

**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-0022 – Network Infrastructure Upgrade  
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 Network Infrastructure Upgrade 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	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE (QTY x U/P)
0001	Implementation Services	Single Library Network Closet Installation Service	1		\$
0002	C9407R-96U-BNDL-A	CATALYST 9400 SERIES 7 SLOT, SUP, 2XC9400-LC-48U, DNA-A LIC	1		\$
0003	CON-SNT-C9407R9A	SNTC-8X5XNBD CATALYST 9400 SERIES 7 SLOT, SUP, 2XC940	1		\$
0004	C9400-PWR-3200DC	CISCO CATALYST 9400 SERIES 3200W DC POWER SUPPLY	4		\$
0005	C9400-DNA-A-5Y	CISCO CATALYST 9400 DNA ADVANTAGE - 5 YEAR LICENSE	1		\$
0006	C9400-SUP-1XL-B	CISCO CATALYST 9400 SERIES SUP-1XL BUNDLE SELECT OPTION	1		\$
0007	C9400-SUP-1XL/2	CISCO CATALYST 9400 SERIES REDUNDANT SUPERVISOR 1XL MODULE	1		\$
0008	SFP-10G-LR-S	10GBASE-LR SFP MODULE, ENTERPRISE-CLASS	2		\$
0009	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
0010	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
0011	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
0012	C9400-SSD-240GB	CISCO CATALYST 9400 SERIES 240GB M2 SATA MEMORY (SUPERVISOR)	1		\$
<b>TOTAL FOR THE BASE YEAR</b>					\$

**B.3.2.2 OPTION YEAR ONE**

CLIN	ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE (QTY x U/P)
1001	Implementation Services	Single Library Network Closet Installation Service	1		\$
1002	C9407R-96U-BNDL-A	CATALYST 9400 SERIES 7 SLOT, SUP, 2XC9400-LC-48U, DNA-A LIC	1		\$
1003	CON-SNT-C9407R9A	SNTC-8X5XNBD CATALYST 9400 SERIES 7 SLOT, SUP, 2XC940	1		\$
1004	C9400-PWR-3200DC	CISCO CATALYST 9400 SERIES 3200W DC POWER SUPPLY	4		\$
1005	C9400-DNA-A-5Y	CISCO CATALYST 9400 DNA ADVANTAGE - 5 YEAR LICENSE	1		\$
1006	C9400-SUP-1XL-B	CISCO CATALYST 9400 SERIES SUP-1XL BUNDLE SELECT OPTION	1		\$

1007	C9400-SUP-1XL/2	CISCO CATALYST 9400 SERIES REDUNDANT SUPERVISOR 1XL MODULE	1		\$
1008	SFP-10G-LR-S	10GBASE-LR SFP MODULE, ENTERPRISE-CLASS	2		\$
1009	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
1010	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
1011	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
1012	C9400-SSD-240GB	CISCO CATALYST 9400 SERIES 240GB M2 SATA MEMORY (SUPERVISOR)	1		\$
<b>TOTAL FOR OPTION YEAR ONE</b>					\$

### B.3.2.3 OPTION YEAR TWO

CLIN	ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE (QTY x U/P)
2001	Implementation Services	Single Library Network Closet Installation Service	1		\$
2002	C9407R-96U-BNDL-A	CATALYST 9400 SERIES 7 SLOT, SUP, 2XC9400-LC-48U, DNA-A LIC	1		\$
2003	CON-SNT-C9407R9A	SNTC-8X5XNBD CATALYST 9400 SERIES 7 SLOT, SUP, 2XC940	1		\$
2004	C9400-PWR-3200DC	CISCO CATALYST 9400 SERIES 3200W DC POWER SUPPLY	4		\$
2005	C9400-DNA-A-5Y	CISCO CATALYST 9400 DNA ADVANTAGE - 5 YEAR LICENSE	1		\$
2006	C9400-SUP-1XL-B	CISCO CATALYST 9400 SERIES SUP-1XL BUNDLE SELECT OPTION	1		\$
2007	C9400-SUP-1XL/2	CISCO CATALYST 9400 SERIES REDUNDANT SUPERVISOR 1XL MODULE	1		\$
2008	SFP-10G-LR-S	10GBASE-LR SFP MODULE, ENTERPRISE-CLASS	2		\$
2009	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
2010	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
2011	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
2012	C9400-SSD-240GB	CISCO CATALYST 9400 SERIES 240GB M2 SATA MEMORY (SUPERVISOR)	1		\$
<b>TOTAL FOR OPTION YEAR TWO</b>					\$

**B.3.2.4 OPTION YEAR THREE**

CLIN	ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE (QTY x U/P)
3001	Implementation Services	Single Library Network Closet Installation Service	1		\$
3002	C9407R-96U-BNDL-A	CATALYST 9400 SERIES 7 SLOT, SUP, 2XC9400-LC-48U, DNA-A LIC	1		\$
3003	CON-SNT-C9407R9A	SNTC-8X5XNBD CATALYST 9400 SERIES 7 SLOT, SUP, 2XC940	1		\$
3004	C9400-PWR-3200DC	CISCO CATALYST 9400 SERIES 3200W DC POWER SUPPLY	4		\$
3005	C9400-DNA-A-5Y	CISCO CATALYST 9400 DNA ADVANTAGE - 5 YEAR LICENSE	1		\$
3006	C9400-SUP-1XL-B	CISCO CATALYST 9400 SERIES SUP-1XL BUNDLE SELECT OPTION	1		\$
3007	C9400-SUP-1XL/2	CISCO CATALYST 9400 SERIES REDUNDANT SUPERVISOR 1XL MODULE	1		\$
3008	SFP-10G-LR-S	10GBASE-LR SFP MODULE, ENTERPRISE-CLASS	2		\$
3009	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
3010	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
3011	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
3012	C9400-SSD-240GB	CISCO CATALYST 9400 SERIES 240GB M2 SATA MEMORY (SUPERVISOR)	1		\$
<b>TOTAL OPTION YEAR THREE</b>					\$

**B.3.2.5 OPTION YEAR FOUR**

CLIN	ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE (QTY x U/P)
4001	Implementation Services	Single Library Network Closet Installation Service	1		\$
4002	C9407R-96U-BNDL-A	CATALYST 9400 SERIES 7 SLOT, SUP, 2XC9400-LC-48U, DNA-A LIC	1		\$
4003	CON-SNT-C9407R9A	SNTC-8X5XNBD CATALYST 9400 SERIES 7 SLOT, SUP, 2XC940	1		\$
4004	C9400-PWR-3200DC	CISCO CATALYST 9400 SERIES 3200W DC POWER SUPPLY	4		\$
4005	C9400-DNA-A-5Y	CISCO CATALYST 9400 DNA ADVANTAGE - 5 YEAR LICENSE	1		\$
4006	C9400-SUP-1XL-B	CISCO CATALYST 9400 SERIES SUP-1XL BUNDLE SELECT OPTION	1		\$

4007	C9400-SUP-1XL/2	CISCO CATALYST 9400 SERIES REDUNDANT SUPERVISOR 1XL MODULE	1		\$
4008	SFP-10G-LR-S	10GBASE-LR SFP MODULE, ENTERPRISE-CLASS	2		\$
4009	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
4010	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
4011	C9400-LC-48U	CISCO CATALYST 9400 SERIES 48-PORT UPOE 10/100/1000 (RJ-45)	1		\$
4012	C9400-SSD-240GB	CISCO CATALYST 9400 SERIES 240GB M2 SATA MEMORY (SUPERVISOR)	1		\$
<b>TOTAL FOR 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: \_\_\_\_\_