made by electronic means only in the manner specified in the invitation for proposals.
- E.
 - 1. A Proposal, request to withdraw a Proposal, or a modification to a Proposal is late if it is not received by the Department at the place and by the date and time specified on page 1 of this Solicitation.
 - 2. A late Proposal, late modification, or late request for withdrawal shall not be considered. Exceptions may be made when a late Proposal is received before contract award, and the Proposal, the modification, or withdrawal would have been timely but for the action or inaction of State personnel directing the procurement activity or their employees. A late modification of a successful Proposal, which makes its terms more favorable to the State, shall be considered at any time it is received and may be accepted.
- F. All bidders must complete and submit with their Proposal, the Proposal Affidavit attached hereto as Attachment B.
- G. Unless otherwise specified under PART II of this solicitation, this contract shall be awarded to the responsive and responsible bidder submitting the most favorable proposal.
- H. In the case of tie proposals, the award will be made in accordance with COMAR 21.05.02.14, unless another tie-breaker is defined under Section II of this document.
- I. Bidders should give specific attention to the identification of those portions of their proposal that they deem to be confidential, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed under the Annotated Code of Maryland, §§ 10-611 through 10-630 of the State Government Article. Bidders are advised that, upon request for this information from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to the party. Bidders are further advised that proposals will be opened publicly unless specifically stated otherwise in Section II (see COMAR 21.05.02.11 and 21.05.02.17).

- J. Any bidder or other interested person who is aggrieved by the award of the contract resulting from this solicitation may protest that decision. If a protest is made, it shall be in accordance with the procedures set forth at COMAR 21.10.02.03. and 04.
- K. The State reserves the right to make the award by item, group of items, or total Proposal if it is in the best interest of the State to do so, unless the bidder specifies in its Proposal that a partial or progressive award is not acceptable. Note: this may render the Proposal non-responsive.
- L. Although Maryland law does not authorize procuring agencies to favor resident Bidders in awarding procurement contracts, many other states do grant their resident businesses preference over Maryland contractors. Therefore, as described in COMAR 21.05.01.04, a resident business preference will be given if: a responsible Bidder whose headquarters, the principal base of operations or principal site that will primarily provide the services required under this INVITATION FOR PROPOSALS is in another state submits the most advantageous Proposal; the other state gives a preference to its residents through law, policy, or practice; and, the preference to be applied to the contract award herein does not conflict with Federal law or grant affecting the procurement contract. The preference given shall be identical to the preference that the other state, through the law, policy or practice gives to its residents.

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Attachment A – Financial Proposal Form and Instructions

FINANCIAL INSTRUCTION FORM

Instructions

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

The financial proposal form is used to calculate the Offeror's TOTAL PRICE PROPOSED.

- A) All Unit/Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15
- B) All Unit Prices must be the actual unit price CCHD shall pay for the proposed item per this RFP and may not be contingent on any other factor or condition in any manner.
- C) All calculations shall be rounded to the nearest cent, i.e. .344 shall be 34 and .345 shall be 35.
- D) All goods or services required or requested by CCHD and proposed by the vendor at **No Cost to CCHD** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
- E) Every blank in the financial proposal form shall be filled in.
- F) Except as instructed on the form, nothing shall be entered on the financial proposal form that alters or proposes conditions or contingencies on the prices.
- G) It is imperative that the prices included on the Financial Proposal Form have been entered correctly and calculated accurately by the vendor and that the respective total prices agree with the entries on the Financial Proposal Form. Any incorrect entries or inaccurate calculations by the vendor will be treated as provided in COMAR 21.05.03.03.E.

Attachment A-1 - Financial Proposal Form

Task:	No. hours to complete	Cost per hour	Total Cost

Total Project Cost: \$ _____

Authorized Signature: _____

Date: _____

Printed Name and Title: _____

Company Name: _____

Company Address: _____

FEIN: _____

Telephone: _____

Email: _____

Attachment B - Bid/Proposal Affidavit

A. AUTHORITY

I hereby affirm that I, _____ (name of affiant) am the _____ (title) and duly authorized representative of _____ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned Bidder/Offeror hereby certifies and agrees that the following information is correct: In preparing its Bid/proposal on this project, the Bidder/Offeror has considered all Bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in “discrimination” as defined in § 19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. “Discrimination” means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, sexual identity, genetic information or an individual’s refusal to submit to a genetic test or make available the results of a genetic test, disability, or any otherwise unlawful use of characteristics regarding the vendor’s, supplier’s, or commercial customer’s employees or owners. “Discrimination” also includes retaliating against any person or other entity for reporting any incident of “discrimination”. Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the Bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/proposal. As part of its Bid/proposal, the Bidder/Offeror herewith submits a list of all instances within the past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the Bidder/Offeror discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder/Offeror agrees to comply in all respects with the State’s Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, § 14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a Bid/proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority bid/proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the Bid/proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the Bid/proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the Bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/proposal.

Attachment B – Affidavit (Effective Date: Oct. 24, 2017)

B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES.

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, § 14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a Bid/proposal preference or a procurement contract;
- (3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.13; or
- (6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of § B-2(1) -(5) of this regulation.

C. 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, controlling stockholders, or any of its employees directly involved in the business’s contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, § 6-220, 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):

Attachment B – Affidavit (Effective Date: Oct. 24,2017)

D. AFFIRMATION REGARDING OTHER CONVICTIONS

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, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
 - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
 - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. § 1961 et seq., or the Mail Fraud Act, 18 U.S.C. § 1341 et seq., for acts in connection with the submission of Bids/Proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, § 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of § 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)— (5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of Bids/Proposals for a public or private contract;
- (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;
- (9) Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:
 - (a) §7201, Attempt to Evade or Defeat Tax;
 - (b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,
 - (c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information;
 - (d) §7206, Fraud and False Statements, or
 - (e) §7207 Fraudulent Returns, Statements, or Other Documents;
- (10) Been convicted of a violation of 18 U.S.C. §286 Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;
- (11) Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;
- (12) Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:

Attachment B – Affidavit (Effective Date: Oct. 24,2017)

- (a) A court:
 - (i) Made the finding; and
 - (ii) Decision became final; or
 - (b) The finding was:
 - (i) Made in a contested case under the Maryland Administrative Procedure act; and
 - (ii) Not overturned on judicial review;
- (13) Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:
- (a) A court:
 - (i) Made the finding; and
 - (ii) Decision became final; or
 - (b) The finding was:
 - (i) Made in a contested case under the Maryland Administrative Procedure act; and
 - (ii) Not overturned on judicial review;
- (14) Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:
- (a) A court:
 - (i) Made the finding; and
 - (ii) Decision became final; or
 - (b) The finding was:
 - (i) Made in a contested case under the Maryland Administrative Procedure act; and
 - (ii) Not overturned on judicial review; or
- (15) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§ B and C and subsections D(1)—(14) above, except as follows (indicate reasons why the affirmations 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 the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. 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, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including 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).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES
I FURTHER AFFIRM THAT:

- (1) The business was not established and 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 (you must indicate the reasons why the affirmations cannot be given without qualification):
-
-

G. SUBCONTRACT AFFIRMATION
I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION
I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying Bid/proposal that is being submitted; or
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the Bid/proposal price of the Bidder/Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying Bid/proposal is submitted.

I. CERTIFICATION OF TAX PAYMENT
I FURTHER AFFIRM THAT:

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, State Department of Assessments and Taxation, and Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

Attachment B – Affidavit (Effective Date: Oct. 24, 2017)

J. 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, bona fide agent, bona fide salesperson, or commercial selling agency 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, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

- (1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17- 705, Annotated Code of Maryland:
 - (a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and
 - (b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.
- (2) The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities:

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. PROHIBITING DISCRIMINATORY BOYCOTTS OF ISRAEL

I FURTHER AFFIRM THAT:

In preparing its bid/proposal on this project, the Bidder/Offeror has considered all bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Bidder/Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for bid/proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the bid/proposal.

Attachment B – Affidavit (Effective Date: Oct. 24,2017)

N. I FURTHER AFFIRM THAT:

Any claims of environmental attributes made relating to a product or service included in the bid or bid/proposal are consistent with the Federal Trade Commission’s Guides for the Use of Environmental

Attachment B – Affidavit (Effective Date: Oct. 24,2017)

Marketing Claims as provided in 16 C.F.R. §260, that apply to claims about the environmental attributes of a product, package or service in connection with the marketing, offering for sale, or sale of such item or service.

O. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this Bid/proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland 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.

By: _____
Signature of Authorized Representative and Affiant

Printed Name: _____
Printed Name of Authorized Representative and Affiant

Title: _____
Title

Date: _____
Date

Attachment B – Affidavit (Effective Date: Oct. 24,2017)