REQUEST FOR PROPOSALS
Services for Geographic Information Systems Specialist Consultant

Grant Project Term: **October 30, 2017-Aug. 31, 2018**
Contract Not to Exceed: $6,000

The Lost Towns Project, Inc. received a grant through the Maryland Heritage Areas Authority (MHAA) Grant program for a research project to enhance the African American Heritage Trail of the Four Rivers Heritage Area. Three professional consultants will carry out the project, including a **Geographic Information Systems Specialist who will develop a GIS-based digital Story Map to be hosted by the Lost Towns Project website and partner sites.**

The balance of the team will include a Project Manager/Lead Research Associate who will be responsible for the overall management of the Project on behalf of the LTP's volunteer Board of Directors, conducting archival and historical research, and identifying, documenting, and cataloging resources related to the project and an Oral Historian/Research Associate, who will conduct and process oral history interviews and research.

The Lost Towns Project is an all-volunteer non-profit dedicated to promoting, facilitating, and enabling the preservation, discovery, academic study, appreciation, and stewardship of public and privately-owned cultural resources, historic structures, and archaeological sites in Anne Arundel County, the State of Maryland and the Mid-Atlantic region by supporting the technical, scholarly, and intellectual work of academics, professionals, and students, in activities related to the mission.

The Lost Towns Project, Inc. seeks the professional services of a **Geographic Information Systems Specialist** to undertake the various aspects of the scope of work described below, and as defined by the grant agreement between the LTP and MHAA. The Geographic Information Systems Specialist will work closely with the two other consultants involved in this project, including a Project Manager/Lead Research Associate and an Oral Historian/ Research Associate. Extensive collaboration among consultants will be required to effectively schedule, manage, and complete the scopes of work of this project.

This MHAA project will be carried out in collaboration with a National Park Service Civil Rights Historic Preservation grant which involves oral history research facilitated by an interpretive planning specialist, archival research, and the creation of a GIS Story Map. The NPS grant focuses on recreational spaces in Anne Arundel County, such as historic beaches, ballfields, playgrounds, and swimming pools.

The LTP Board will oversee the contractual and financial administration of the project, and ensure that all requirements of the Grant and the Project are being diligently conducted and completed. The LTP Board will submit interim reports and a final report as part of this grant process.

This Project is funded through state funds and compliance with all applicable Federal, State, and local laws, rules, and regulations is required. Receipt of all amendments, addenda, and changes must be acknowledged in writing. Given the nature of the Project, there will not be a pre-proposal meeting. Likewise, bid, performance, and payment bonds will NOT be required. Consultants must provide proof of general liability insurance.
Contractors (and sub-contractors) must be Equal Opportunity Employers. Minority Businesses are encouraged to respond to this solicitation.

The total amount of grant funds available for the **Geographic Information Systems Specialist** is **$6,000**.

The work shall commence upon award of contract and execution of agreement. This contract will be **approximately 10 months from October 30, 2017 to August 31, 2018.**

Consultant Description, Deliverables, Qualifications, and Proposal Requirements

The GIS specialist will develop the GIS-based digital Story Map (to be hosted by the Lost Towns Project website and partner websites) that includes spatial data, oral history audio, historic photos, historic documents, and interpretation on historic African-American sites of significance, hosted on a special webpage on the Lost Towns Project and Anne Arundel County websites.

The specialized GIS skill-set of the Geographic Information Systems Specialist will be applied to developing and launching of a spatial dataset into a graphic, visual online interface, under the direction of the Project Manager/Lead Research Associate. This position will require collaborating with project researchers on the interpretation of historic sites and themes relevant to the Project objective. The development of the resulting story map will require the GIS specialist to be creative and to produce and incorporate content (i.e., text, graphics, and audio or visual) with a strong understanding and vision of a cohesive/relevant narrative for the project. The GIS specialist will provide the Project Manager/Lead Research Associate with preliminary assessments of the development of the GIS Story Map for inclusion in the interim reports and final report. The Geographic Information Systems Specialist shall meet internal project or site specific deadlines.

All GIS data files shall be in a shapefile (*.shp) or GeoDatabase format, preferably a GeoDatabase format. Federal Geographic Data Committee compliant data set level metadata shall be submitted for each shapefile or feature class included. All cultural resources delineated with GIS data (points, lines or polygons) should further be submitted in compliance with the NPS Cultural Resource Spatial Data Transfer Standards with complete feature level metadata.

The GIS Specialist will also assist with the creation of a downloadable, digital guidebook with self-guided tour map that will be a companion to the StoryMap's virtual tour and will build off of information available on the Four Rivers webpage and its "History Explorer" map, while providing further interpretation and additional context. Emphasis will be placed on detailing public accessibility along the African American Heritage Trail. This consultant may be asked to work with pre-screened student interns and/or volunteers. (*As per the Lost Towns Project's mission to provide educational outreach for students, successful respondents must be prepared to work closely with volunteers, students and/ or interns who may be invited to participate or observe in all aspects of the project under the PI's professional guidance, including all phases of fieldwork, lab work, and analysis.)*

Deliverables include:

- Development of a GIS Story Map and deployment as a web interface
- Creation and Submittal of all pertinent GIS data to the NPS per NPS Cultural Resource Spatial Data Transfer Standards
- Creation of Maps for the Final Reporting
- Creation of a downloadable, digital guidebook with self-guided tour map that will be a companion to the StoryMap's virtual tour

Qualifications for the Geographic Information Systems Specialist

The minimum qualifications for consideration as the Geographic Information Systems Specialist are as follows:

- Must hold a Bachelor's Degree or preferably a Master's Degree in GIS or a closely related field from an accredited school;
- Demonstrated experience of more than five years in executing GIS projects;
- Have proven and demonstrated experience in creating digital GIS web maps;
- Candidates must demonstrate familiarity with geodatabase spatial formats and with NPS Cultural Resource Spatial Data Transfer Standards and the metadata standards set by the Federal Geographic Data Committee.
- Demonstrated experience successfully assisting with large and complex projects, specifically on publicly-funded grant projects, and working with the NPS and/or non-profit organizations;

If the respondent meets the minimum qualifications stated above, their proposals will be evaluated on a 50 point scale described in the General Notes section on pages 7 and 8 of this RFP.

Preference will be given to candidates that have documented education/work-experience in developing GIS-based projects for anthropology, archaeology, history, architectural history, and/or historic preservation, and that have successfully executed digital GIS story map products. The successful candidate should have combined education and experience with Esri ArcGIS software, Esri ArcGIS Online, MS Excel, Adobe Photoshop, GPS technology, spatial analysis, spatial database development, spatial database software (i.e., ArcSDE, SQL Server, etc.), spatial statistics, model building, web-mapping, WordPress, Python/JavaScript/HTML/CSS code-scripting, File Transfer Protocol (FTP), search engine optimization (SEO), and webserver management. Given the need for this consultant to assist with the content development for this project, the successful candidate will have an understanding of the interpretation and development of significance statements for historic sites discovered during this project, per current professional standards as described by the National Park Service or the Maryland Historical Trust.

If the respondent meets the minimum qualifications stated above, their proposals will be evaluated on a 50 point scale described in the General Notes section of this RFP.

Proposal Requirements:

Respondents shall submit documentation to demonstrate they meet or exceed the requirements of the respective consultant description, such as resumes, references, or project lists. The documentation shall include at least two examples of the successful completion of comparable projects which may be demonstrated through excerpts from sample presentations or technical reports.

The proposal shall include a written narrative not to exceed 3 pages, for how they would approach the project described herein, including a schedule with key milestones, cost list or project budget, and a summary of relevant methods or procedures that would be employed during the Project. Proposals shall include date of availability to begin work as well as a project time table with proposed completion date. Respondents shall include a fixed price cost for the respective consultant services contract in their proposal.

The proposal must include a completed Conflict of Interest Affidavit and Disclosure form, and the Bid/ Proposal Affidavit form (see attached as exhibits A and B respectively.) Also attached is a No Reply form (Exhibit C). If you have requested a copy of the RFP but do not intend to submit a proposal, please complete and return this form.

This RFP has been prepared by LTP, Inc.'s Treasurer, C. Jane Cox. Ms. Cox will serve as the primary LTP representative on all Project matters. Any questions regarding this Project or the RFP may be directed to her at projects@losttownsproject.org or by phone at 410-271-2873. Email correspondence is preferred. RFP packages will be available on or about October 1, 2017, and may be requested by email at the same email address.

Proposals will be accepted by mail or by email in PDF format until October 13, 2017 at 5 PM. Proposals sent by mail must be received no later than October 13, 2017. Proposals delivered by email should be sent to projects@losttownsproject.org and return receipt of email must be acknowledged.

Proposals sent by mail through USPS, Fed Ex or UPS can be sent to:
The Lost Towns Project, Inc.
1621 Defense Hwy
Gambrills, MD 21054

The LTP Board will open proposals on October 16, 2017 at 11:00am at the Anne Arundel County Cultural Resources Division Office in Annapolis, MD.

Proposal Review

A consultant will be selected through a competitive proposal procedure for qualifications-based procurement to provide professional services whereby competitors' qualifications are evaluated on a 50 point scale, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.
Awards will be made to the respondent whose proposal is most advantageous to the program, with price, experience, availability, and other factors considered. Only proposals that can demonstrate they meet the minimum qualifications will be considered (educational requirements, years of experience, and other minimum qualifications for each contract are detailed below.) Consultant will be selected based on the submittal that meets or exceeds the requirements of the consultant position detailed below, whom the LTP Board finds will best represent their public non-profit mission, and will successfully complete the terms of the grant agreement between the MHAA and LTP.

Criteria for Proposal Evaluation

Points will be awarded to each qualified proposal as follows:

10 points: Quality of Proposal
Overall understanding of and responsiveness to the RFP; Clarity and practicality of the proposal, and its potential to successfully meet the requirements of the Maryland Heritage Areas Authority Grant Agreement signed by LTP in a timely, professional, and cost-effective manner;
10 points: Relevance of experience
Quality and quantity of experience or demonstrated research on historic and archaeological sites in Anne Arundel County.
10 Points: Cost (cost of proposals must not exceed stated grant funding available);
10 Points: Level of familiarity with Anne Arundel County's range of historic and archaeological resources;
5 points: Able to meet schedule (including availability to begin work September 1, 2017.)
5 points: Confidence of the LTP Board of Directors that the respondent will effectively and ethically implement the Grant Project, and fully understands and embraces the non-profit's mission to engage the public with archaeological stewardship and education.

Consultants must provide for their own equipment, supplies, materials, transportation, technology needs, or other such items deemed necessary to complete the Project.

The following exhibits must be completed and submitted with the proposal package:

Exhibit A: Conflict of Interest Affidavit and Disclosure form

Exhibit B: Bid/ Proposal Affidavit Form

Exhibit C: No Reply Form

GIS Story Map Specialist Consultant
Conflict of Interest Affidavit and Disclosure Form

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

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)

GIS Story Map Specialist Consultant
Bid / Proposal Affidavit Form

A. Authority

I HEREBY AFFIRM THAT:

I (print name)_____possess the legal authority to make this Affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all 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, or on the basis of 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 submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder 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 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 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 or proposal and:

(1)) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;

(2)) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or 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 or 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 submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. Certification Regarding Veteran-Owned Small Business Enterprises. The undersigned bidder 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 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 21.11.12; 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):

_____

_____

_____.

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 or 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 or 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; or

(9) 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)—(8) 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 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 (you must indicate the reasons why the affirmations cannot be given without qualification):

_____

_____

_____.

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

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. 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 or 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.

Date: _____

By:_____(print name of Authorized Representative and Affiant)

_____(signature of Authorized Representative and Affiant

Exhibit C:

GIS Story Map Specialist Consultant
No Reply Form

FIRM NAME: _____

It is important that the Lost Towns Project, Inc. receive a reply from all invited respondents. There is no obligation to submit a quotation or proposal; however, should you choose not to respond, completion of this form will assist us in the future.

If for any reason, you are not submitting a proposal on this Request, we ask that you check one or more reasons below, or explain briefly in the space provided at the bottom of the page.

Please return the completed form by email to projects@losttownsproject.org or by mail to: Lost Towns Project, Inc.
c/o 1621 Defense Hwy Gambrills,
MD 21054

We hereby submit a "No Reply" because:

☐ 1. We are not interested in being selected through a competitive procurement process.

☐ 2. We have insufficient time to respond.

☐ 3. Our schedule will not permit us to perform.

☐ 4. We do not feel we can be competitive.

☐ 5. Scope of work is too large or too small. [Please circle one.]

☐ 6. We do not wish to respond under the terms and conditions of the RFP.

Reasons: _____

_____.

☐ 7. We are unable to meet the requirements because: _____

_____.

☐ 8. Other: _____

_____.

_____ _____

COMPANY NAME SIGNED

_____ _____

DATE PRINTED NAME