

**ATTACHMENT J.10**  
**FORM OF OFFER LETTER**

[Offeror's Letterhead]

[Insert Date]

District of Columbia Public Library  
901 G Street, NW – 4th Floor  
Washington, DC 20001  
ATTN: Tornia Harrison-Samuels, Interim Procurement Officer

Reference: Solicitation No. DCPL-2025-R-0016 – Implementation of Internet and  
Wide Area Network (WAN) Services for the District of Columbia Public Library

Dear Ms. Harrison-Samuels:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this proposal in response to the District of Columbia Public Library ("DCPL") Request for Proposals (the "RFP") to provide an Internet and Wide Area Network (WAN) Services for the District of Columbia Public Library. We have reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract and have conducted such due diligence and analysis as we, in its sole judgment, have deemed necessary in order to submit a Proposal in response to the RFP. Our Proposal and prices quoted herein are based on the RFP, and any addenda issued thereto and assume no material alteration of the terms of those documents.

Based on the foregoing, we hereby offer to perform the work described in the documents for the prices set forth below:

**B.3 PRICE**

**B.3.1** The following price schedule shall represent the Offeror's compensation for the base and option years. DCPL intends to evaluate the price based on total cost for the base year and option years. Offerors shall submit pricing as fully loaded rates, which include profit and all costs such as direct and indirect costs, overhead and G&A. **Offerors must put \$0.00 for each CLIN that is not applicable in the option years. Failure to include a price for all Contract Line-Item Numbers (CLIN) will result in rejection of the proposal.**

**B.3.2 PRICE SCHEDULE**

**B.3.2.1 BASE YEAR**

| CLIN                           | ITEM                                       | PRICE |
|--------------------------------|--|-------|
| 0001                           | Implementation services                    | \$    |
| 0002                           | 1G per neighborhood library X 25 libraries | \$    |
| 0003                           | 5G MLK, Jr. Memorial Library               | \$    |
| 0004                           | 10G DIA shared                             | \$    |
| 0005                           | 1G Increments                              | \$    |
| <b>TOTAL FOR THE BASE YEAR</b> |  | \$    |

**B.3.2.2 OPTION YEAR ONE**

| CLIN                             | ITEM                                       | PRICE |
|----------------------------------|--|-------|
| 1001                             | Implementation services                    | \$    |
| 1002                             | 1G per neighborhood library X 25 libraries | \$    |
| 1003                             | 5G MLK, Jr. Memorial Library               | \$    |
| 1004                             | 10G DIA shared                             | \$    |
| 1005                             | 1G Increments                              | \$    |
| <b>TOTAL FOR OPTION YEAR ONE</b> |  | \$    |

**B.3.2.3 OPTION YEAR TWO**

| CLIN                             | ITEM                                       | PRICE |
|----------------------------------|--|-------|
| 2001                             | Implementation services                    | \$    |
| 2002                             | 1G per neighborhood library X 25 libraries | \$    |
| 2003                             | 5G MLK, Jr. Memorial Library               | \$    |
| 2004                             | 10G DIA shared                             | \$    |
| 2005                             | 1G Increments                              | \$    |
| <b>TOTAL FOR OPTION YEAR TWO</b> |  | \$    |

**B.3.2.4 OPTION YEAR THREE**

| CLIN                               | ITEM                                       | PRICE |
|------------------------------------|--|-------|
| 3001                               | Implementation services                    | \$    |
| 3002                               | 1G per neighborhood library X 25 libraries | \$    |
| 3003                               | 5G MLK, Jr. Memorial Library               | \$    |
| 3004                               | 10G DIA shared                             | \$    |
| 3005                               | 1G Increments                              | \$    |
| <b>TOTAL FOR OPTION YEAR THREE</b> |  | \$    |

**B.3.2.5 OPTION YEAR FOUR**

| <b>CLIN</b>                   | <b>ITEM</b>                                | <b>PRICE</b> |
|-------------------------------|--|--------------|
| 4001                          | Implementation services                    | \$           |
| 4002                          | 1G per neighborhood library X 25 libraries | \$           |
| 4003                          | 5G MLK, Jr. Memorial Library               | \$           |
| 4004                          | 10G DIA shared                             | \$           |
| 4005                          | 1G Increments                              | \$           |
| <b>TOTAL OPTION YEAR FOUR</b> |  | \$           |

We acknowledge and understand that the prices quoted herein are fixed prices to fully complete the work described in the RFP and attachments thereto and that such amount includes funding for work which is described in the RFP and attachments thereto. Our Proposal is based on and subject to the following conditions:

- 1) We agree to hold our Proposal open for a period of at least one hundred twenty (120) calendar days after the date of proposal submission.
- 2) Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this offer form and bind the Offeror to the terms of the Offeror's Proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Proposal.
- 3) The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a Proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

This offer form and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_