



November 6, 2017

Mark Miller  
Administrator, Office of Public Information  
George Howard Building  
3430 Court House Drive  
Ellicott City, MD 21043

Dear Mr. Miller,

This is a public information request on behalf of the American Civil Liberties Union Foundation of Maryland, pursuant to the Maryland Public Information Act (MPIA), Md. Code, Gen. Prov. § 4-101 et seq. This request relates to the proposal that Howard County and the State of Maryland jointly submitted in response to Amazon's Request for Proposals (RFP) seeking submissions from Metropolitan Statistical Areas regarding the site for Amazon's second headquarters. See [https://images-na.ssl-images-amazon.com/images/G/01/Anything/test/images/usa/RFP\\_3\\_V516043504\\_.pdf](https://images-na.ssl-images-amazon.com/images/G/01/Anything/test/images/usa/RFP_3_V516043504_.pdf).

We seek a complete copy of the electronic version of the Proposal that Amazon required all respondents to submit, including, but not limited to, the written responses to the RFP questions.

We anticipate that we will want copies of some or all of the records sought. Pursuant to Md. Code, Gen. Prov. § 4-206(e), we request that all fees related to this request be waived. The American Civil Liberties Union Foundation of Maryland is a non-profit 501(c)(3) organization. We request this information in furtherance of the ACLU's longstanding commitment to open and transparent government, and to inform the public regarding the public subsidies that have been offered as part of the proposal. This request meets the criteria for a fee waiver under MPIA, and fees associated with similar requests are regularly waived for the ACLU. In addition, the ACLU has a limited ability to pay for the copying and other charges associated with MPIA requests. See generally Office of the Attorney General, *Maryland Public Information Act Manual*, 7-3 - 7-4 (14th ed. 2015) (discussing criteria for waiver of fees under the MPIA). If the request for a waiver of fee is denied, please advise us in writing of the reason(s) for the denial and of the cost, if any, for obtaining a copy of the requested documents.

If you determine that some portions of the requested records are exempt from disclosure, we will expect, as the Act provides in Md. Code, Gen. Prov. § 4-203(c)(1)(ii), that you provide us with any portion of the records that are subject to inspection. If all or any part of this request is denied, please provide us with (1) the reasons for the denial, (2) the legal authority for the denial, (3) a brief description of the record that will enable the us to assess the applicability of the legal authority for the denial, and (4) notice of the available remedies. Md. Code, Gen. Prov. § 4-203(c)(1)(i).

It is essential that this request be fulfilled within 30 days, as required by Md. Code, Gen. Prov. § 4-203(a). Further, if you anticipate that it will take more than 10 days to produce the records, we expect a response within 10 days addressing (1) the amount of time that you

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anticipate it will take to produce the record, (2) an estimate of the range of fees that may be charged to comply with the request; and (3) the reason for the delay. Md. Code, Gen. Prov. § 4-203(b)(2). If we do not receive notice within the required time period, we will treat your failure to respond as a denial and seek appropriate relief.

Thank you for your time and attention to this matter, and we look forward to receiving your response. Please feel free to contact us with any questions or concerns.

Sincerely,

David Rocah  
Senior Staff Attorney