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**CALVERT COUNTY PUBLIC SCHOOLS (CCPS)
INVITATION TO BID (ITB)**

BID TITLE: INSTRUCTIONAL CONSULTANT & COACH

BID NUMBER: ITB #CCPS-SPED-01-2023

DEADLINE FOR QUESTIONS: **MARCH 22, 2022
4:00 PM EASTERN TIME**

CONTRACT PERIOD: JULY 1, 2022 – JUNE 30, 2023, WITH AN OPTION TO RENEW
FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS

BID OPENING DATE: **APRIL 6, 2022**
TIME OF BID OPENING: **2:00 PM EASTERN TIME**

PLACE OF BID OPENING: BROOKS ADMINISTRATIVE & INSTRUCTIONAL CENTER
VIRTUAL BID OPENING VIA MICROSOFT TEAMS
1305 DARES BEACH ROAD
PRINCE FREDERICK, MD 20678

BID MAILING ADDRESS/
SHIPPING ADDRESS UPS/FEDEX: CALVERT COUNTY PUBLIC SCHOOLS
ATTN: KEVIN MICHAEL, DIRECTOR OF PROCUREMENT AND
RESOURCE MANAGEMENT
1305 DARES BEACH ROAD
PRINCE FREDERICK, MD 20678

PROCUREMENT DIRECTOR: KEVIN MICHAEL

E-MAIL ADDRESS: michaelk@calvertnet.k12.md.us

WEBSITE: <https://emma.maryland.gov>

**NOTE: Please submit one (1) original copy of your bid response as well as requested product samples, if applicable.
Bids must be sealed and submitted via U.S. Mail, UPS, FedEx, or in person.**

BID PACKAGE

The Bid Package is free, and Bidders are encouraged to download the package from <https://emma.maryland.gov> under the applicable bid number. The package can also be provided via email upon written request to the Director of Procurement and Resource Management at the above email address.

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I. INTRODUCTION

The Board of Education of Calvert County, Prince Frederick, MD is soliciting proposals from experienced and qualified Contractors to provide professional development and coaching to leadership teams and teachers related to Differentiated Instruction, Universal Design for Learning, and Specially Designed Instruction as described in **Attachment III**.

Sealed proposals as set forth in the following specifications and/or proposal form prepared under the direction of the Board will be opened in the Brooks Administrative & Instructional Center located at 1305 Dares Beach Road, Prince Frederick, Maryland 20678, on the day and hour stated herein. Any person who wishes to attend the bid opening may do so virtually via Microsoft TEAMS. Individuals wishing to observe the bid opening shall notify Mr. Kevin Michael via email, at michaelk@calvertnet.k12.md.us no later than 4:00 pm, April 5, 2022, by referencing **Instructional Coach for Special Education – Bid Opening** in the email subject line and providing a valid email address.

Minority Business Enterprises Vendors are encouraged to bid on the requirements of this solicitation.

CCPS reserves the right to accept or reject any bid or any item listed therein. CCPS further reserves the right to waive any informality in bids received.

Bids shall be submitted on or before the bid opening date and time which is April 6, 2022 at 2:00 P.M. Bids may be submitted via courier on or before the bid submission deadline. Bids may also be hand delivered to the Brooks Administrative & Instructional Center, 1305 Dares Beach Road, Prince Frederick, Maryland 20678, on April 6, 2022 between the hours of **1:00 pm and 1:55 pm**, by appointment only. Appointments must be scheduled no later than 4:00 pm, April 5, 2022, by contacting Mr. Kevin Michael via email at michaelk@calvertnet.k12.md.us. Person(s) delivering a bid package must wear a mask and must provide responses to the questions below. Any person answering “yes” to questions one or two will not be permitted on CCPS property:

1. Have you been in close contact with anyone who has been sick with a cough, fever, shortness of breath, chills, muscle aches, sore throat, or loss of sense of taste or smell within the last 10 days? Close contact is considered being closer than six-feet to someone for more than a total of 15-minutes within a 24-hour period
2. Have you been notified of exposure to COVID-19 and tested positive or advised by your healthcare provider or your Local County Health Department to self-isolate for 10 days?
3. If you were advised to self-isolate for an exposure, what date did you start self-isolation? (Ensure 10-day period has expired and the individual does not show any signs of illness during isolation period)

SEALED BID	
TO BE DELIVERED TO AND OPENED BY:	
CALVERT COUNTY PUBLIC SCHOOLS	
ATTN: KEVIN MICHAEL	
DIRECTOR OF PROCUREMENT & RESOURCE MANAGEMENT	
1305 DARES BEACH ROAD	
PRINCE FREDERICK, MD 20678	
BID TITLE:	INSTRUCTIONAL COACH FOR SPECIAL EDUCATION
BID NUMBER:	CCPS-SPED-01-2023
BID OPENING:	APRIL 6, 2022
BID TIME:	2:00 PM (VIRTUAL)

Vendors shall assume full responsibility for timely delivery of the bid response to the location designated for receipt of bids. Bids received after the aforementioned deadline for proposals will be considered nonresponsive. Please submit one (1) original copy of the bid response. Bids must be sealed and submitted via U.S. Mail, UPS, FedEx, or in person.

Bidders are cautioned that given the present COVID-19 precautions and restrictions, deliveries by USPS, FedEx and UPS may encounter delays. It is the Bidder/Offer's sole responsibility to ensure receipt of their bid package prior to the required time for receipt.

It is the intent of the Board that bids received prior to the time for opening be kept securely unopened. The representative of the Superintendent will decide when the specified time has arrived, and no bid received thereafter will be considered. No responsibility will attach to the Board for the inadvertent premature opening of a bid. Electronic or facsimile bids will not be considered, but modifications by email or facsimile of bids already submitted will be considered if received prior to the hour set for opening.

Any bid may be withdrawn before the scheduled time for opening bids; however, after a bid has been opened, it may not be withdrawn.

In the event of inclement weather or emergency on the date when bids are scheduled to be opened and the CCPS administrative offices are closed, bids will be opened on the next business day at the same time as previously scheduled. Bids will be accepted until the scheduled time of opening on the next business day. Please note: Often when schools are closed due to inclement weather or emergency, administrative offices remain open. When in doubt, contact Mr. Kevin Michael, Director of Procurement and Resource Management, at michaelk@calvertnet.k12.md.us.

II. INFORMATION FOR BIDDERS

It is the intent of CCPS that should this bid be accepted and awarded, the Contract will consist of the bid solicitation documents, any addenda/amendments, and the bidders' response to the bid solicitation, addendum/amendment documents and CCPS written notice of award. The contract period shall be one (1) school year with the option to extend two (2) additional one (1) year periods. It is anticipated that the Contract resulting from this bid will be effective July 1, 2022 through June 30, 2023.

III. INQUIRIES/COMMUNICATIONS

Prospective bidders may request that CCPS clarify information contained in this solicitation. All such requests must be made in writing to Kevin Michael. CCPS will not respond to any requests for clarification received after 4:00 p.m. on March 22, 2022. Questions may be e-mailed to michaelk@calvertnet.k12.md.us. An addendum will be issued, if necessary, to answer all questions and clarifications after the deadline for questions. The addendum will be posted on <https://emma.maryland.gov> under the applicable bid number and will be available at the CCPS Procurement Office.

IV. GENERAL TERMS AND CONDITIONS:

DISPUTES

The resulting Contract award from this ITB shall be subject to the provisions of Title 15, Subtitle 2, of the State Finance and Procurement Article of the Annotated Code of Maryland and COMAR 21.10 (Administrative and Civil Remedies). Pending resolution of a claim, the Vendor shall proceed diligently with the performance of the Contract in accordance with the decision of CCPS.

MARYLAND LAW PREVAILS

The Laws of Maryland shall govern the provisions of this ITB and any resulting award and purchase orders issued.

TERMINATION FOR CONVENIENCE

CCPS shall have the right to terminate the Contract at its own convenience for any reason by giving fifteen (15) days prior written notice of termination to the Vendor. In such event, the Vendor shall be paid an amount equal to the lesser of: (1) the actual cost of any work, labor, materials or supplies actually performed/delivered or in place, or (2) the pro rata percentage of completion based on any schedule of payments set forth in the Contract. The Vendor shall not be entitled to receive anticipated profits on unperformed portions of the Contract. CCPS shall have the right to employ an independent accounting firm to verify any amounts claimed by the Vendor to be due under this Paragraph.

TERMINATION FOR DEFAULT

CCPS may, by written notice to the Vendor, terminate the whole or any part of the Contract if the Vendor fails to deliver the Goods specified in the bid/Contract, and does not cure such failure within a period of ten (10) days after receipt of notice from the Director of Procurement or their designee. In the event CCPS terminates this Contract in whole or in part as indicated above, CCPS may purchase from other vendors Goods similar to those terminated. The defaulting Vendor shall be liable to CCPS for any excess costs for such similar Goods.

FORCE MAJEURE

The Vendor shall not be liable for any excess costs of failure to perform if the failure to perform this ITB/Contract arises from causes beyond the control and without the fault or negligence of the Vendor. Excusable causes include, but are not limited to, acts of God or of the public enemy and acts of the federal or state government in either their sovereign or contractual capacities.

ASSIGNMENT

The ITB/Contract shall not be assigned, sublet or transferred, in whole or in part, by operation of law or otherwise, by either of the parties hereto except with the prior written consent of the other. Unless specifically stated, no written consent to an assignment shall operate to release or discharge the assignor from any duty or responsibility under the ITB/Contract.

BID PROTEST PROCEDURES

Should a bidder decide to file a bid protest, the resolution process outlined by CCPS Policy #5510 and its related procedures will be used.

COMPLIANCE WITH LAWS

The Vendor hereby represents and warrants that:

- a. It is qualified to do business in the State of Maryland and that it will take such action as, from time-to-time hereafter, may be necessary to remain so qualified;
- b. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- c. It shall comply with all federal, state and local laws, regulations and ordinances applicable to its activities and obligations under this Contract; and
- d. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

eMARYLAND MARKETPLACE ADVANTAGE (eMMA)

Maryland State Law requires the CCPS to publish notices of procurements and procurement awards on eMaryland Marketplace Advantage (eMMA). The requirement extends only to contracts procured through competitive sealed bidding, competitive sealed proposals and noncompetitive negotiations, and to procurements whose value equals or exceeds that for State contracts that must be published on eMMA. Vendors/Vendors are encouraged to register as a Vendor with eMMA at <https://emma.maryland.gov>. Vendors/Vendors must be registered with eMMA to receive Contract award. If you require assistance, contact the help desk at emma.helpdesk@maryland.gov or call 410-767-1492.

REGISTERED SEX OFFENDERS

Maryland Law requires certain sex offenders to register with the State and with the local law enforcement agency in the county in which they reside work, and/or attend school. Section 11-722 (c) & (d) of the Criminal Procedure Article of the Annotated Code of Maryland states, "A person who enters into a contract with a county board of education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registrant." A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years, or a fine not exceeding \$5,000, or both. If a registered sex offender, as determined by the definition contained in the Criminal Procedures Article of the Annotated Code of Maryland, is employed by the Vendor, then the Vendor is prohibited from assigning that employee to perform management, delivery, installation, repair, construction, or any type of services on any Board property. Violation of this provision may result in Termination for Cause.

It shall be the responsibility of all Vendors submitting a bid or offer to CCPS to comply with this provision. If a Vendor is found to have violated this provision subsequent to an award by CCPS, the Contract may be immediately terminated at CCPS' sole option, and that Vendor may be liable to CCPS for all re-procurement cost and may be debarred from bidding future CCPS requirements.

CRIMINAL BACKGROUND

Section 6-113 of the Education Article of the Maryland Code requires that a Vendor/vendor or subVendor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children if the employee has been convicted of or pled guilty or nolo contendere to a crime involving a sexual offense, child sexual abuse, and crimes of violence.

The Vendor/vendor shall require of its employees and any employee of a subVendor or agent, who will have direct, unsupervised and uncontrolled access to children on school premises, to be fingerprinted and undergo a criminal history records check, as required by Section 5-560 of the Family Law Article, Annotated Code of Maryland. The vendor/Vendor will not knowingly assign an employee, or permit any employee of a subVendor or agent, to work with direct unsupervised and uncontrolled access to children on school premises if the employee has been convicted of or pled guilty or entered a plea of nolo contendere to child sexual abuse, a crime of violence, or a sexual offense in the third or fourth degree under the criminal laws of the State of Maryland. Violation of this provision may result in Termination for Cause.

CHILD SEXUAL ABUSE/SEXUAL MISCONDUCT EMPLOYMENT HISTORY REVIEW

If the firm's employees will have direct contact with minors while providing the services called for under this contract, the firm acknowledges that it is a "contracting agency" for purposes of, and shall fully comply with Section 6-113.2 of the Education Article of the Maryland Annotated Code (SB 541/HB 486-2019 Legislative Session), including, but not limited to the following requirements:

- a) Vendor shall conduct the required child sexual abuse/sexual misconduct employment history review, either at the time any employee is initially hired by the Vendor, or before they are assigned to work with CCPS
- b) Vendor shall maintain a record of the employment history review for any employee who is assigned to work
- c) Vendor shall provide copies of the record of the employment history review for any employee who is assigned to work
- d) If the Vendor receives any child sexual abuse/sexual misconduct-related affirmative responses from any employee's current or former employers, the Vendor shall obtain CCPS' approval before assigning the employee to work; and
- e) Vendor may not assign any employee to work at CCPS if CCPS objects after receiving the foregoing notice

PREPARATION AND EXECUTION OF BIDS

Bids should be made in the formats set forth in this bid document and on the Bid Submission Signature Form (**Attachment I**), Business Relationship Affidavit (**Attachment II**), Specifications, Pricing and Delivery Information Sheet (**Attachment III**), References (**Attachment IV**), Subcontractors (**Attachment V**), and Rider Clause (**Attachment VI**), with all required supplementary documentation. All forms should be completed in ink or typed. Fax or e-mailed bids will not be accepted. Any erasures or alterations must be initialed in ink by the bidder. Spaces left blank shall be deemed by CCPS, in its sole discretion, to be not applicable or "no bid". Bidders must submit one original copy of their bid signed by a person with authority to bind the Firm. Bids shall not be withdrawn or altered for a period of sixty (60) days after the bid opening.

BASIS OF PRICING

Attachment III, Specification, Pricing and Delivery Information Sheet outlines the specifications of supplies and services required. Please fill in the related prices. Do not include Federal Excise or State Sales Taxes, or any other taxes from which Public-School Systems are exempt. After award of the contract, CCPS shall provide the successful bidder(s) with its exempt/non-exempt status for any given tax, and shall, upon request, provide exemption certificates accordingly.

EVALUATION OF BIDS

Bids will be evaluated based on Bidder's Qualifications including responsiveness, responsibility and price submitted for the list of items identified in **Attachment III**. Award may be made to multiple Vendors. CCPS reserves the right to award the requirements of this bid in total or in part as is determined to be in the best interest of CCPS.

MINORITY BUSINESS ENTERPRISES

Minority Business Enterprises (MBE) are encouraged to respond to this solicitation notice. Vendors who provide materials, supplies, equipment, and/or services under this Contract are encouraged to subcontract with Minority Business Enterprises.

CANCELLATION OR REJECTION OF BIDS, AND WAIVER OF NONCONFORMITIES

CCPS reserves the right, in the exercise of its sole discretion, to cancel this bid or reject all bids. CCPS will notify all interested Vendors in writing in the event of such cancellation or rejection. CCPS also reserves the right to waive any minor informalities or nonconformity of any bid response to this ITB.

NON-APPROPRIATION OF FUNDS

Any resulting Contract from this bid is conditioned upon an annual appropriation made by state and county government's approval of funds sufficient to pay the Vendor under the Contract. If such an appropriation is not made, and CCPS lacks funds from other sources to pay the compensation due under the Contract, CCPS will be entitled at the beginning of or during such fiscal year to terminate the Contract. CCPS will provide the Vendor with written notice of termination of the Contract due to non-appropriation of funds at least fifteen (15) calendar days before the effective date of the termination. However, CCPS' failure to provide such notice will not extend the Contract into a fiscal year in which funds for Contract payments have not been appropriated.

MODIFICATIONS/WITHDRAWAL OF BIDS

A Vendor may modify or withdraw a bid at any time prior to the bid due date and time. All modifications or withdrawals must be in writing and must be executed by a person with authority to bind the Vendor.

DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE

CCPS shall determine whether Vendors have met the mandatory requirements of this bid. CCPS has the authority to determine whether any deviation from the requirements of this bid is material in nature, and CCPS may reject non-conforming bids. In addition, CCPS reserves the right to accept or reject any bid or any item listed therein. CCPS further reserves the right to waive any informality in bids received and may negotiate with all responsive and responsible Vendors in any manner deemed necessary to serve the best interests of CCPS.

MATERIALS SUBMITTED IN RESPONSE TO THIS BID

Any/all materials submitted in response to this ITB shall become the property of CCPS. Any information considered to be proprietary or confidential shall be so marked.

INDEMNIFICATION

To the fullest extent permitted by law the Vendor shall indemnify and hold harmless CCPS, their agents and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from provision of equipment.

EXCEPTION

It shall be the responsibility of the Bidder to include with their bid a list and clarification of any deviations or qualifications from conditions and specifications. The list must be attached to the Bid Submission Signature Form (Attachment I).

NO BIDS

If the bidder elects to "No Bid" this ITB, a no bid should be filed with CCPS.

AWARD OR REJECTION OF BIDS

Award will be made to the lowest responsive and responsible bidder complying with all terms and conditions contained herein. The right is reserved to reject any or all bids and to waive informalities whenever such rejection or waiver is in the best interest of CCPS. Complete discretion is reserved in determining completeness and/or timeliness of bids, allowance on submission of additional information and any other matters and/or procedures determined by CCPS to be in its best interest.

ANTI-DISCRIMINATION STATEMENT

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678
443-550-8000

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents, and community members may report allegations of harassment to:

Mr. James Kurtz
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT

CCPS maintains a tobacco and alcohol/drug free environment. The Vendor shall not permit its employees, the employees of any Subcontractors, suppliers, or others to use tobacco (smoke or smokeless) or alcohol/drug products on property owned or leased by CCPS.

CERTIFICATION OF INSURANCE

The Vendor shall supply Certificates of Insurance to protect CCPS from claims which may arise out of or as a result of the Vendor's operation, whether it be by his own act or those of his employees or by anyone employed by the above in fulfillment of this contractual operation.

The Vendor shall maintain Worker's Compensation insurance in the statutory amount in accordance with the laws of Maryland, the state in which the work of the contract is to be performed, and the Vendor shall maintain Employer Liability insurance with a minimum limit of \$100,000 for each occurrence to cover diseases and injuries excluded under the Worker's Compensation Act.

Certificates of Insurance shall be submitted within ten (10) days after the notification of award and before issuance of a purchase order and shall consist of the following:

Bodily Injury	Liability	\$1,000,000 minimum
Property Damage	Liability	\$500,000/\$1,000,000 minimum
Automobile Liability	Bodily Injury	\$500,000/\$1,000,000 minimum
	Property Damage	\$500,000 minimum

The certificate of insurance will state that such insurance is in force and cannot be cancelled or released except upon thirty (30) days prior notice to CCPS.

**BID SUBMISSION FORM
SIGNATURE PAGE**

I/we understand that Calvert County Public Schools (CCPS) reserves the right to reject any or all proposals and to award to other than the low Vendor if deemed in the best interest of CCPS.

I/we certify that this proposal is made without any previous understanding, agreement, or connection with any person, firm or corporation submitting a proposal for the same services and is in all respects, fair and without any collusion or fraud.

I/we certify that our company, its officers, directors, partners, or any employees have not been convicted of bribery, attempted bribery, or conspiracy to bribe; and is not presently debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by Federal, State or Local Governments.

In addition, that no CCPS elected official, administrative or supervisory personnel, or other employees has any interest in the bidding company except as follows:

Are there any deviations to this bid? If so, please attach.

Name of Firm _____

Address _____

Telephone No. _____

Fax No. _____

E-mail Address _____

Signature _____

Name (Printed) _____

Title (Printed) _____

Minority Business Status, please check all that apply:

Certified MBE/DBE # _____

Certified Woman Owned # _____

Minority Owned Business – Not Certified

Woman Owned – Not Certified

BUSINESS RELATIONSHIP AFFIDAVIT

VENDOR MUST SIGN THIS DOCUMENT AND RETURN TO CCPS IN THE SAME SEALED ENVELOPE CONTAINING THE ITB FORM AND OTHER PERTINENT ITB INFORMATION

I HEREBY CERTIFY THAT I am (Title) _____

and the duly authorized representative of the firm _____

whose address is _____

and that I possess the legal authority to make these testimonies on behalf of myself and the firm for which I am acting.

NON-COLLUSION CERTIFICATION

Neither I, nor to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the ITB or offer being submitted herewith; not in any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the ITB price, or price proposal of the bidder, or offer or herein, or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

ANTI-BRIBERY AFFIDAVIT

Neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of any county, bi-county, of multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1977 which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.

CIVIL RIGHTS COMPLIANCE

We fully comply with Title VI of the Civil Rights Act of 1964 (PL88-352). In signing this document I represent that I have personal knowledge of all the matters and facts herein stated, and do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct.

Date

Signature

Printed or Typed Name

**PROPOSAL FORM
SPECIFICATION, PRICING AND DELIVERY INFORMATION SHEET
INSTRUCTIONAL CONSULTANT & COACH
ITB #CCPS-SPED-01-2023**

The undersigned agrees to supply and deliver, as specified, in accordance with all terms, conditions, and specifications contained herein at the following stated pricing offered by the Vendor. Prices shall be firm for the duration of the Contract.

All bidders shall submit pricing for the specified items on this form. **Award determination shall take into account bidder qualifications, including responsiveness, responsibility, and prices submitted for the items listed below.**

Qualifications:

- Certified Teacher and/or Administrator with experience in the area(s) of Early Childhood, Elementary Education, or Special Education
- Experience in facilitating professional learning and coaching to teachers and administrators related to Differentiated Instruction, Universal Design for Learning, and Specially Designed Instruction
- Knowledge of the Maryland College and Career Readiness Standards
- Experience working with staff and students receiving Special Education services, Title I services, other interventions
- Experience in analyzing data to facilitate instructional decision making
- Knowledge of Multi-tiered system of supports (MTSS) and interventions
- Experience with instructional coaching

Services to be performed:

- Demonstrate, model and coach leadership teams and teachers on reading, mathematics, and behavior tasks and strategies relevant to the effective implementation of the Calvert County Public Schools Curriculum and the Maryland College and Career Readiness Standards, focused on Specially Designed Instruction.
- Provide individualized and targeted professional development focused on analyzing assessment data to drive instructional decisions, targeting instructional best practices, evidence-based strategies and specially designed instruction to teachers in order to meet the differentiated needs of struggling learners
- Provide feedback which will enhance instructional leadership, lesson planning and delivery of instruction
- Attend Professional Learning Community (PLC) meetings, as needed to provide professional development on identified topics and coach PLC facilitators to support instructional leadership
- Consult with CCPS staff and other providers for coordination of services
- Support planing for instruction, observing and coaching general education and special education teachers in various grades and content areas
- Provide coaching to implement evidence-based instruction including flexible grouping, differentiated instruction, interventions, and specially designed instruction.

Terms:

- Payment: Contractor will be paid at the agreed upon hourly rate for services rendered, which includes travel between schools. Contractor shall submit an invoice to CCPS on the last day of each month for the work performed during that month. The invoice should include: an invoice number, the dates covered by the invoice, the hours expended and a summary of the work performed with student specific information, as appropriate. CCPS shall pay Contractor's fee within a reasonable time after receiving the invoice.
- Expenses: Contractor shall be responsible for all expenses incurred while performing services under this agreement. This includes but is not limited to certification fees and necessary coursework, memberships and dues, automobile and travel expenses (with the exception of travel between schools as this will be reimbursed at the IRS rate); meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to employees or contract personnel the contractor hires to complete the work under this agreement.
- Contractor may not assign or subcontract any rights or obligations under this agreement without CCPS prior written approval.

- The contractor shall submit to a criminal background check. The contract may be violated at CCPS' sole option if CCPS is not satisfied with the results of the criminal background check.

Item	Quoted Price
HOURLY RATE to provide consulting services as specified above	\$ _____ / hour
Other Required Expenses (Please list) _____ _____ _____ _____ _____	_____ _____ _____ _____ _____

Firm: _____

Address: _____

Phone: _____ Fax: _____

Name (printed/typed): _____ Title: _____

Signature: _____ Date: _____

REFERENCES

Note: Minimum four (4) references required.

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE NO. _____

CONTACT PERSON _____

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE NO. _____

CONTACT PERSON _____

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE NO. _____

CONTACT PERSON _____

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE NO. _____

CONTACT PERSON _____

SUBCONTRACTORS

Bidders shall supply the name, address, phone number, and contact person for each subcontractor they propose to employ in the performance of this Contract. Any subsequent changes to this list shall be submitted, in writing, to CCPS.

SUBCONTRACTOR NAME _____
ADDRESS _____
TELEPHONE NO. _____
CONTACT PERSON _____

SUBCONTRACTOR NAME _____
ADDRESS _____
TELEPHONE NO. _____
CONTACT PERSON _____

SUBCONTRACTOR NAME _____
ADDRESS _____
TELEPHONE NO. _____
CONTACT PERSON _____

SUBCONTRACTOR NAME _____
ADDRESS _____
TELEPHONE NO. _____
CONTACT PERSON _____

**CCPS
Rider Clause**

USE OF CONTRACT(S) BY OTHER GOVERNMENT/PUBLIC ENTITIES

If authorized by the bidder, resultant Contract may be extended to any or all of the listed entities (see below) as designated by the bidder to purchase at contract prices in accordance with contract terms.

A. Any government/public entity utilizing such Contract will place its own order(s) directly with the successful Vendor. There shall be no obligation on the part of any participating government/public entities to utilize the Contract.

B. A negative reply will not adversely affect consideration of Vendor's bid/proposal.

C. Any entity exercising its right to use this Contract shall execute a separate Contract with the awardee. Such Contracts may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under required Comprehensive General Liability policies, and venue. If, when preparing such a Contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

D. CCPS will not be held liable for any costs or damages incurred by another entity as a result of any award extended to that jurisdiction by the awardee.

**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT TO:
ANY PUBLIC ENTITY, GOVERNMENTAL AGENCY OR UNITS THEREOF.**

(Signature)

Certification of Compliance with Maryland Sex Offender Law

The Vendor hereby certifies that it has complied and will continue to comply with § 6-113 of the Education Law Article, which provides that a contractor or subcontractor may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children if the employee has been convicted of a crime involving:

- i. An offense under §3-307 or §3-308 of the Criminal Law Article, or an offense under the laws of another state that would constitute a violation of §3-307 or §3-308 of the Criminal Law Article if committed in the State;
- ii. Child sexual abuse under §3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under §3-602 of the Criminal Law Article if committed in this State; or
- iii. A crime of violence as defined in §14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of §14-101 of the Criminal Law Article if committed in this State.

**Contractor/Subcontractor's Certification of Compliance
With Maryland Criminal History Records Check Requirement**

The Vendor hereby certifies that it has complied and will continue to comply with § 5-561 of the Family Law Article of the Maryland Code, which provides that a contractor or subcontractor shall require an employee that will have direct, unsupervised, and uncontrolled access to children in a public school to obtain a criminal history records check.

Certification

The undersigned Contractor hereby certifies to the Board of Education of Calvert County that no employee, subcontractor, subcontractor employee, or material supplier that is a registered sex offender will be allowed to enter onto school system property at any time in the performance of the work or services for which the contract is awarded.

Company: _____
(Print or type name)

Name of Authorized Representative: _____
(Print or type name)

Signature of Authorized Representative: _____

Vendor W-9 Form

Please submit a W-9 Form if your company has not previously done business with Calvert County Public Schools.