



GARRETT COUNTY

**1025 Memorial Drive  
Oakland, Maryland 21550**

18

72

**Request for Proposals/Invitation for Bids**

For: Maryland Reserve Corps STRONG Point of Dispensing Drill

Date: 1/30/2026

MARYLAND

**Request for Proposals (RFP)**  
**GARRETT COUNTY HEALTH DEPARTMENT (GCHD)**  
**Personal Health MRC Strong Grant/Point of Dispensing Drill Training**

**Section 1 – General Information**

<b>RFP Number:</b>	PHFY26 -01		
<b>Service:</b>	Emergency Preparedness Point of Dispensing (POD) Drill Training		
<b>Anticipated Start Date:</b>	3/9/2026		
<b>Contract Duration:</b>	2-3 months		
<b>Contract Type:</b>	Fixed-price Contract		
<b>Primary Place of Performance:</b>	Garrett County Health Department		
<b>Federal Funding:</b>	No		
<b>Issue Date:</b> mm/dd/yyyy	1/30/2026	<b>Due Date:</b> mm/dd/yyyy	2/20/2026
		<b>Time (EST):</b> 00:00 am/pm	09:00 am
<b>Special Instructions</b>	<p>1. <b>Procurement Method:</b> Requests for Proposals</p> <p>2. <b>Multiple or Alternate Bids:</b> Multiple or alternate Bids will not be accepted</p> <p>3. <b>No Bid Notice Feedback Form:</b> If you are not submitting a bid for this solicitation, please submit the No Bid Notice Feedback Form with your reasons why. <a href="#">LINK</a></p> <p>4. <b>Receipt, Opening and Recording of Bids:</b></p> <p><b><u>Proposal Delivery Instructions - Will change Depending on Procurement Method</u></b></p> <p>1. Bidders may either mail or hand-deliver proposals.</p> <p>2. For U.S. Postal Service deliveries, any proposal that has been received at the appropriate mailroom, or typical place of mail receipt for the respective procuring unit by the time and date listed in the RFP will be deemed to be timely. If a Bidder chooses to use the U.S. Postal Service for delivery, the GCHD recommends that it use Express Mail, Priority Mail, or Certified Mail or another form for which both the date and time of receipt can be independently verified by the GCHD.</p> <p>3. Hand-delivery includes delivery by commercial carrier acting for the Bidder. For any type of direct (non-mail) delivery, a Bidder is advised to provide receipt of delivery to be signed and dated by the GCHD staff for their records. Hand-delivered to the issuing office must occur during the business hours of 8:30 am to 5:00 pm, Monday - Friday.</p> <p style="text-align: center;">Issuing Office:</p>		



Attn: Lori Peck  
Garrett County Health Department  
1025 Memorial Dr  
Oakland, MD 21550

1. Submit (1) one hard copy of the transmittal letter, technical application and budget analysis are required in a sealed envelope.
2. The deadline for submission of applications is **TBD**.
3. All applications received after the application submission deadline will not be accepted.
4. Any costs incurred by applicants in preparing or submitting proposals are the sole responsibility of the applicants. The GC LBHA will not reimburse any applicant for any costs incurred in making a proposal or subsequent pre-contract discussions, presentations, or negotiations.

1. Upon receipt, each Bid and any timely modification(s) to a Bid shall be stored in a secure place until the time and date set for bid opening. Before Bid opening, the GCHD may not disclose the identity of any Bidder.

2. Bids shall be opened publicly, at the time, date and place designated in the RFP. The name of each Bidder, the unit cost by line item Bid Price, and such other information as is deemed appropriate shall be read aloud or otherwise made available and recorded at the time of bid opening.

**5. Duration of Bids**

Bids submitted in response to this RFP are irrevocable for the latest of the following: 120 days following the Bid due date and time or the date any protest concerning this RFP is finally resolved. This period may be extended at the Procurement Officer's request only with the Bidder's written agreement.

**6. Revisions to the RFP**

1. All revision to the RFP before the due date for Bids will be published in an addendum to the RFP and reasonable effort will be made to provide such addenda to all prospective Bidders that were sent this RFP or are otherwise known by the Procurement Officer to have obtained this RFP. It is the responsibility of all prospective Bidders to check for any addenda issued prior to the submission of Bids.
2. Bidders shall acknowledge in the Bid the receipt of all addenda to this RFP issued before the Bid due date.
3. Failure to acknowledge receipt of an addendum does not relieve the Bidder from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Bid to be deemed not responsive..



**7. Cancellations**

The GCHD reserves the right to cancel this RFP, accept or reject any and all Bids, in whole or in part, received in response to this RFP and to waive or permit the cure of minor irregularities.

**8. Award or Rejection of Bids:**

1. In determining responsibility, the following other qualifications, in addition to price, will be considered by the GCHD.
  - a. The ability, capacity and skill of the Bidder to perform the service required.
  - b. The quality of performance of previous Contracts or services.
  - c. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or service.
  - d. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service.
  - e. The quality, availability and adaptability of the supplies, or services, to the particular use required.
  - f. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract.
  - g. Whether the Bidder is in arrears to the State of Maryland, Garrett County, or the GCHD on a debt or Contract or is a defaulter on surety to the State, Garrett County or GCHD.

**9. Incurred Expense**

The GCHD will not be responsible for any costs incurred by any Bidder in preparing and submitting a Bid or performing any other activities related to submitting a Bid in response to this solicitation.

**10. Bid Protest**

1. For the purpose of this Section, the following words have the meanings indicated:
  - a. Interested party means an actual or prospective Bidder, Offeror, or Contractor that may be aggrieved by the solicitation or Award of a Contract, or by the protest.
  - b. Protestor means any actual or prospective Bidder, Offeror, or Contractor who is aggrieved in connection with the solicitation or the Award of a Contract and who files the protest.
  - c. Filed means receipt in the GCHD Office of Procurement.
2. An Interested Party may protest to the GCHD Office of Procurement the Award or the Proposed Award of a Contract for supplies, services or construction. The protest shall be in writing and addressed to the GCHD Office of Procurement. Protests based upon alleged improprieties of any type in solicitations which are apparent before Bid opening or the closing date for receipt of initial bids shall be

filed prior to said closing date, all other cases Bid protests shall be filed no later than seven (7) calendar days after the basis for protest is known or should have been known, whichever is earlier. Any protest filed after the time limit prescribed above shall not be considered.

The written protest shall include as a minimum the following:

- a. The name and address of the Protestor.
  - b. Appropriate identification of the procurement, and if Contract had been awarded, its number, if known.
  - c. A statement of reasons for the protest.
  - d. Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.
3. The GCHD Office of Procurement shall submit a copy of the protest to the Health Officer upon receipt of the protest.
- a. Any additional information requested of the Protestor by the GCHD shall be submitted within five (5) days after receipt of notification in order to expedite consideration of the protest. Failure to comply with the request for information by the GCHD may result in a resolution of the protest without consideration of any information, which is untimely filed pursuant to such request.
  - b. Upon written request, the GCHD shall make available to any interested party information submitted that bears on the substance of the protest except when information is proprietary or otherwise permitted or required to be withheld by law or regulation.
4. A decision on a protest shall be made by the Health Officer in writing as expeditiously as possible after receiving all relevant, requested information. Before issuance, the decision of the Health Officer shall be reviewed by the Garrett County Department of General Services.
- a. Should the Protestor disapprove of the Health Officer's decision, they may appeal the decision to the County Commissioners within seven (7) days after receipt of the decision. All information used to support the protest and the decision of the Health Officer shall be made available to the County Commissioners.
5. A written decision on the protest shall be made expeditiously by the Garrett County Commissioners and deemed the final action on the protest.

#### **11. Bidder Responsibilities**

1. A Bidder, either directly or through its GCHD approved sub-contractor, must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall be responsible for Contract performance including any GCHD approved sub-contractor participation in the work.
2. All GCHD approved sub-contractors shall be identified and a complete description of their role relative to the Bid shall be included in the Bid.

#### **12. Acceptance of Terms and Conditions**



By submitting a Bid in response to this RFP, the Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP and the Contract. Any exceptions to this RFP or the Contract must be submitted by the “Questions Due Date and Time” prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection.

**13. Compliance with Laws/Arrearages**

By submitting a Bid in response to this RFP, the Bidder, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.

By submitting a response to this solicitation, each Bidder represents that it is not in arrears in the payment of any obligations due and owing the State or County, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Contract if selected for Contract award.

**14. Verification of Registration and Tax Payment**

Before a business entity can do business in the State/County, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201. For registration information, visit <https://egov.maryland.gov/BusinessExpress/>.

It is strongly recommended that any potential Bidder complete registration prior to the Bid due date and time. The Bidder’s failure to complete registration with SDAT may disqualify an otherwise responsive successful Bidder from final consideration and recommendation for Contract award.

**15. False Statements**

1. In connection with a procurement contract a person may not willfully:
  - a. Falsify, conceal, or suppress a material fact by any scheme or device.
  - b. Make a false or fraudulent statement or representation of a material fact.
  - c. Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.
2. A person may not aid or conspire with another person to commit an act under this section.
3. A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five (5) years or both.

**16. Confidentiality of Bids / Public Information Act Notice**

1. The Bidder should give specific attention to the clear identification of those portions of its Bid that it considers to contain confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the GCHD under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Bid.
2. The Bids shall be tabulated or a Bid abstract made. The opened Bids shall be available for public inspection at a reasonable time after Bid opening, but in any case before contract award, except to the extent the Bidder designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material

	<p>so designated as confidential shall accompany the Bid and shall be readily separable from the Bid to facilitate public inspection of the non-confidential portion of the Bid, including the Total Bid Price.</p> <p>3. For requests for information made under the PIA, the Procurement Officer shall examine the Bids to determine the validity of any requests for nondisclosure. Nondisclosure is permissible only if approved by the Office of the Attorney General.</p> <p><b>17. Use of Bidder’s Form Not Binding on State</b></p> <p>The Bidder may not substitute, modify, or provide any other document in lieu of the documents provided with this Bid. Only those forms and documents provided with this solicitation and by the Procurement Officer will be considered acceptable as bid submission.</p>
<p><b>Late Responses &amp; Mistakes in Request</b></p>	<p>Requests for extension of this time or date will not be granted. Responses received after the due date and time listed in Section 1 will not be considered. Responses may be modified or withdrawn by written notice received by the Contract Monitor before the time and date set forth in Section 1 for receipt of Responses.</p>
<p><b>Legal Requirements</b></p>	<p><b>The Contractor shall:</b></p> <ol style="list-style-type: none"> <li>1. Comply with all the terms of the Federal Wage and Hour Act, all local and Federal laws, rules, and regulations, and specifically, rules applying to employment of minors, the Executive Order 11246 (Equal Opportunity) and the Occupational Safety and Health Act of 1970. The Contractor shall be responsible for all administration costs, payroll, Federal and Maryland taxes, unemployment compensation costs and insurance.</li> <li>2. Comply with all applicable laws required by Medicare and/or Medicaid if applicable. The Contractor shall provide documentation of compliance upon the request of the GCHD.</li> <li>3. Be licensed to do business in the State of Maryland, be in good standing with the State Department of Assessments and Taxation (SDAT) and have an SDAT number.</li> <li>4. Provide proof of all current licenses or certification required by federal or State laws as well as required by funding sources.</li> <li>5. Provide evidence of adequate insurance coverage based on industry and GCHD standards.</li> </ol> <p><b>Maryland Healthy Working Families Act Requirements</b></p> <p>On February 11, 2018, the Maryland Healthy Working Families Act went into effect. All Bidders should be aware of how this Act could affect your potential contract award with the State of Maryland. See the Department of Labor, Licensing and Regulations website for Maryland Healthy Working Families Act Information: <a href="https://dllr.state.md.us/paidleave/">https://dllr.state.md.us/paidleave/</a>.</p> <p><b>Conflict of Interest Affidavit and Disclosure</b></p> <ol style="list-style-type: none"> <li>1. The Bidder shall complete and sign the Conflict of Interest Affidavit and Disclosure (<b>Attachment A</b>) and submit it with its Bid.</li> <li>2. By submitting a Conflict of Interest Affidavit and Disclosure, the Contractor shall be construed as certifying all Contractor Personnel and GCHD approved sub-contractors are also without a conflict of interest.</li> <li>3. Additionally, a Contractor has an ongoing obligation to ensure that all Contractor Personnel are without conflicts of interest prior to providing services under the Contract.</li> <li>4. Participation in Drafting of Specifications: Disqualifying Event: Bidders are advised that Md. Code Ann. State Finance and Procurement Article §13-212.1(a) provides generally that “an individual who assists an executive unit in the drafting of specifications, an invitation for</li> </ol>

bids, a request for proposals for a procurement, or the selection or award made in response to an invitation for bids or a request for proposals, or a person that employs the individual, may not:

- (1) submit a bid or proposal for that procurement; or
- (2) assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement.” Any Bidder submitting a Bid in violation of this provision shall be classified as “not responsible.”

**Non-Disclosure Agreement (Contractor)**

This solicitation and any Contract(s) are subject to the terms of the Non-Disclosure Agreement (NDA) contained in this solicitation as **Attachment B**. This Agreement must be provided within five (5) Business Days of notification of recommended award; however, to expedite processing, it is suggested that this document be completed and submitted with the Bid.

**Standard Terms and Conditions**

**1. Contractor Initiation Requirements**

Once all approvals have been obtained and the Contract is fully executed, the Contract Monitor may schedule a kickoff meeting to be held prior to commencement of the Contract.

**2. End of Contract Transition**

The Contractor shall cooperate in the orderly transition of services from it to a subsequent contractor at the end of the contract term or upon receipt of a Notice of Termination from the GCHD. Transition shall be provided in a prompt and timely manner and shall proceed in accordance with the schedule provided to the Contractor by the GCHD in the Notice of Transition. Additional instructions regarding transition services may be provided in the event of a Notice of Termination issued by the GCHD.

Additional required documents will be noted below and [linked](#):

Table A - Required Attachments and Documents to be Submitted with the Bid

Table B - Documents Required upon Notice of Recommendation for Contract Award

Table C - Appendices

Table D - Exhibits

**Section 2 – Procurement Officer (PO)/Contract Monitor (CM) Information**

<b>Requesting Agency</b>	Garrett County Health Department (GCHD)		
<b>Procurement Officer (PO)</b>	Shanna Humphrey	<b>PO phone #</b>	301-334-7777
<b>PO email address</b>	shanna.humphrey@maryland.gov		
<b>PO mailing address</b>	Garrett County Health Department, 1025 Memorial Dr. Oakland, MD 21550		
<b>Contract Monitor (CM)</b>	Lori Peck	<b>CM phone #</b>	301-980-6769

<b>CM email address for emailed response submissions:</b>	Lori.peck@maryland.gov
<b>CM mailing address for submitted responses:</b>	Garrett County Health Department, Attn: Lori Peck 1025 Memorial Dr. Oakland, MD 21550

**Role Definitions**

1.	PO – responsible for managing the RFS structure up to the point of release and executing the contract documents.
2.	CM – responsible for managing the RFS process after the point of release and to oversee the work performance for all contract functions once it is awarded.
3.	Contractor – The Contractor shall provide the resource and be accountable for the resource’s work performance under the Contract.

**Section 3 – Scope of Work**

**A. Background**

This Full Scale Point of Dispensing Exercise will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) criteria. Exercise elements will include, but are not limited to the following criteria:

- Activation of Medical Reserve Corps
- Set up of point of dispensing site
- Just-in-time training of POD staff
- Incident command

**B. Scope of Work**

The selected consultant will develop, facilitate, record, and assist in the evaluation of a Point of Dispensing full-scale exercise to be conducted no later than April 30, 2026 with the After Action Report submitted no later than May 30, 2026.

Exercise documents include: Exercise Plan, Player Handout, Master Scenario Events (MSEL), Victim Actor Cards, Controller/Evaluator Handbook, Exercise Evaluation Guides (EEGs), and Participation Feedback Tools.

The consultant will prepare an After-Action Report (AAR) for the overall exercise and include a hot wash immediately following the exercise.

**C. Minimum Qualifications**

Qualified Respondents shall meet the minimum qualifications. **Responses that do not meet minimum qualifications will be deemed non responsive and will not progress to the evaluation process.**

Proven experience (3-5 years) with designing, conducting, and evaluating full-scale emergency preparedness exercises. Maintain required certification as a Master Exercise Practitioner (MEP).

**Insurance Requirements**

1. The Contractor shall maintain, at a minimum, the insurance coverages outlined below, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised:

The following type(s) of insurance and minimum amount(s) of coverage are required:

**Insurance Requirements for the Garrett County Health Department**

**General Liability Insurance:** Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations and, if necessary, **Commercial Umbrella Insurance** .

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal Injury and Advertising Injury
\$2,000,000	Annual Aggregate
\$1,000,000	Fire Damage
\$5,000	Medical Expense Each Person
\$100,000	Medical Expense Each Occurrence

**Automobile Liability Insurance:** Coverage sufficient to cover owned, hired and non-owned coverage, including bodily injury, per person and occurrence and property damage per occurrence.\*

Minimum Limits

\$1,000,000	Combined Single Limit
-------------	-----------------------

*\*Required ONLY for Contractors that travel during the course of their contract utilizing their own vehicle while conducting business for the Department.*

**Statutory Workers Compensation and Employer's Liability Insurance:** Workers Compensation Coverage shall meet statutory limits as required by the State of Maryland or other applicable laws and Employers' Liability Insurance as follows.\*

Minimum Limits

\$500,000	Each accident for bodily injury by accident
\$500,000	Policy limit for bodily injury by disease and
\$500,000	Each employee for bodily injury by disease

*\*Workers' Compensation and Employer's Liability Insurance is required for all contracts who have employees or subcontractors.*

**Professional Liability Insurance:** Coverage for errors, omissions, and negligent acts per claim and aggregate, with one year discovery period.\*

Minimum Limits

\$1,000,000	Each Occurrence
\$5,000	Deductible

*\*Required for all Professional Service Contracts ONLY including but not limited to architectural design, review and/or engineering services.*

**Pollution Liability Insurance:** Coverage for bodily injury, property damage, defense, and cleanup as a result of pollution conditions.\*

Minimum Limits

\$1,000,000	Each Occurrence
\$1,000,000	Aggregate

*\*Required for contracts with remedial hazardous material operations.*

**Builders Risk Insurance:** Coverage equal to the full value of project\*

*\*Required for all property construction projects*

2. The successful Contractor will be required to provide a Certificate of Insurance for General Liability Insurance, Errors and Omissions/Professional Liability, Workers Compensation and Automobile in the amounts outlined in the Insurance Table. The GCHD shall be listed as an additional insured on all applicable policies. These certificates are required at the Kickoff Meeting, and will be retained by:

Attn: Lori Peck  
Garrett County Health Department  
1025 Memorial Drive  
Oakland, MD 21550

3. All insurance policies shall be endorsed to include a clause requiring the insurance carrier to provide the Procurement Officer, by certified mail, not less than 30 days' advance notice of any non-renewal, cancellation, or expiration. The Contractor shall notify the Procurement Officer in writing, if policies are canceled or not reviewed within five (5) days of learning of such cancellation or nonrenewal. The Contractor shall provide evidence of replacement insurance coverage to the Procurement Officer at least 15 days prior to the expiration of the insurance policy then in effect.

4. Any insurance furnished as a condition of the Contract shall be issued by a company authorized to do business in the State.

5. The recommended awardee must provide current certificate(s) of insurance with the prescribed coverages, limits and requirements set forth in this section within five (5) Business Days from notice of recommended award. During the period of performance for multi-year contracts, the Contractor shall provide certificates of insurance annually, or as otherwise directed by the Contract Monitor.

6. The Contractor shall require any GCHD approved sub-contractors to obtain and maintain comparable levels of coverage and shall provide the Contract Monitor with the same documentation as is required of the Contractor.

#### Section 4 – Personnel Experience

##### Experience

Respondents will be evaluated on their ability to meet the minimum qualifications, in addition to the preferred experience listed below. Respondents possessing the preferred experience below may receive a higher technical ranking.

Please provide relevant experience of provision of Homeland Security Exercise and Evaluation Program (HSEEP) training and FEMA Incident Command System training using **Attachment E - Reference Checks located in Table A.**

#### Section 5 – Required Submissions

Respondents submitting a response to the RFP must include the documents below:

- Copy of successful completion of Homeland Security Exercise and Evaluation Program (HSEEP) training
- Copy of successful completion of FEMA Incident Command System training

Additional required documents will be noted below and [linked](#):

Table A - Required Attachments and Documents to be Submitted with the Bid

Table B - Documents Required upon Notice of Recommendation for Contract Award

Table C - Appendices

Table D - Exhibits

#### Section 6 – Selection/Award Process

Evaluation and scoring of submissions will be as follows:

1. **Initial Review** – All proposals will be initially evaluated to determine if they meet the following minimum requirements:

a. The proposal must be complete and in compliance with all the requirements of the RFP.

b. Proposers must meet the Minimum Proposer Requirements outlined in Section 5 of this RFP.

2. **Technical Review**- Proposals meeting the above requirements will be evaluated on the basis of the following criteria:

a. Each proposal will be reviewed by a review committee.

b. All proposals submitted in response to this RFP will be evaluated based on the following criteria:

- i. Qualifications and experience of specific personnel assigned to this project;
- ii. Quality and responsiveness of the proposal and the ability to present a clear understanding of the nature and scope of the project;
- iii. Project methodology;
- iv. Previous experience in performing similar Services as noted in the Section 4, Experience
- v. Time frame for completion.

**Tie Bids** - If two or more Bidders submit identical Bids and are equally qualified, the decision of the GCHD to make an award to one or more of such Bidders shall be final. Selection may be made by drawing lots.

**Local Preference Program** - The Board of County Commissioners have duly adopted Resolution No. 2006-11 establishing a local preference program. If the State or political subdivision in which a nonresident firm is located gives an advantage to its resident businesses, the County Commissioners may give an identical advantage to the lowest responsive and responsible bid from a local firm over that of the nonresident firm. An advantage may include a percentage preference, an employee residency requirement, or any other provision that favors a local firm over a nonresident firm. All nonresident firms are required to complete and submit the Purchasing Preference Affidavit as part of its bid submission (See **Attachment C** Purchasing Preference Affidavit above). The provisions of this Resolution are intended to repeal Resolution No. 5-4-99.

## Section 7 – Invoicing Instructions

### Payments by Electronic Funds Transfer

By submitting a Bid in response to this solicitation, the Bidder, if selected for award:

1. Agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. The successful Bidder shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form.
2. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller's website at: <https://www.marylandcomptroller.gov/content/dam/mdcomp/md/state-accounting/forms/GADX10Form.pdf>

**TABLE A - Required Attachments and Documents to be Submitted with the Bid (Available via Website Links at <https://garretthealth.org/requestforproposals/>)**

Attachment	Attachment Name
A	<a href="#"><u>Conflict of Interest Affidavit and Disclosure Form</u></a>
B	<a href="#"><u>Bid/Proposal Affidavit</u></a>
C	<a href="#"><u>MD Living Wage Requirement Affidavit of Agreement</u></a>
D	<a href="#"><u>Bidder Information Sheet</u></a>
E	<a href="#"><u>Reference Checks</u></a>
F	<a href="#"><u>List of Current or Prior State Contracts</u></a>
G	<a href="#"><u>Legal Action Summary</u></a>

**Additional Required Documents with the Bid**

**Financial Capability.** The Bidder must include in its Bid a commonly-accepted method to prove its fiscal integrity. The Bidder must include in its Bid a commonly-accepted method to prove its fiscal integrity. If available, the Bidder shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

**Minimum Qualifications Documentation.** The Bidder shall submit any Minimum Qualifications documentation that may be required, as set forth in RFP Section 1.

**Acknowledgement** of all addenda to this RFP.

**TABLE B - Documents Required upon Notice of Recommendation for Contract Award (Available via Website Links at <https://garretthealth.org/requestforproposals/>)**

Attachment	Attachment Name
H	<a href="#"><u>Non Disclosure Agreement - Contractor</u></a>
I	<a href="#"><u>Contract Affidavit</u></a>

Additional Required Documents upon Notice of Recommendation for Contract Award
<b>Certificates of Insurance</b> - the following Insurances are required for the contract: Commercial General Liability, Workman’s Compensation & Auto.
<b>Proof of all current required licenses</b>
<b>Form W-9 Request for Taxpayer Identification &amp; Certification</b>
<b>GCHD approved Sub-contractors.</b> The Bidder shall provide a complete list of all GCHD approved sub-contractors that will work on the Contract if the Bidder receives an award. This list shall include a full description of the duties each GCHD approved sub-contractor will perform and why/how each GCHD approved sub-contractor was deemed the most qualified for this project.

**Appendices (Table C)**

**Documents available via Website Links at** <https://garretthealth.org/requestforproposals/>

TABLE C - APPENDICES	
Appendix #	Appendix Name
1	<a href="#"><u>Living Wage Requirement Instructions</u></a>

**Exhibits (Table D)**

**Document available via Website Links at** <https://garretthealth.org/requestforproposals/>



**TABLE D - Exhibits**

<b>Exhibit #</b>	<b>Exhibit Name</b>
1	<a href="#"><u>Sample Contract</u></a>