

Appendix 1 - Price Form Instructions

Each Bidder/Offeror shall submit its response via the Price Form in accordance with the instructions specified herein. **Do not alter the Price Form**; otherwise, the Bid may be determined to be not responsive or the Proposal may be determined to be not reasonably susceptible of being selected for award. If the Price Form contains a signature box, it must be signed and dated by an individual who is authorized to bind the Bidder/Offeror to the prices entered on the Price Form.

Follow these instructions carefully when completing your Price Form:

- A) All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B) All Unit Prices must be the actual price per unit the State will pay for the specific item or service identified in this IFB/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, e.g., .344 shall be .34 and .345 shall be .35.
- D) Any goods or services required through this IFB/RFP which are proposed to be provided at **No Cost to the State** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
- E) Every editable field in the Price Form shall be completed. Any changes or corrections made to the Price Form by the Bidder/Offeror prior to submission due date shall be initialed and dated, if required, or submitted as a new Price Form through eMMA. Partial or incomplete Bids/Proposals will be rejected unless otherwise stated in the solicitation.
- F) Except as instructed on the Price Form, nothing shall be entered on or attached to the Price Form that proposes conditions or contingencies on the prices. Conditions may render the Bid not responsive or the Proposal not reasonably susceptible for being selected for award.
- G) It is imperative that the prices included on the Price Form have been entered correctly and calculated accurately by the Bidder/Offeror and that the respective total prices agree with the entries on the Price Form. Any incorrect entries or inaccurate calculations by the Bidder/Offeror will be treated as provided in COMAR 21.05.02.12 and may cause the Bid/Proposal to be rejected.
- H) All pricing, including labor rates, entered in the Price Form must be fully loaded prices that include all costs/expenses associated with the provision of services required by the IFB/RFP. Examples may include all labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor.
- J) Unless indicated elsewhere in the IFB/RFP, sample amounts used for calculations on the Price Form are typically estimates for evaluation purposes only. Unless stated otherwise in the IFB/RFP, a minimum or maximum number of units or usage in the performance of the Contract is not guaranteed.
- K) Failure to adhere to any of these instructions may result in the Bid being determined not responsive or the Proposal being determined not reasonably susceptible of being selected for award.

Appendix 1 - Price Form Instructions

Complete the Price Form only as provided in the Price Form Instructions. Do not amend, alter or leave blank any items on the Price Form.

See separate Excel Price Form labeled Attachment 2 - The Price Form.

Submitted by:

Signature of Authorized Representative	Date
Printed Name and Title:	
Telephone:	
Email address:	
Bidder Company Name:	
Bidder Company Address:	
Location(s) from which goods/services will be provided/performed (City/State):	
FEIN:	
eMMA #:	