

Operations Procurements

Michele Eberle, Chief Operating Officer
September 18, 2017

Facility Lease RFP Details

Office Space Lease Rental Requirements

- 27,000 square feet
- Move in date for phase 1 by November 1, 2017, for phase 2 by July 1, 2018
- Baltimore City location
- Close proximity to Metro and bus
- Guaranteed availability of parking
- Class A, modern, air conditioned, general purpose office space

RFP Timeline

July 28, 2017	Office Space Lease Rental Agreement Solicitation posted
August 11, 2017	Closing date, two timely responses received
August 14 th thru September 1st	Evaluation panel meetings, clarifying questions answered, site visits conducted
September 1, 2017	Request for Best and Final Offer (BAFO) issued
September 7, 2017	BAFO response received
September 8, 2017	Evaluation committee final review and recommendation
September 11, 2017	Office space award recommendation sent to board

Office Space Award Recommendation

The evaluation committee recommends awarding the Office Space Lease Rental Agreement contract to **750 East Pratt Street, LLC, wholly owned by Hackerman Holdings, LLC**

Provided lowest per square foot rate

- Included operating expense fees in square foot rate
- Provided the lowest annual increase to base rate
- Guaranteed parking spaces
- Committed to requested move in dates
- Provided additional landlord concessions above and beyond solicitation requirements

Contract Terms:

- Base contract 5-years, with one optional 5-year contract extensions
- Contract for five year period is \$ \$3,476,744
MHBE Federal - \$1,495,000 MHBE State \$ 1,981,744

Board vote and approval required

CSC MDM0031006966

Amendment 12

- Existing Contract expires on December 31, 2017 with vendor Maximus
- Covers three-month transition out period of July 1st through September 30, 2017
- Total contract amendment amount is \$5,246,212
Federal: \$3,147,727 State: \$2,098,485
- Contract includes call center labor, rent & security system, telephony system and fulfillment costs
- Newly awarded Consolidated Service Center contract and newly awarded Fulfillment Services contract become operationally effective October 1, 2017.

Board vote and approval required