



# City of Bowie

2614 Kenhill Drive  
Bowie, Maryland 20715

## MEMORANDUM

**TO:** City Council

**FROM:** David J. Deutsch *DJD*  
City Manager

**SUBJECT:** Resolution #R-52-08  
Request for Proposal -- Business Incubator Program Initiation

**DATE:** July 31, 2008

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In June 2008, legal notices were placed and bid packages were sent for a consultant to provide services for the initiation of the Bowie Business Incubator Program. The responses to the RFP were due on Thursday, July 24, 2008. Two responses were received. The companies responding were:

ANGLE Technology Group, Charlottesville VA	\$50,000
Innovative Partners Inc, Westfield NJ	\$49,594

A four-person review team (Ms. Heidi Sheppard from Maryland TEDCO, Ms. Helga Weschke from the Maryland DBED, Mr. Garry Clark, the City's Economic Development Specialist, and Mr. John Henry King, the City's Economic Development Director) conducted a review using the method described in the issued RFP. After that thorough and careful review of the proposals submitted, the team determined that ANGLE Technology Group had submitted the most responsive, responsible bid, in the amount of \$50,000.

ANGLE was selected due to its demonstrated experience with incubator initiation and with its knowledge of incubation in Maryland. ANGLE is also able to build on the initial work they did as our vendor for the feasibility study and business plan – through that effort and other consulting efforts they have underway in Maryland they have built a strong network to help in implementing Bowie's business incubator.

This contract will be funded by \$50,000 approved in the FY 2009 Adopted Budget.

I concur with the above recommendation and request Council's approval of Resolution #R-52-08, which is attached.

H:/jhking/Incubators

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND,**  
**ACCEPTING A BID PROPOSAL FOR SERVICES FOR THE**  
**INITIATION OF THE BOWIE**  
**BUSINESS INCUBATOR PROGRAM**

**WHEREAS**, advertisements were placed and Requests for Proposal (RFPs) were sent for the initiation of the Bowie Business Incubator Program; and,

**WHEREAS**, two proposals were received in response to the RFP; and

**WHEREAS**, after a careful review by the City review team of the RFP's submitted, it was determined that ANGLE Technology Group of Charlottesville, Virginia had submitted the most responsive, responsible bid, in the amount of \$50,000.00

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid proposal of ANGLE Technology Group for services for the initiation of the Bowie Business Incubator Program, and authorizes the City Manager to sign a contract with ANGLE Technology Group in the amount of \$50,000.00.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on August 4, 2008.

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G. Frederick Robinson, Mayor

Attest:

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Pamela A. Fleming, City Clerk