**Appendix A**

**BID PROPOSAL FORM**

**Greenbelt Cooperative Publishing Association**

**15 Crescent Road, Suite 100**

**Greenbelt, MD 20770**

**NAME OF BIDDER ADDRESS**

**PHONE NO. OF BIDDER NAME OF CONTACT**

**DATE**

Having carefully examined the "Instruction to Bidders", the "Contract", the "Supplemental Conditions", and the Specifications, and all Addenda thereto, which are listed below, and having examined the premises and conditions affecting the work, the undersigned hereby makes the following proposal for providing all the labor and materials and doing all things necessary for the proper construction and completion of the work in accordance with said Documents. Completed form should be emailed to [GNRBids@greenbeltnewsreview.com](mailto:GNRBids@greenbeltnewsreview.com) by 4 p.m. EDT on May 22, 2015. Late submissions will not be accepted.

Please note here the dates of all addenda received:

**A. GNR WEBSITE REDESIGN**

Price for website redesign as specified in this request for proposal.

**BASIC FUNCTIONAL WEBSITE WITHOUT SUBMISSION CAPABILITY (This element may not exceed $5,000)**

$

**COST IN WORDS:**

**INCREMENTAL OPTION TO CREATE INTERACTIVE SUBMISSION CAPABILITIES (This element may result in a bid that would exceed $5,000 when both parts were added together)**

$

**COST IN WORDS:**

**B. STATEMENT OF QUALIFICATION.**

Insert on the next page the information required in Section 6 above. The entire statement should be contained in one 8.5 x 11 page using Times New Roman 11pt font.

*Include statement here:*

**C. TECHNICAL APPROACH.**

Describe in 5 pages or fewer, starting on a new page and using no less than 11pt TIMES NEW ROMAN (TNR) text and 1” margins (with 10pt TNR text acceptable in tables and diagrams) your approach to managing and performing this work.

Include the following elements:

1. Describe the qualifications of the personnel who will be assigned and their experience with this type of activity
2. State what tools or applications you anticipate using to design and implement the site
3. State how you will work with the customer to validate your design
4. Describe the steps you will take to build the site
5. State how you will facilitate content update and the level of skill required to perform such updates. Include information on any automated scripts anticipated to facilitate weekly posting of new papers and resulting updates to other associated pages.
6. Describe the test process you will use to validate implementation
7. Describe the nature and content of the training you will provide
8. Give an overview of the steps in your timeline and the labor hours envisaged for each step by skill class that will allow the evaluators to judge the practicality of your process

If you propose to complete the potential work of implementing interactive submissions pages, either as part of the initial contract or in a follow-on contract, explain how such work will be done and approximately what you envisage as the result. Bidders taking this option are permitted two additional pages.

You may include (within the page limitation) such diagrams, charts or tables as may assist the evaluators in understanding your design principles and process. Brochures and advertising materials should not be included, will not be considered as part of a proposal and will not be evaluated. Pages in excess of those requested will not be evaluated.

*Include your Technical Approach here, inserting additional pages as permitted by the limit.*

**C. TIME OF COMPLETION**

The Contractor agrees that the project shall be completed within calendar days. Time will begin on the date of the Notice to Proceed, and shall include Saturdays, Sundays and Holidays.

D. The undersigned acknowledges and agrees that the above price includes all services materials, fees, taxes, and all other charges in accordance with the Contract Documents.

E. The undersigned agrees that if this proposal is acceptable to GNR, they will enter into a written Contract.

**Contractor:**

**BY: (Proprietor, General Partner or Duly Authorized Principal Officer)**

**State License No: License Type:**

**Contractor ADDRESS**