



Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6744, fax (410) 313-6789

Request for proposal (RFP):
023.23.B1
Mass Notification System
Issued: October 26, 2022

Proposal Due Date: Proposals are due no later than **December 5, 2022**, at **1:00 p.m.** Eastern Time in the Office of Purchasing. The opening is NOT public.

NOTE: MINORITY & SMALL BUSINESS ENTERPRISES AND VETERAN-OWNED BUSINESSES ARE ENCOURAGED TO RESPOND TO THIS RFP.

This proposal must be signed by an offeror authorized to make a binding commitment for the firm submitting the proposal. By submitting a proposal in response to this RFP, the offeror selected for award agrees that it shall comply with all federal, State, and local laws, and HCPSS policies and regulations applicable to its activities under the resulting contract. Any offeror selected for award, including businesses outside of the State, must comply with registration/verification requirements of the Maryland Department of Assessments and Taxation. www.dat.maryland.gov

Your signature on this page provides HCPSS your acknowledgment and acceptance of the terms and conditions contained in the Request for Proposals and will abide by its terms and condition, including those appearing in Part V of this RFP and the HCPSS Standard Contract that appears in Appendix E. Unauthorized exceptions, amendments, or deviations in the response may result in disqualification of the submittal

Offeror Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Federal ID or Social Security Number: _____ MDOT MBE Certification #: _____

MD Dept. of Assess. & Taxation #: _____ eMaryland Marketplace Advantage #: _____

DGS Small Business Certification # (if any): _____

Signature of Offeror: _____

Printed Name, Title and Date: _____



Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6744, fax (410) 313-6789

NO BID REPLY FORM

Sealed Proposals For: 023.23.B1, Mass Notification System

Offeror: _____

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received an invitation, but does not wish to submit a Proposal, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Offerors' List by so indicating below. This form may be faxed to (410) 313-6789.

We must offer a "No Response" at this time because:

- _____ 1. We do not wish to submit a proposal under the terms and conditions of the RFP document. Our objections are:

- _____ 2. We do not feel we can be competitive.
- _____ 3. We cannot submit a proposal because of the marketing or franchising policies of the manufacturing company.
- _____ 4. We do not wish to sell to The Howard County Public School System. Our objections are:

- _____ 5. We do not sell the item(s)/service(s) requested in the specific specifications.
- _____ 6. Other: _____

REQUEST FOR PROPOSALS

FOR

Mass Notification System

023.23.B1

Issued: October 26, 2022

Howard County Public School System
10910 Clarksville Pike (MD Route 108)
Ellicott City, Maryland 21042

TABLE OF CONTENTS

Section I General Information	5
Section II Qualifications/Experience Affidavit	11
Section III Scope of Work	14
Section IV Technical Offer Criteria	27
Section V Mandatory Terms and Conditions	30
Section VI Technical Proposal Format	41
Section VII Technical & Price Proposal Form	44
Appendix A: Contractor Performance/Evaluation Scorecard	45
Appendix B: Student Data Sharing Agreement	49
Appendix C: Insurance Requirements	54
Appendix D: Proposal Affidavit	57
Appendix E: Standard Contract	60
Appendix F: Education Article 6-113.2 Affidavit	62

Section I: GENERAL INFORMATION

1.1 PURPOSE

The Howard County Public School System (HCPSS) issued this Request for Proposal (RFP) to solicit submittals for a Mass Notification System, for use throughout the Howard County Public School System (HCPSS) as assigned. HCPSS' objective is to seamlessly acquire, deploy and integrate a mass notification system that provides the ability for the HCPSS school district, each of its 77 schools, and additional offices with the ability to send timely messaging.

1.2 BACKGROUND

The Howard County Public School System (HCPSS) currently serves 58,000 students across 77 schools and is located between the metropolitan areas of Baltimore, MD and Washington, DC. While it is a suburban system in many respects, parts of the area are becoming more urbanized with an influx of students and families from the two major metropolitan areas (many of whom relocate to Howard County because of the outstanding reputation of the school system).

Respondents to this solicitation are encouraged to review the data contained in HCPSS' website for a better understanding of HCPSS, its organization and management, and the services it provides. The website includes a summary of the approved Operating Budgets. This website may be accessed at <http://www.hcpss.org/>.

1.3 GENERAL

The Howard County Board of Education, hereinafter referred to as the Howard County Public School System or HCPSS, is soliciting competitive sealed proposals to contract with qualified firms with K-12 school district experience to provide a fully functional and integrated mass notification services to parents/guardians, staff and the general public by means of phone, email, text messaging, social media and mobile application as more fully described herein. Services shall be performed in accordance with the specifications, terms, general conditions, and attachments. **If further information is required, contact the Buyer, Robert Bruce, via email at Robert_Bruce1@hcpss.org or at 410-313-6722.** *The buyer is the only person authorized to answer questions regarding this RFP. Offerors should not rely on information obtained from any source other than the named buyer. Offerors are responsible for monitoring the HCPSS Purchasing website for any amendments to the RFP. Failure of any offeror to receive any such Addenda or interpretation may not relieve such offeror from obligation under his/her proposal as submitted.*

HCPSS intends to award a three-year contract with one, two-year option.

Offerors are responsible for reviewing and understanding this solicitation. To that end, prospective offerors may submit questions to the HCPSS Buyer named above.

- Questions must be in writing and submitted via hard-copy or email.
- Questions must be received in the Office of Purchasing by Friday, November 11, 2022 at 11:00 a.m. EST
- Questions received after this date will be answered only if time permits.
- The Buyer will distribute a written summary of responses to timely-received questions to all prospective bidders known to have received a copy of this RFP.
- Oral communications are not binding.

Under no circumstances are offerors, including third party vendors or their staff, to contact any other HCPSS staff, employees or any related constituency for purposes associated with this solicitation, including but not limited to, obtaining, or providing information. **Offerors failing to comply with this requirement may be**

disqualified.

1.4 PRE-PROPOSAL CONFERENCE

A pre-proposal conference **will not be held** in conjunction with this RFP.

1.5 NO OBLIGATION

HCPSS shall pay no costs or other amounts incurred by any entity in responding to this RFP or prior to the effective date of the contract entered into for the services provided. HCPSS reserves the right, in their sole discretion, to select qualified responses to this RFP without discussion of responses with respondents. HCPSS reserves the right to reject any or all submitted responses. All submittals will become a part of the HCPSS official procurement files and will be available for public inspection.

1.6 RESPONDENT OBLIGATIONS

Subcontractors will not be accepted for this solicitation.

Offeror will be the sole point of contract responsibility. HCPSS will look solely to Offeror for performance of the contract.

Although not detailed in this document, HCPSS reserves the right to negotiate a contract amendment with the Offeror for additional services that may be required.

1.7 PROPOSAL INSTRUCTIONS

Offerors are responsible for properly labeling their proposal envelope with the company name, address, proposal number and due date. HCPSS is not responsible for a proposal that may be inadvertently opened before the proposal due date unless it is submitted with proper labeling.

Proposal Drop Off – Appointments are required for an in-person drop off. To schedule an appointment, vendors should email the Office of Purchasing several days before the due date at BidsandProposals@hcpss.org or call 410-313-6644.

Proposals may also be submitted electronically. Electronic proposal submissions in PDF format must be submitted via email to BidsandProposals@hcpss.org. The time of the HCPSS email system receipt is the time the electronic submittal is RECEIVED by the Howard County Public School System – NOT the time you send the email. HCPSS is not responsible for technical failures that result in a late submission. Proposals that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a .zip file. To ensure delivery, if file size cumulatively exceeds 75MB, it is recommended that offerors submit separate emails labeled No.1, No.2, etc.

1.8 RIGHT TO AMEND, MODIFY OR WITHDRAW RFP

HCPSS reserves the right, in their sole discretion, to amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a Contract, if it is in the best interest of HCPSS to do so. The decision of HCPSS shall be administratively final in this regard.

1.9 REJECTION/CANCELLATION OF RFP

This solicitation is subject to cancellation when determined by the Director of Procurement and Materials Management to be in the best interest of HCPSS. Additionally, to ensure fair competition and to permit a determination of the lowest responsive proposal from a responsible offeror, HCPSS may reject proposals that include omissions, alterations of form, or that are conditional or irregular in any respect, or reject non-responsible offerors that show a risk of default.

1.10 PRICE GUARANTEE

The Offeror warrants that the proposal shall be effective for a period of not less than 120 days from the date proposals are due. NOTE: For the successful offeror, prices shall remain firm over the duration of the contract.

1.11 EXCEPTIONS

If an offeror takes any exceptions to the terms and conditions of the RFP, an offeror shall notify HCPSS in writing not later than ten calendar days (Saturdays and Sundays included) before proposals are due. Failure to take exceptions within the timelines indicated shall be construed by HCPSS as full acceptance of the stated terms and conditions.

1.12 REQUIRED DOCUMENTS

The required documents for this RFP include an original, unaltered, executed solicitation document including any addenda issued by HCPSS, completed bid/proposal affidavit, financial statement, completed Qualifications/Experience Affidavit, completed Price Proposal Work Sheet, and any other documents requested. Failure to do so may cause rejection of the proposal. Acceptable documents for compliance with the mandatory Financial Statement requirement include the Offeror's:

- Latest Balance Sheet and Income Statement prepared by an independent accounting firm;
- Annual Report;
- Dun & Bradstreet complete Business Report; or,
- Other financial documents determined to be acceptable by the Director of Procurement and Materials Management.

1.13 TIME

The times stated in this document refer to the Eastern Time Zone. HCPSS' regular office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday, except for holidays.

1.14 CONTRACT DOCUMENTS

Contract Documents consist of all solicitation documents, the specifications and scope of work and any applicable addenda, and any additional documentation issued. All of these materials and documents associated with this solicitation will be included in the Contract(s) which the Board of Education awards as a result of this solicitation and will become the contract. The contractor, by submitting its proposal, agrees that if awarded the contract that it will be bound under the contract to all the Terms and Conditions of the contract for any future services awarded under this contract.

1.15 SIGNING OF FORMS

The Proposal, if submitted by an individual, shall be signed by the individual; if submitted by a partnership, they shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation, they shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary. If not signed by an officer there must be attached a copy of that portion of the by-laws or a copy of the board resolution, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation. Signatures shall be under seal, i.e.: indicated by word "(Seal)" following signature of individual and partner offerors and indicated by affixing the Corporate Seal at corporate signatures.

If awarded a contract for these services, the contractor agrees to sign the Standard Contract Agreement for Professional Services (See sample Appendix E) and the Employee & Student Data Sharing Agreement (See Appendix B).

1.16 LATE PROPOSALS

Late proposals will not be accepted. It is the sole responsibility of the Offeror to ensure that their proposal is submitted on or before the date and time specified in the solicitation. Late proposals will be rejected and returned unopened or destroyed at the Offeror's request.

1.17 PROPOSAL WITHDRAWAL

No proposal may be withdrawn after it is submitted to HCPSS unless the Offeror makes a written request to the buyer before the time set for receipt of proposals, or if HCPSS fails to award or issue a notice of intent to award, or the Offeror provides clear and convincing evidence that a mistake in the price proposal has been made, *and only then with the approval of the HCPSS Director of Procurement and Materials Management.*

1.18 PROTESTS

This contract shall be subject to the provisions of the Howard County Board of Education Policies and Regulations.

1.19 COOPERATIVE PURCHASING CLAUSE

In accordance with State Finance and Procurement Article, Sect. 13-110, Maryland Annotated Code, HCPSS reserves the right to extend the terms of any contract resulting from this proposal to public bodies, subdivisions, school districts, community colleges, colleges, and universities including nonpublic schools. The Contractor agrees to notify HCPSS of those entities that request to use any contract resulting from this proposal and provide usage information to HCPSS, if requested.

Howard County Public School System assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may enter into a cooperative agreement associated with the contract resulting from this proposal. All purchases and payment transactions will be made directly between the contractor and the requesting entity.

1.20 ERRORS IN PROPOSALS

Failure of the offeror to thoroughly understand all aspects of the solicitation before submitting their proposal will not act as an excuse to permit withdrawal of their proposal nor secure relief or plea of error.

Neither law nor regulation makes allowances for errors or omissions on the part of the offeror.

1.21 BUSINESS REGISTRATION

Pursuant to the Corporations and Associations Article of the Annotated Code of Maryland, businesses created in a state other than Maryland may have to register or qualify with the State Department of Assessments and Taxation (SDAT) before doing business in Maryland. Offerors should contact the SDAT directly to determine their registration requirements:

[http://dat.maryland.gov/businesses/Pages/Non-Maryland-\(Foreign\)-Business-Entities.aspx](http://dat.maryland.gov/businesses/Pages/Non-Maryland-(Foreign)-Business-Entities.aspx)

Offerors that are Maryland businesses must be in good standing with the State Department of Assessments and Taxation. Your business status can be verified at <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Out-of-State offerors must be in good standing with their home state authority.

Offerors that fail to comply with these requirements may be rejected as not responsible.

1.22 COMPETITIVE SEALED PROPOSAL PROCESS

- ❖ Offerors shall submit all requirements as set forth in the RFP.
- ❖ Letter of Transmittal – the offeror shall include a Letter of Transmittal, signed by the person authorized to legally bind the offeror to the proposal. The letter shall specifically state that the offeror shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of HCPSS. The letter shall be concise and need not repeat any of the detailed information set forth in the proposal.

- ❖ The HCPSS buyer will review each submission. Offerors whose technical offers are determined to be not responsive, or offerors determined to be not responsible shall be rejected and timely notified.
- ❖ Qualified proposals shall be evaluated by an evaluation committee in accordance with the specifications and evaluation criteria contained herein. Technical proposals classified by the evaluation committee as not responsive, or Offerors determined as not responsible shall be rejected and timely notified.
- ❖ The evaluation committee, after an initial review of the responses, may elect to conduct discussions for the purpose of ensuring a complete understanding of HCPSS requirements and Offeror's technical proposal.
- ❖ Upon completion of the evaluation, and discussions, if held, the evaluation committee shall make a recommendation to the Director of Procurement and Materials Management. The said recommendation shall be based on the highest evaluated score considering the evaluation criteria set forth in the RFP. Recommendation of award shall be made to the firm receiving the highest evaluated total score.
- ❖ When in the best interest of HCPSS, the buyer may permit offerors who have submitted acceptable proposals to submit written best and final offers.
- ❖ The contract award may be subject to approval by the Howard County Board of Education. Upon approval of the Board, the unsuccessful offerors will be notified.

1.23 ANTI-BRIBERY

The Contractor warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government.

1.24 IRREGULARITIES

HCPSS reserves the right to waive any minor mistakes in the solicitation or proposal. HCPSS reserves the right to negotiate or modify any element of the solicitation to ensure that the best possible arrangements for achieving the stated purpose are obtained.

If a respondent discovers any ambiguities, conflicts, discrepancies, exclusionary specifications, omissions, or other errors in this RFP, respondent must immediately notify the Issuing Office. If a respondent fails to so notify the Issuing Office, such respondent submits a response at its own risk and under such conditions. If such respondent is awarded a contract, then it is not entitled to additional compensation, relief, or time by reason of the error or its later correction.

HCPSS reserves the right to change the contents of this solicitation. Changes will be made in the form of written addenda and posted to the HCPSS Purchasing web site at, <https://purchasing.hcpss.org/business-opportunities>.

It is the Offeror's sole responsibility to monitor the HCPSS Purchasing website prior to submitting their proposal and acknowledge receipt of said addenda on the proper bid form. Failure to do so may result in non-receipt of important information and may not relieve such Offeror from any obligation under his/her proposal submittal.

1.25 ACCESS UNDER PUBLIC RECORDS ACT

All information submitted as part of this proposal is subject to release under the Maryland Public Information Act (MPIA). If you would like the Howard County Public School System to consider redactions in the event

that your proposal is subject to a MPIA request, submit a proposed MPIA copy including justifications for each redaction and under what specific exemption that justification is qualified for redaction.

Transparency in the use of public funding is fundamental to HCPSS operations. Prior to the award of bids and contracts, the Board of Education of Howard County reviews and approves cost to be incurred by the school system – therefore, respondents should be aware that submission to this RFP may subject your pricing offer to release in a public forum. Additionally, pricing and payments made by HCPSS under the resulting Contract may also become subject to release as public information. HCPSS may consider both the ability to obtain necessary pricing from future respondents as well as the potential to cause harm to the competitive position of respondents in determining release of pricing detail.

Copyrighted submittals are unacceptable and will be disqualified as non-responsive. All submittals become the property of HCPSS.

1.26 GIFTS

In accordance with Board Policy 2070-Ethics, contractors are hereby notified that the giving or offering of a gift or series of gifts to a Board official or employee is improper and may result in disqualification from future work on the grounds that the Offeror is no longer a responsible Offeror.

1.27 eMaryland MARKETPLACE ADVANTAGE REGISTRATION

Contractors are required to register on eMaryland Marketplace Advantage at <https://procurement.maryland.gov> within five days following notice of award. Maryland law requires local and state agencies to post award notices on eMaryland Marketplace Advantage. This cannot be done without the contractor's self-registration in the system. Registration is free. Failure to comply with this requirement may be considered grounds for default. It is recommended that any interested bidder register with eMaryland Marketplace Advantage regardless of the award outcome for this procurement as it is a valuable resource for bid notification for municipalities throughout Maryland.

1.28 AMERICANS WITH DISABILITIES ACT REQUIREMENTS

The Howard County Public School is fully committed to the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities, and services. HCPSS government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment.

Your acceptance of this contract acknowledges your commitment and compliance with ADA.

Section II: Qualifications/Experience Affidavit

Submitted by:

Information furnished in response to this Affidavit and any verification made by HCPSS provides a basis for determining the responsibility of Offerors. If the experience or background of the Offeror is deemed insufficient or the Offeror's references inadequate, the Offeror may be determined not responsible, and its proposal rejected.

Offeror shall have at least 5 years' experience in providing work similar **in scope and complexity** to those described herein. The most recent experience must be within the past 48 months. HCPSS may consider relevant individual experience of key personnel when assessing the responsibility of the Offeror.

1. How many years has your firm been in the business of providing similar services/scope of work under your present legal name? _____ Years of relevant experience.

1a. Under a different legal name? _____ Years of relevant experience.

2. List at least three contracts/references similar to the work described herein, in which your organization has completed within the last five years (include company names, firm or government agency, address, contact person, phone number and email address). At least one contract must have been awarded within the past 24 months.

A. Project:

Beginning and End Date of Contract:

Address:

School District or Organization:

Contact Person: _____

Phone Number:

B. Project:

Beginning and End Date of Contract:

Address:

School District or Organization:

Contact Person: _____

Phone Number:

C. Project:

Beginning and End Date of Contract:

Address:

School District or Organization:

Contact Person: _____

Phone Number:

3. What is your Dunn and Bradstreet Rating? _____

4. How many people does your company currently employ on a:

A. Full-Time basis? _____

B. Part-Time basis? _____

5. Has your organization performed any contract, not included in #2 above, for any unit of the State of Maryland or Howard County Government over the last five years? (Please list names, addresses, dates and the government employee responsible for accepting the work).

6. Has your company or any of its officers or employees ever been found guilty of any criminal act in regard to the performance of a government contract or subjected to any penalty or liquidated damages arising out of poor or non-performance? Explain.

7. Has your company ever been suspended or debarred from bidding on contracts by the Board of Public Works or any other local, state or federal organization for any reason? Explain.

8. Has your company ever filed for bankruptcy/receivership or any other similar defalcation? Explain.

The signatory of this form hereby affirms that the information as set forth is accurate, truthful, and complete, to the best of his/her knowledge and belief.

Dated this _____ day of _____ 2022.

Name of Organization: _____

By: _____
(Signature)

(Print Name)

Title: _____

Section III: SCOPE OF WORK

3.1 Background

The Howard County Public School System is seeking a Mass Notification System that meets the project needs outlined below.

HCPSS desires a high-speed, vendor-hosted, automated communication system to deliver both emergency and routine notifications by voice, email, text, social media and/or mobile application to recipients with all varieties of devices. This system should seamlessly handle sending timely broadcasts throughout the school year and can handle weather-related or other emergencies that could total 2.7 million emails, 750,000 text messages, and 4,000 robocalls during a single month.

Additionally, HCPSS desires a supporting mobile application development system that provides a custom platform for developing iOS and Android mobile applications that meet the requirements of both Apple's and Google's app stores.

Interested vendors are encouraged to provide a detailed project plan outlining the approach and services that may be offered to HCPSS for this endeavor. Qualified vendors will be asked to perform product demonstrations. Such demonstrations will be based upon the HCPSS functional needs and requirements. A contract may be awarded to the Contractor(s) whose submittal best meets HCPSS/ requirements and needs at the time of the award.

The submittal of a proposal does not guarantee an award of contract.

3.2 Key Events Schedule

Date RFP Issued: October 26, 2022

Question Deadline: November 18, 2022 11:00 AM

Submittal Deadline: December 5, 2022 1:00 PM

Contract Start: March 1, 2023

3.3 Technical Response

The Offeror should prepare their response to the Request for Proposal as described below. For rating purposes, the submittal will be evaluated for the following distinct parts:

A. Offeror Qualifications and Experience

1. Offerors and any associated subcontractors to this solicitation must meet the following qualifications:
 - Be an established software company for the past five (5) years implementing a product similar to requirements in this RFP.
 - Provide a response that offers a fully functional product already developed and previously implemented.
 - Have existing personnel experienced in disciplines that would enable efficient implementation of the services.
 - Have direct experience with state and local government practices, procedures, laws, and regulations; with emphasis on the state of Maryland Public School Laws.
 - Have direct experience in large-scale mass notification system implementation for local government or school systems.

- Produce results through activities and methodologies in accordance with state-of-the-art practices; and accredited, certified, and/or in accordance with usual and customary practices, and others as may be applicable.
- Are legally allowed to do business in the state of Maryland.
- Can provide 24 x 7 customer support.

HCPSS will provide first line support for MNS. Offeror shall provide full support for the product for a minimum of five (5) years from the date of final acceptance by HCPSS. Offeror shall provide user telephone support for designated HCPSS personnel. The Offeror's second line support shall be available 24 hours per day, seven days per week. The telephone number shall be a toll free user support hotline. In the event that the help desk cannot resolve the problem via a telephone call, a service call shall be coordinated by the Offeror at the expense of the Offeror.

B. Company Profile

1. Company profile, to include:
 - (a) How long in business under current name.
 - (b) Business contact information.
 - (c) Resume of lead person(s) for this contract to include related experience.
 - (d) Manpower breakdown - number of personnel by specialty.
 - (e) Licensed to work in the state of Maryland.
 - (f) Statement as to business and/or principals' involvement in any legal action pending or resolved regarding failure to perform in the state of Maryland during the previous three years, furnish details and outcome.
 - (g) Certification that the Contractor is not listed on the System for Award Management (SAM) under the Excluded Parties Listing System (EPLS) federal registry.
 - (h) Statement the firm is in "Good Standing" with the Maryland Treasury Office. See link for details: <https://egov.maryland.gov/businessexpress/entitysearch>
 - (i) Completed Appendix F - Education Article 6-113
 - (j) Statement of ability to comply with the insurance requirements.

C. Training Requirements

Offeror shall provide technical support staff on-site training to operate, maintain, and effectively utilize each purchased module of the mass notification system in the course of their daily activities. The training shall primarily follow a train-the-trainer model and appropriately precedes the Implementation Schedule noted above. Primary users include both clerical and professional staff with varied levels of technical experience. Comprehensive and quality training and support is critical to the success of this project. Each employee participating in training shall receive an abbreviated instruction booklet for desktop use, and instruction on the use of the product manual(s) or on-line help. Training shall be by group and if deemed necessary by HCPSS, on an individual basis. Follow-up training is on an as needed, as requested basis.

Offeror shall provide adequate support for all software installations and is responsible for ensuring that HCPSS is made aware of all known bugs within the program(s), along with any fixes or patches that need to be applied.

D. Technical Requirements

HCPSS requires a vendor with the ability to provide a cloud-based Mass Notification Emergency Communication System that meets or exceeds the following requirements;

- Is WCAG (Web Content Accessibility Guidelines) 2.0 compliant;
- Integrates with HCPSS' Student Information System (Synergy);

- Has the ability to import additional recipient and contact information via uploaded CSV files;
- Supports user rostering and automated user creation, rights provisioning and maintenance;
- Does not limit the number of employees who may concurrently access and use the software. As such, grants access and use to an unlimited number of simultaneous employee-users;
- Uses industry emergency communication standards.

The Contractor's system shall provide the following general capabilities:

- Software-as-a Service
- E-mail, phone (with robocall ability), mobile/cell phone, text messaging, social media posts, mobile app (regardless of platform)
- Professional development/Training/School-based training and webinars
- Help desk/customer service support for all end users
- User-friendly interface
- Reporting capability (unconnected calls and reason, ad hoc reporting), and a quarterly report to monitor school usage
- Calls per school (ability to restrict time/delivery of calls)
- Performance better than 30,000 notifications an hour
- Integrated voice response system
- Mobile application for end users
- Unlimited district accounts
- Data privacy and security protection identified in Attachment J
- 24-hour customer support and client services
- May support single sign-on protocols (SAML 2.0, Microsoft or Google);
- Provides connectivity to HCPSS social media accounts to automatically post information
- Ideal system will have relationships with AT&T, Verizon, T-Mobile and other carriers to expedite posting time to less than 10 minutes
- A custom mobile application development platform that supports iOS and Android platforms.
- A developer-accessible API (Application Programming Interface) that supports posting formatted messages into the broadcast publishing pipeline.

In addition to the general capabilities listed above, the District requires the Contractor's system to provide the following specific capabilities:

- The designated District administrator(s) shall have access to all functions of the system. This person/people will be the only one(s) who will have the capability to send District wide messages or emergency messages. The District administrator will have the ability to assign permissions.
- The school principal shall have the ability to create messages for his/her school only. The school principal may assign these rights to others at the school.
- The District shall have the ability to create separate accounts for students and parents. Messages shall be able to be tailored for either or both students and parents.
- The District shall have the ability to assign accounts to different departments within the District and be able to track their usage (i.e. Food Service will have an account and the District will be able to track calls made from that account).
- The District shall have the ability to create notification groups and also the ability to create notification groups based on users' security profiles (i.e. parents; students; administrators; teachers). Sub-groups shall also be able to be created from primary groups.
- The District shall have the ability to create emergency messages and deliver the messages within 15 minutes of determining the need.

- The District shall have the ability to allow authorized school or district officials to override standard message delivery schedules in the event of the need to transmit emergency messages (email and phone).
- The system shall have the ability to completely customize HTML message templates.
- The system shall have the ability to tailor the message editing interface for schools.
- The system shall have the ability to save messages for future delivery.
- The system shall have the ability to maintain 'Do Not Call' lists.
- The system shall have the ability to recognize answering machines and deliver notification at the appropriate interval.
- The system shall have the ability to override call blocking devices.
- The system shall have the ability to accept and deliver messages created by District personnel by phone.
- The system shall have the ability to contain a database of standardized messages
- The system shall have the ability to create surveys to poll parents or students.
- The system shall have the capability to send translated messages in multiple languages.
- The system shall have the ability for an unlimited number of retry attempts in the event a busy signal is received.
- The system shall have the ability to maintain an unlimited number of listings per student or parent/guardian.
- The system shall have the ability to send voice messages to multiple types of devices (land phone, cell phone) and text messages via various means (e-mail, TTY, PDAs, SMS)
- The system shall have the ability to schedule calls, by date and time. Calls shall be completed within the given parameter with a report back to the creator if calls are not completed.
- The system shall allow the receiver the option to block the reception of text messages to a cell phone. This shall be automatic and shall prevent future text messages.
- The system interface shall be compatible with Android and iOS mobile devices.
- All system data shall be housed in a Tier 3 facility (multiple paths for power and cooling and systems in place to update and maintain it without taking it offline) rated to include: single non-redundant distribution path serving the equipment, non-redundant capacity components, redundant site infrastructure capacity components guaranteeing 99.982% availability, multiple independent distribution paths serving all the equipment, 24/7/365 monitoring of data center, physically secured center, and all equipment will be dual-powered and fully compatible with the topology of the site's architecture.
- The system shall use at least 256 bit TLS/SSL encryption. All authenticated data transfers to and from the system shall be secured with at least 256-bit encryption.
- The system shall leverage existing authentication system for identity and access management, Microsoft Active Directory through LDAP, SAML, or ADFS.
- The system shall have the ability to generate reports in multiple formats to include CSV, Excel, and PDF .
- The system shall have the ability to have reports scheduled for delivery through email or SFTP on a selected interval or time schedule.

Additionally, the system shall have the ability to generate the following reports at both the district and individual school level:

- A report for each broadcast that contains; date, time, contact, type of broadcast messages, and results of all messages sent in the broadcast;
- A report for each broadcast that contains a list of undeliverable numbers or emails.
- A report that contains a list of blocked numbers or emails. The report will contain the phone number, email address, and the reason for the blocked status;
- Ad hoc reports based upon data elements selected by the District for custom reports.
- All district-wide reports must be allowed to adjust and constrain report data by date.

E. Cost and Fee Structure

Contractors shall submit a fee structure utilizing the Cost Proposal – **Section VII.**

F. Statutory Affidavit and Non-Collusion Certification (Appendix D).

3.4 Financial Response

Every Offeror may be required to submit a financial statement upon request, and other financial data requested or required within 24 hours after request.

A. Financial Statement

One copy of said statement is sufficient for each firm. The financial statement must be certified by the owner, partner, or officer of the firm, or by a certified public accountant. Financial statements will not be required, at submittal deadline time, from firms who are individuals, or from firms who are proposed for less than \$10,000 of services. However, the school system reserves the right to solicit this information at any time, if said information is deemed relevant.

B. Other Financial Data

Any other financial data that is specifically requested by the school system or deemed appropriate by the Offeror shall be submitted in single copy and included within the Financial Statement and Data envelope.

3.5 Contract Completion and Renewal

3.6.1 At the sole option of HCPSS, and subject to acceptable performance and available funds, this contract shall begin upon award by the Board of Education, anticipated to be, March 1, 2023 and will include one, two-year renewal options. Automatic renewals are prohibited. Contract renewals must be authorized by and coordinated through the Purchasing Office.

3.6.2 Any contract awarded pursuant to this Request for Proposal, if applicable, shall be conditioned upon an annual appropriation made by the Board of Education of Howard County of funds sufficient to pay compensation due the successful Offeror under the contract. The contract shall provide that if such an appropriation is not made in any fiscal year, and the Board lacks funds from other sources to pay the compensation due under the contract, the Board shall be entitled, at the beginning of or during such fiscal year, to terminate the contract. In that event, the Board shall not be obligated to make any payments under the contract beyond the amount properly appropriated for contract payments in the immediate prior fiscal year. The Board shall provide the successful Offeror with written notice of contract termination due to the non-appropriation of funds at least thirty (30) calendar days before the effective date of the termination. However, the Board's failure to provide such notice shall not extend the contract into a fiscal year in which funds for contract payments have not been appropriated.

3.6 HCPSS Representative for Contract Administration

Note: The Buyer listed on page 1 is the sole point of contact for this RFP until the contract is awarded.

3.7. CONFIDENTIALITY

Contractor shall ensure the complete confidentiality of any and all information provided by HCPSS and gathered and developed by Contractor in the performance of this Contract. The material

gathered, used and developed shall not be provided to any other party without the expressed written approval of the Director of Procurement and Materials Management.

3.8 DATA SOURCES

HCPSS shall provide the successful Offeror all available data possessed by the school system that relates to this contract. However, the successful Offeror is responsible for all costs for acquiring other data or processing, analyzing or evaluating County data.

3.9 GENERAL PROVISIONS

3.10.1 HCPSS and the awarded vendor agree to the following conditions:

3.10.1.1 To render services in accordance with laws, professional ethics and standards of practice promulgated by relevant licensing boards and professional organizations.

3.10.1.2 Not to solicit for employment or temporarily hire the agency's staff, contracted by Vendor, during the term of this contract and for twelve months following termination of this contract.

3.10.1.3 To directly and immediately bring contract/personnel quality assurance concerns to the attention of each agency's administration prior to any discussion with either agency's staff.

3.10 HCPSS INFORMATION TECHNOLOGY PROVISIONS

1. Information Technology Security

A. Contractors shall comply with and adhere to all federal, State, and local laws, and the Board of Education of Howard County Maryland policies and regulations applicable to its activities. The Howard County Public School System (HCPSS) Board of Education sets policy consistent with state and federal laws governing public education. At the direction of the Board, the Superintendent and the school system administrative staff develop policies and administrative procedures to support the HCPSS Information Technology procurement process. The State of Maryland Information Technology (DoIT) IT Security Manual policies are leveraged to align with federal and state government standards and procedures published by the National Institute of Standards and Technology (NIST). These policies may be revised from time to time and the Contractor shall comply with all such revisions. Updated and revised versions of the State IT Policy and Standards are available online at: www.doit.maryland.gov – keyword: Security Policy.

B. The Contractor shall not connect any of its own equipment to a the HCPSS LAN/WAN without prior approval. The Contractor shall acquire any necessary approvals as directed and coordinated with HCPSS to connect Contractor-owned equipment to the HCPSS LAN/WAN.

The Contractor shall:

1. Implement administrative, physical, and technical safeguards to protect HCPSS data that are no less rigorous than accepted industry best practices for information security such as those outlined in this document;

2. Ensure that all such safeguards, including the manner in which HCPSS data is collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws as well as the Contractual Agreement and Terms and of the Contract; and

3. The Contractor, and Contractor Personnel, shall (i) abide by all applicable federal, State and local laws, rules and regulations concerning security of Information Systems and Information Technology and (ii) comply with and adhere to the HCPSS and State IT Security Policy and Standards as each may be amended or revised from time to time. Updated and revised versions of the HCPSS Policy and Standards are available online at: <https://policy.hcpss.org/>. Updated and revised versions of the Maryland State IT Policy and Standards are available online at: www.doit.maryland.gov – keyword: Security Policy.

2. Data Protection and Controls

A. Contractor shall ensure a secure environment for all HCPSS data and any hardware and software (including but not limited to servers, network and data components) provided or used in connection with the performance of the Contract and shall apply or cause application of appropriate controls so as to maintain such a secure environment (“Security Best Practices”). Such Security Best Practices shall comply with an accepted industry standard, such as the NIST cybersecurity framework that the Maryland State IT Policy and Standards utilize.

B. To ensure appropriate data protection safeguards are in place, the Contractor shall implement and maintain the following controls at all times throughout the Term of the Contract (the Contractor may augment this list with additional controls):

1. Establish separate production, test, and/or training environments for systems supporting the services provided under the Contract and ensure that production data is not replicated in test or training environment(s) unless it has been previously anonymized or otherwise modified to protect the confidentiality of Sensitive Data elements. The Contractor shall ensure the appropriate separation of production and non-production environments by applying the data protection and control requirements listed in Section **(Data Protection and Controls)**.

2. Apply hardware and software hardening procedures as recommended by Center for Internet Security (CIS) guides <https://www.cisecurity.org/>, Security Technical Implementation Guides (STIG) <http://iase.disa.mil/Pages/index.aspx>, or similar industry best practices to reduce the systems’ surface of vulnerability, eliminating as many security risks as possible and documenting what is not feasible or not performed according to best practices. Any hardening practices not implemented shall be documented with a plan of action and milestones including any compensating control. These procedures may include but are not limited to removal of unnecessary software, disabling or removing unnecessary services, removal of unnecessary usernames or logins, and the deactivation of unneeded features in the Contractor’s system configuration files.

3. Ensure that HCPSS data is not comingled with non-HCPSS data through the proper application of compartmentalization Security Measures.

4. Apply data encryption to protect Sensitive Data at all times, including in transit, at rest, and also when archived for backup purposes. Unless otherwise directed, the Contractor is responsible for the encryption of all Sensitive Data.

5. For all HCPSS data the Contractor manages or controls, data encryption shall be applied to such data in transit over untrusted networks.
6. Encryption algorithms which are utilized for encrypting data shall comply with current Federal Information Processing Standards (FIPS), "Security Requirements for Cryptographic Modules", FIPS PUB 140-3:
<https://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.140-3.pdf>
7. Enable appropriate logging parameters to monitor user access activities, authorized and failed access attempts, system exceptions, and critical information security events as recommended by the operating system and application manufacturers and information security standards, including Maryland Department of Information Technology's Information Security Policy.
8. Retain the aforementioned logs and review them at least daily to identify suspicious or questionable activity for investigation and documentation as to their cause and remediation, if required. HCPSS shall have the right to inspect these policies and procedures and the Contractor or subcontractor's performance to confirm the effectiveness of these measures for the services being provided under the Contract.
9. Ensure system and network environments are separated by properly configured and updated firewalls.
10. Restrict network connections between trusted and untrusted networks by physically or logically isolating systems from unsolicited and unauthenticated network traffic.
11. By default "deny all" and only allow access by exception.
12. Review, at least annually, the aforementioned network connections, documenting and confirming the business justification for the use of all service, protocols, and ports allowed, including the rationale or compensating controls implemented for those protocols considered insecure but necessary.
13. Perform regular vulnerability testing of operating system, application, and network devices. Such testing is expected to identify outdated software versions; missing software patches; device or software misconfigurations; and to validate compliance with or deviations from the security policies applicable to the Contract. Contractor shall evaluate all identified vulnerabilities for potential adverse effect on security and integrity and remediate the vulnerability no later than 30 days following the earlier of vulnerability's identification or public disclosure, or document why remediation action is unnecessary or unsuitable. HCPSS shall have the right to inspect the Contractor's policies and procedures and the results of vulnerability testing to confirm the effectiveness of these measures for the services being provided under the Contract.
14. Enforce strong user authentication and password control measures to minimize the opportunity for unauthorized access through compromise of the user access controls. At a minimum, the implemented measures should be consistent with the most current Maryland Department of Information Technology's Information Security Policy (<http://doit.maryland.gov/support/Pages/SecurityPolicies.aspx>).
15. Ensure HCPSS data is not processed, transferred, or stored outside of the United States ("U.S."). The Contractor shall provide its services to HCPSS and the HCPSS end users solely from data centers in the U.S. Unless granted an exception in writing by HCPSS, the Contractor shall not allow Contractor Personnel to store HCPSS

data on portable devices, including personal computers, unless authorized by the HCPSS designee. The Contractor shall permit its Contractor Personnel to access HCPSS data remotely only as required to provide technical support.

16. Ensure Contractor's Personnel shall not connect any of its own equipment to a HCPSS LAN/WAN without prior written approval by the HCPSS designee, which may be revoked at any time for any reason. The Contractor shall complete any necessary paperwork as directed and coordinated with the HCPSS contract designee to obtain approval by HCPSS to connect Contractor-owned equipment to a HCPSS LAN/WAN.

17. Ensure that anti-virus and anti-malware software is installed and maintained on all systems supporting the services provided under the Contract; that the anti-virus and anti-malware software is automatically updated; and that the software is configured to actively scan and detect threats to the system for remediation. The Contractor shall perform routine vulnerability scans and take corrective actions for any findings.

18. Conduct regular external vulnerability testing designed to examine the service provider's security profile from the Internet without benefit of access to internal systems and networks behind the external security perimeter. Evaluate all identified vulnerabilities on Internet-facing devices for potential adverse effect on the service's security and integrity and remediate the vulnerability promptly or document why remediation action is unnecessary or unsuitable. HCPSS shall have the right to inspect these policies and procedures and the performance of vulnerability testing to confirm the effectiveness of these measures for the services being provided under the Contract.

3. **Security Logs and Reports Access**

A. For non-HCPSS hosted solutions, the Contractor shall provide reports to HCPSS in a mutually agreeable format.

B. Reports shall include latency statistics, user access, user access IP address, user access history and security logs for all HCPSS files related to the Contract.

4. **Security Plan**

A. The Contractor shall protect HCPSS data according to a written security policy ("Security Plan") no less rigorous than that of the State of Maryland Information Technology Security Manual and shall supply a copy of such policy to HCPSS for validation, with any appropriate updates, on an annual basis.

B. The Security Plan shall detail the steps and processes employed by the Contractor as well as the features and characteristics which will ensure compliance with the security requirements of the Contract.

C. The Security Plan shall address compliance with the NIST Risk Management Framework (RMF) that is used as guidance for the State of Maryland Information Technology Security Manual.

5. **Security Incident Response**

A. The Contractor shall notify HCPSS when any Contractor system that may access, process, or store HCPSS data or systems experiences a Security Incident, or a Data Breach as follows:

1. notify in writing as soon as commercially practicable, however no later than forty-eight (48) hours of the discovery of a Security Incident by providing notice via written or

electronic correspondence to the HCPSS contract designee, and HCPSS Department of Information Technology designee;

2. notify HCPSS within two (2) hours if there is a threat to Contractor's Solution as it pertains to the use, disclosure, and security of HCPSS data; and

3. provide written notice to HCPSS within one (1) Business Day after Contractor's discovery of unauthorized use or disclosure of HCPSS data and thereafter all information that HCPSS requests concerning such unauthorized use or disclosure.

B. Contractor's notice shall identify:

1. the nature of the unauthorized use or disclosure;

2. the data used or disclosed,

3. who made the unauthorized use or received the unauthorized disclosure;

4. what the Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure; and

5. what corrective action the Contractor has taken or shall take to prevent future similar unauthorized use or disclosure.

6. The Contractor shall provide such other information, including a written report, as reasonably requested by HCPSS.

C. The Contractor may need to communicate with outside parties regarding a Security Incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as mutually agreed upon, defined by law or contained in the Contract. Discussing Security Incidents with HCPSS should be handled on an urgent as-needed basis, as part of Contractor communication and mitigation processes as mutually agreed upon, defined by law or contained in the Contract.

D. The Contractor shall comply with all applicable laws that require the notification of individuals in the event of unauthorized release of HCPSS data or other event requiring notification, and, where notification is required, assume responsibility for informing all such individuals in accordance with applicable law and to indemnify and hold harmless HCPSS and its officials from and against any claims, damages, and actions related to the event requiring notification.

6. Data Breach Responsibilities

A. If the Contractor reasonably believes or has actual knowledge of a Data Breach, the Contractor shall, unless otherwise directed:

1. Notify the appropriate HCPSS-identified contact within 48 hours by telephone in accordance with the agreed upon security plan or security procedures unless a shorter time is required by applicable law;

2. Cooperate with HCPSS to investigate and resolve the data breach;

3. Promptly implement commercially reasonable remedial measures to remedy the Data Breach; and

4. Document responsive actions taken related to the Data Breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services.

B. If a Data Breach is a direct result of the Contractor's breach of its Contract obligation to encrypt HCPSS data or otherwise prevent its release, the Contractor shall bear the costs associated with (1) the investigation and resolution of the data breach; (2) notifications to individuals, regulators or others required by State law; (3) a credit monitoring service required by State or federal law; (4) a website or a toll-free number and call center for affected individuals required by State law; and (5) complete all corrective

actions as reasonably determined by Contractor based on root cause; all [(1) through (5)] subject to the Contract's limitation of liability.

1. Additional security requirements may be established in a Task Order and/or a Work Order.
2. HCPSS shall, at its discretion, have the right to review and assess the Contractor's compliance to the security requirements and standards defined in the Contract.
3. Provisions shall survive expiration or termination of the Contract. Additionally, the Contractor shall flow down all provisions (or the substance thereof) in all subcontracts.

7. Problem Escalation Procedure

A. The Contractor must provide and maintain escalation procedures for both routine and emergency situations. The procedures must state how the Contractor will address problem situations as they occur during the performance of the Contract, especially problems that are not resolved to the satisfaction of HCPSS within appropriate timeframes.

B. The Contractor shall provide contact information to the HCPSS contract designee, as well as to other HCPSS officials as directed.

C. The Contractor must provide the escalation procedures no later than fifteen (15) Business Days after notice of recommended award. The procedures, including any revisions thereto, must also be provided within fifteen (15) Business Days after the start of each Contract year and within fifteen (15) Business Days after any change in circumstance which changes the procedures. The procedures shall detail how problems with work under the Contract will be escalated to resolve any issues in a timely manner. The escalation procedures shall include:

1. The process for establishing the existence of a problem;
2. Names, titles, and contact information for progressively higher levels of personnel in the Contractor's organization who would become involved in resolving a problem;
3. For each individual listed in the Contractor's escalation procedures, the maximum amount of time a problem will remain unresolved with that individual before the problem escalates to the next contact person listed in the Contractor's escalation procedures;
4. Expedited escalation procedures and any circumstances that would trigger expediting them;
5. The method of providing feedback on resolution progress, including the frequency of feedback to be provided to HCPSS;
6. Contact information for persons responsible for resolving issues after normal business hours (e.g., evenings, weekends, holidays) and on an emergency basis; and
7. A process for updating and notifying the HCPSS contract designee of any changes to the escalation procedures.

D. Nothing in this section shall be construed to limit any rights of HCPSS which may be allowed by the Contract or applicable law.

8. SOC 2 Audit Report

A. Contractors providing services for identified critical functions, handles Sensitive Data, or hosts any related implemented system for HCPSS under the Contract, the Contractor shall have an annual audit performed by an independent audit firm of the Contractor's handling of Sensitive Data or HCPSS critical functions. Critical functions are identified as all aspects and functionality of the solution including any add-on

modules and shall address all areas relating to Information Technology security and operational processes. These services provided by the Contractor that shall be covered by the audit will collectively be referred to as the "Information Functions and Processes." Such audits shall be performed in accordance with audit guidance: Reporting on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality, or Privacy (SOC 2) as published by the American Institute of Certified Public Accountants (AICPA) and as updated from time to time, or according to the most current audit guidance promulgated by the AICPA or similarly-recognized professional organization, as agreed to by the HCPSS, to assess the security of outsourced client functions or data (collectively, the "Guidance") as follows:

1. The type of audit to be performed in accordance with the Guidance is a SOC 2 Type 2 Audit (referred to as the "SOC 2 Audit" or "SOC 2 Report"). All SOC2 Audit Reports shall be submitted to the Contract Monitor as specified in Section F below. The initial SOC 2 Audit shall be completed within a timeframe to be specified by HCPSS. The audit period covered by the initial SOC 2 Audit shall start with the Contract Effective Date unless otherwise agreed to in writing by the HCPSS Contract designee. All subsequent SOC 2 Audits after this initial audit shall be performed at a minimum on an annual basis throughout the Term of the Contract and shall cover a 12-month audit period or such portion of the year that the Contractor furnished services.

2. The SOC 2 Audit shall report on the suitability of the design and operating effectiveness of controls over the Information Functions and Processes to meet the requirements of the Contract.

3. The audit scope of each year's SOC 2 Report may need to be adjusted (including the inclusion or omission of the relevant trust services principles of Security, Availability, Processing Integrity, Confidentiality, and Privacy) to accommodate any changes to the environment since the last SOC 2 Report. Such changes may include but are not limited to the addition of Information Functions and Processes through modifications to the Contract or due to changes in Information Technology or the operational infrastructure. The Contractor shall ensure that the audit scope of each year's SOC 2 Report engagement shall accommodate these changes by including in the SOC 2 Report all appropriate controls related to the current environment supporting the Information Functions and/or Processes, including those controls required by the Contract.

4. The scope of the SOC 2 Report shall include work performed by any subcontractors that provide essential support to the Contractor or essential support to the information functions and processes provided to HCPSS under the Contract. The Contractor shall ensure the audit includes all such subcontractors operating in performance of the Contract.

5. All SOC 2 Audits, including those of the Contractor, shall be performed at no additional expense to HCPSS

6. The Contractor shall provide to the HCPSS contract designee, within 30 calendar days of the issuance of each SOC 2 Report, a complete copy of the final SOC 2 Report(s) and a documented corrective action plan addressing each audit finding or exception contained in the SOC 2 Report. The corrective action plan shall identify in detail the remedial action to be

taken by the Contractor along with the date(s) when each remedial action is to be implemented.

7. If the Contractor currently has an annual, independent information security assessment performed that includes the operations, systems, and repositories of the Information Functions and Processes being provided to HCPSS under the Contract, and if that assessment generally conforms to the content and objective of the guidance, HCPSS will determine in consultation with appropriate technology and audit authorities whether the Contractor's current information security assessments are acceptable in lieu of the SOC 2 Report(s).

8. If the Contractor fails during the Contract term to provide an annual SOC 2 Report by the date specified, HCPSS shall have the right to retain an independent audit firm to perform an audit engagement of a SOC 2 Report of the Information Functions and Processes utilized or provided by the Contractor and under the Contract. The Contractor agrees to allow the independent audit firm to access its facility/is for purposes of conducting this audit engagement(s) and will provide the necessary support and cooperation to the independent audit firm that is required to perform the audit engagement of the SOC 2 Report. HCPSS will invoice the Contractor for the expense of the SOC 2 Report(s) or deduct the cost from future payments to the Contractor.

9. Provisions in **Section (SOC2 Audit Report)** shall survive expiration or termination of the Contract. Additionally, the Contractor shall flow down the provisions of **Section (SOC 2 Audit Report)** or the substance thereof in all subcontracts.

Remainder of This Page Intentionally Blank.

Section IV: TECHNICAL PROPOSAL EVALUATION CRITERIA

4.1 Introduction

This part details the submittal evaluation and selection process for submissions.

4.2 Submittal Evaluation and Selection

4.2.1 The HCPSS will evaluate submittals on the basis set forth in this section. Qualified vendors may be asked to perform product demonstrations. Such demonstrations will be based upon the HCPSS functional needs and requirements. A contract may be awarded to the Contractor(s) whose submittal best meets HCPSS requirements and needs at the time of the award.

4.2.2 Submittals shall comprehensively address all the desired services outlined in the Request for Proposal and shall demonstrate the successful performance of similar contracts by the contractor making the submittal and shall offer the most cost-effective submittal for the desired services.

4.2.3 Submittals shall be evaluated by a Selection Advisory Committee that may request additional technical assistance from any source. The Committee shall first review each submittal for compliance with requirements of the Request for Proposal. The Committee may recommend that the HCPSS waive minor irregularities in order to assure quality of service in the remaining areas and if it determines that, the decision is in the best interests of HCPSS.

4.2.4 **Only the firms whose proposal has achieved the required 70% minimum, or better technical score will be considered for award.** HCPSS reserves the right to make an award with or without negotiations or request best and final offers or to make an award without further review.

4.2.5 Based on the results of the preliminary evaluation, the highest rated offerors may be invited by the Director of Procurement and Materials Management to make oral presentations to the Selection Advisory Committee. This committee shall then conduct a final evaluation of the proposals. The Selection Advisory Committee shall then negotiate a contract with the highest rated offeror. At this time, the offeror and the Selection Advisory Committee may negotiate any changes desired in the offer if deemed in the best interest of HCPSS. If a satisfactory contract cannot be negotiated with the highest qualified offeror, negotiations shall be formally terminated. Negotiations shall then be undertaken with the second rated offeror and so on.

4.2.6 The Director of Procurement and Materials Management may arrange for discussions with firms submitting proposals, if required, for the purpose of obtaining additional information or clarification.

4.2.7 Offerors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the Director of Procurement and Materials Management, require no clarifications and/or supplementary information, such proposals may be evaluated without further discussion. Hence, proposals should be submitted initially on the most complete and favorable terms from a technical standpoint which offerors are capable of submitting to HCPSS. Should proposals submitted require additional clarification and/or supplementary information, offerors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when so requested.

4.2.8 Proposals which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of this Request for Proposal shall be classified as "acceptable". Proposals found not to be acceptable shall be classified, as "unacceptable" and no further discussion concerning same shall be conducted.

4.3 Basis for Award

4.3.1 The Howard County Public School System reserves the right to award the contract in the aggregate, by individual service, or any combination, whichever is in the best interest of the HCPSS or to make multiple awards in a primary, secondary manner depending on the capacity of the awarded vendors to service the school system.

4.3.2 A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals based on the information provided with the statement of qualifications, and the evaluation criteria listed below.

4.3.3 The Committee will use the following criteria and weighing in preparing its technical evaluation of each qualifying submittal as follows:

A numeric evaluation system based on 150 evaluation points will be used to score the **proposals**. The maximum points awarded for each category are listed below.

A. Project Objectives (20 points)

Evaluation in this category will be based on a comprehensive, detailed narrative describing how the proposed Solution meets each of HCPSS' Project Objectives in the order provided above.

B. General Requirements (15 points)

Evaluation in this category will be based on a comprehensive, detailed narrative describing how the proposed Solution meets each of HCPSS' General Requirements in the order provided above.

C. Training Requirements (15 points)

Evaluation in this category will be based on a comprehensive, detailed narrative describing how the proposed Solution meets each of HCPSS' Training Requirements. Describe training capabilities and ability to provide in-depth training tailored to user roles. Indicate if training is provided in-person, virtually, on-demand, etc. Technical support should also include high-level self-help knowledge base and documentation on the application and its functionality.

D. Technical Requirements (10 points)

Evaluation in this category will be based on how the Solution conforms to HCPSS Technical Requirements.

E. Architecture (10 points)

Indicate the architecture of the Solution. Is software installed on an on-premises server, on-premises hardware appliance, on-premises virtual appliance, and/or public cloud- based service?

F. Implementation (10 points)

Provide a proposed timeline and schedule for implementation of the Solution. Include assumptions, HCPSS resources required, and any other relevant information.

G. Staffing Qualifications (10 points)

Provide a resume, including education and employment history, as well as the role to be assigned to HCPSS for the Single Point of Contact who is proposed as part of the Solution.

H. Unique Qualifications (10 points)

Provide a narrative to elaborate on any special/unique qualifications, expertise, and/or experiences of the Offeror and/or any member of its team, which make it uniquely capable to provide a solution to HCPSS.

I. Price (50 points)

Evaluation in this category will be based on the total cost of the Mass Notification System to the HCPSS. Submissions must include:

- Financial statement and Other financial data
- Cost/Fee Structure, as appropriate
- Description of insurance
- Description of Service Provider's Liability Insurance
- Additional Insurance Information

HCPSS may request additional information about or clarification of Technical Offers.

HCPSS hereby reserves the right to solicit best and final offers only from four Offerors receiving the highest evaluated scores.

HCPSS hereby reserves the right to negotiate or modify any element of the Technical Offer to ensure that the best possible arrangements for achieving the stated purpose are obtained.

Remainder of This Page Intentionally Blank.

Section V: MANDATORY TERMS AND CONDITIONS

5.1 CONTRACT AWARD

Any award to furnish services to The Howard County Public School System (referred to as "HCPSS") shall include, in whole or in part, either attached or incorporated by reference, binding in all respects, these terms and conditions.

5.2 ORDER OF PRECEDENCE

In the event of an inconsistency among provisions of this Request for Proposal, the inconsistency shall be resolved by the following order of precedence:

- Specifications
- Terms and Conditions
- General Provisions

5.3 WAIVER OF RIGHT TO BID ON OTHER CONTRACTS

The Contractor agrees that it and its parent, its affiliates and subsidiaries, if any, waive the right to bid on any procurement contracts, of any tier, resulting from the services to be provided under this agreement.

5.4 INITIATION OF WORK

The Contractor shall not commence performance of the services until it receives a formal written notice to proceed from HCPSS. Orders shall be in the form of an official Howard County Public School System Purchase Order. No deliveries are to be made under any contract(s) resulting from this solicitation without a purchase order.

5.5 RESPONSIBILITY FOR CLAIMS AND LIABILITY

The Contractor shall be responsible for any personnel injury, loss of life, and damage to or loss of property arising from or related to Contractor's activities or those of its subcontractors, agents, or employees in connection with the services required under this agreement. The Contractor shall indemnify and save harmless HCPSS, its elected officials, officers, agents and employees from and against all claims, suits, demands, judgments, expenses, actions, damages and costs of every name and description, including but not limited to attorney's fees arising out of or resulting from its negligent or wrongful performance or failure of performance of the services of the Contractor under this agreement or the activities conducted or required to be conducted by the Contractor under this agreement, including its subcontractors, agents, or employees.

5.6 BILLING AND PAYMENT

The Contractor shall submit invoices to the Howard County Department of Education, (Name of Department), 10910 Clarksville Pike, Ellicott City, MD 21042, Attn: (Name of Contact), at the completion of each job. Invoices must contain the following information:

- a) Purchase Order Number
- b) Name of school
- c) Description of work along with quantities
- d) Start date and completion date
- e) Itemized breakdown of project costs to include labor and materials.
- f) Total due

5.7 INSURANCE

The Contractor has in force, or shall obtain, and will maintain insurance for the full term of the contract (including any executed renewals) in not less than the amounts specified and accordance with the requirements contained in APPENDIX C, INSURANCE REQUIREMENTS.

The awarded consultant shall reimburse, indemnify, and hold harmless the Board for all loss to the Board, including attorney's fees and cost resulting from negligence of the contractor in the performance of this contract, and for all loss to the Board resulting from non-performance thereof, except those losses otherwise specifically excluded by the Board.

5.8 SUBCONTRACTING OR ASSIGNMENT

Subcontractors will not be allowed for this solicitation.

5.9 CHANGES ALTERATIONS, OR MODIFICATIONS IN THE SERVICES

HCPSS shall have the right, at their discretion, to change, alter, or modify the services provided for in this agreement and such changes, alterations, or modifications may be made even though it will result in an increase or decrease in the services of the Contractor or in the contract cost thereof.

If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any service under this contract, whether or not changed by an order, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. Any claim of the Contractor for adjustment under this clause must be asserted in writing with 30 days from the date of receipt by the Contractor of the notification of change unless the project manager or his duly authorized representative grants a further period of time before the date of final payment under the contract.

No services for which an additional cost or fee will be charged by the Contractor shall be furnished without prior written authorization of HCPSS.

5.10 DELAYS AND EXTENSIONS OF TIME

The Contractor shall prosecute the work continuously and diligently and no charges or claims for damages shall be made by the Contractor for any delays, acceleration, or hindrance, from any cause whatsoever, during the progress of any portion of the services specified in this agreement. Such delays, acceleration, or hindrances, if any, may be compensated for by an extension of time for such a reasonable period as HCPSS may decide. Time extensions will be granted only for excusable delays such as delays beyond the control and without the fault or negligence of the Contractor.

5.11 REMEDIES AND TERMINATION

1. **Correction of Errors, Defects, and Omissions** - The Contractor agrees to perform work as may be necessary to correct errors, defects, and omissions in the services required under this agreement without undue delays and without cost to HCPSS. The acceptance of the work set forth herein by HCPSS shall not relieve the Contractor of the responsibility.
2. **Set-Off** - HCPSS may deduct from and set-off against any amounts due and payable to the Contractor any back-charges or damages sustained by HCPSS by virtue of any breach of this agreement by the Contractor to perform the services or any part of the services in a satisfactory manner. Nothing herein shall be construed to relieve the Contractor of liability for additional construction and design or other costs, expenses, and damages resulting from a failure to satisfactorily perform the services. Nothing herein shall limit the liability of the Contractor for damages and HCPSS may affirmatively collect damages from the Contractor.
3. **Termination for Default** - If the Contractor fails to fulfill its obligations under this contract properly and on time, otherwise violates any provision of the contract, HCPSS may terminate the contract by written notice to the Contractor. The notice shall specify the acts of omissions

relied on as cause for termination. All finished or unfinished supplies and services provided by the Contractor, shall at HCPSS's option, become HCPSS property. HCPSS shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Contractor's breach.

If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and HCPSS can affirmatively collect damages.

4. **Termination for Convenience of HCPSS** - HCPSS may terminate all or any part of the work required under this contract for the convenience of HCPSS. In the event of such termination, the contract manager shall determine the costs the Contractor has incurred to the date of termination and such reasonable costs associated with the termination. HCPSS shall pay such costs as determined by the contract manager to the Contractor together with reasonable profit reasonably earned by the Contractor to the time of termination but not to include any profit not earned as of the date of termination.
5. **Termination Due to Funding** – The contractual obligation of the Board of Education under any resulting contract is contingent upon the availability of appropriated funds.
6. **Obligations of Contractor upon Termination** - Upon notice of termination as provided in #3 and #4 above, the Contractor shall:
 - a) Take immediate action to orderly discontinue its work and demobilize its work force to minimize the occurrence of costs.
 - b) Take such action as may be necessary to protect the property of HCPSS, place no further orders or subcontract, assign to HCPSS in the manner and to the extent directed by HCPSS all of the right, title and if ordered by HCPSS possession and interest of Contractor under the orders or subcontracts terminated.
 - c) Deliver to HCPSS all materials, equipment, data, drawings, specifications, reports, estimates, and such other information accumulated by the Contractor which has been or will be reimbursed under this agreement after taking into account any damages that may be payable to HCPSS. Title to such items shall be transferred to HCPSS.
7. **Remedies Not Exclusive** - The rights and remedies contained in this general condition are in addition to any other right or remedy provided by law, and the exercise of any of them is not a waiver of any other right or remedy provided by law.

5.12 RESPONSIBILITY OF CONTRACTOR

1. The Contractor shall perform the services with that standard of care, skill, and diligence normally provided by a Contractor, architect, or engineer in the performance of services similar to the services hereunder.
2. Notwithstanding any review, approval, acceptance, or payment for the services by HCPSS, the Contractor shall be responsible for professional and technical accuracy of its work furnished by the Contractor under this agreement.
3. HCPSS's review, approval, or acceptance of, nor payment for, any of the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the Contractor

shall be and remain liable to HCPSS in accordance with applicable law for all damages to HCPSS caused by the Contractor's negligent performance of any or the services furnished under this contract.

4. The rights and remedies of HCPSS provided for under this contract are in addition to any rights and remedies provided by law.

5.13 DISPUTES; GOVERNING LAW

Except as otherwise provided in these contractual documents, any claim, dispute, or other matter in question concerning a question of fact shall initially be referred to the HCPSS Project Manager. Any claim, dispute, or other matter in question concerning a question of fact referred to the Project Manager that is not disposed of by agreement shall be referred to the purchasing officer, HCPSS, who shall reduce his decision to writing and mail or otherwise furnish a copy to the Contractor. The decision of HCPSS shall be final and conclusive.

The contract shall be governed by the law of the State of Maryland and nothing in this contract shall be interpreted to preclude the parties from seeking, after completion or termination of the agreement, any and all remedies provided by law.

5.14 EXAMINATION OF RECORDS

The Contractor agrees that the auditor of HCPSS or any of their duly authorized representatives shall, have five (5) years after the final renewal expiration date under this contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this contract.

5.15 DISSEMINATION OF INFORMATION

During the term of this agreement, the Contractor shall not release any information related to the services or performance of the services under this agreement nor publish any final reports or documents without the prior written approval of the HCPSS contract manager.

5.16 NON-HIRING OF OFFICIALS AND EMPLOYEES

No official or employee of HCPSS whose duties as such official or employee include matters relating to or affecting the subject matter of this contract shall, during the pendency and term of this contract and while serving as an official or employee of HCPSS, become or be an employee of the Contractor or any entity that is a subcontractor on this contract.

5.17 CONTINGENT FEE PROHIBITION

The Contractor warrants that they have not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure this agreement, and that they have not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this agreement.

For breach or violation of this warranty, HCPSS shall have the right to terminate this agreement without liability, or, at its discretion, to deduct from the contract price or consideration, or percentage, brokerage fee, gift or contingent fee.

5.18 MULTI-YEAR CONTRACTS CONTINGENT UPON APPROPRIATIONS

Funds have been set aside for the anticipated term of this contract. Should, for any reason, the Contractor's work extends beyond the current fiscal year, this contract will be subject to termination in accordance with the Termination for Convenience Section, if the Board of Education of Howard County fails to appropriate funds for any fiscal year for the future performance of the contract.

HCPSS, however, reserves the right to negotiate with the Contractor to perform additional tasks not specified in this RFP that may be required in order to assure that the Contractor's recommendations are implemented and are having the desired effects.

5.19 COMPLIANCE WITH LAW

The Contractor hereby represents and warrants:

1. That 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.
2. That it is not in arrears with respect to the payment of any monies due and owing the county or state, of any department or agency 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 agreement.
3. That it shall comply with all federal, state, and local law, ordinances and legally enforceable rules and regulations applicable to its activities and obligations under this agreement.
4. That it shall procure, at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this agreement.
5. That the facts and matters set forth hereafter in the "Contract Affidavit" which is attached to this agreement and made a part hereof are true and correct.

5.20 STAFF

The Contractor shall utilize the personnel named and/or otherwise identified in its submittal to perform services required. In the event that any of the personnel named are unable to perform because of death, illness, resignation from the Contractor's employ, or similar reasons, the Contractor shall promptly submit to the Project Manager, in writing, the name and qualifications of the proposed replacement. No substitutions shall be made without the proper written approval of the contract manager.

5.21 USE AND OWNERSHIP

All documents, materials or data developed as a result of this contract shall be the property of HCPSS. Therefore, HCPSS has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. HCPSS may use this information for its own purposes or use it for reporting to state or federal agencies. The contractor must keep confidential and warrants that it has title to or right of use of all documents, material, or data used or developed in connection with this contract

All materials, including but not limited to training documents, program and software, diagnostic equipment and energy information systems furnished by Contractor to HCPSS in connection to this Program shall remain the property of the School System. No materials will be returned to the Contractor at the end of the contract period including any that are copyrighted. HCPSS shall have the right to continue using all and any control equipment and document materials for as long as the School System desires to do so.

5.22 ADHERENCE TO SCHOOL SYSTEM POLICIES AND STATE AND FEDERAL REGULATIONS

The Contractor understands that HCPSS shall not be required to act contrary to the School System policies or unreasonably interfere with the School System operations. The Contractor and any Subcontractor personnel assigned to this project must be cognizant of and abide by School System policies and operating procedures at all times. Health and safety policies and procedures will not be compromised. Proposed programs must not violate or conflict with the School System policies

and procedures. Moreover, the Contractor shall be cognizant of and enforce all federal and state regulations and policies and all proposals and subsequent work shall adhere to known regulations and policies.

5.23 SEX OFFENDER NOTIFICATION

Maryland law requires certain sex offenders to register with the local law enforcement agency; See Maryland Annotated Code, Criminal Procurement Article, §11-704. One of the purposes of this law, found in Article 27§ 792, is to inform school systems when a Registered Sex Offender is residing or working in the area. When the sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.

As a Contractor working for Howard County Public School System (HCPSS), we require that you do not employ Registered Sex Offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction, or any other kind of services **on HCPSS property**. Further, Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender; see §11-722 Criminal Procurement Article. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5,000 fine.

Each Contractor shall screen their workforces to ensure that a Registered Sex Offender does not perform work at a county public school and ensure that a Subcontractor and independent Contractor conducts screening of its personnel who may work at a school. The term "work force" is intended to refer to all the Contractor's direct employees and Subcontractors and/or independent Contractors it uses to perform the work. Violations of this provision may cause HCPSS to take action against the Contractor up to and including termination of the contract.

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor 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 Contractor shall submit to HCPSS a listing of any employees assigned to perform under this agreement and certify that the necessary criminal history records checks have been conducted and that the employee complies with the requirements.

5.24 CRIMINAL HISTORY BACKGROUND CHECKS

All employees, agents, or representatives of the awarded Contractor who will be performing work on any phase of the contract arising out of this Bid may be subject to a criminal history background check by the School System. Such persons, if requested by the School System, must provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the School System may, at its sole discretion, decide that a particular employee, agent, or representative of the Contractor be barred from School System property.

5.25 ETHICS REGULATIONS

The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with The Howard County Public School System. For a copy

of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6644.

5.26 DEBARMENT STATUS

By submitting their proposal, the Contractor(s), certify that they are not currently debarred by the State of Maryland or another governmental entity from submitting bids or proposals on contracts for the type of products or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

5.27 ASSIGNMENTS

It is mutually understood and agreed that awarded contractor shall not assign, transfer, convey, sublet, or otherwise dispose of their contract or their rights, title or interest, therein, or their power to execute such contract in whole or in part to any other person, firm, or corporation, without the previous written consent of the Howard County Public Schools Purchasing Director, but in no case shall such consent relieve the contractor from their obligation, or change the terms of the contract or purchase order. Assignment or subcontracting without the written approval of the Howard County Public School System will be cause for termination.

5.28 SUBCONTRACTORS

The bidder shall identify all proposed subcontractor/sub-consultant who will be furnishing services under the terms of this solicitation. Subcontractor/sub-consultants shall conform in all respects to the applicable provisions specified for the prime contractor and shall be subject to approval by HCPSS. If a subcontractor/sub-consultant is determined to be unacceptable by HCPSS, the contractor shall substitute an acceptable subcontractor/sub-consultant with no change in any contract unit prices or overall contract sum. If a firm fails, within a timely manner, to propose another subcontractor/sub-consultant to which HCPSS has no objection, HCPSS reserves the right to reject the proposal. The contractor will use only those subcontractor/sub-consultants approved by HCPSS. All subcontractor/sub-consultants shall comply with all federal and state laws and regulation which are applicable to the services covered by the subcontractor and shall include all terms and conditions set forth herein which apply with equal force to the subcontractor/sub-consultant, as if they were the contractor referred to herein. The contractor is responsible for the contract performance, whether or not subcontractor/sub-consultants are used.

In the event that some or all of the professional services under this agreement are assigned to one or more Subcontractors with the permission of the HCPSS, the contractor must advise the HCPSS Contract Administrator of the current names and addresses of all subcontractors and shall verify that all subcontractors adhere to all requirements and responsibilities under this contract including, but not limited to professional licensure and insurance requirements. Contractors and their subcontractors shall remain jointly and severally liable to the Board for any breaches, act, or omissions committed by a subcontractor. Nothing contained in these contract documents shall create any contractual relation between any Subcontractor and the Howard County Public School System.

5.29 TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT

The Board of Education of Howard County maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and grounds at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises. Repeated use or sale of tobacco on HCPSS property, or any use or sale of alcohol, misuse of other drugs, or any use of illegal drugs by a contract employee while servicing this contract or while on HCPSS property will result in a prohibition of that employee from servicing the HCPSS contract. Repeated instances of violations by contract employees may result in a default ruling and lead to contract termination.

5.30 RIGHT TO ASSIGN WORK

The School System reserves the right to obtain separate contracts through its normal procurement process according to the best interests of the school system.

5.31 INDEMNIFICATION

The Awarded Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractors acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Furthermore, any acts on the part of any agent, director, partner, servant, or employee of the Contractor are deemed to be the Contractors acts. The contractor agrees to indemnify and hold harmless the Howard County Public School System and its Board of Trustees, Employees, Agents and Students from any claim, damage, liability, expense, and/or loss, including defense costs and attorney fees, arising directly or indirectly out of the Contractor's performance under this agreement. The indemnification obligation of the successful Contractor shall include but shall not be limited to injuries to individuals and property of individuals who are not parties to the contract. In addition, the indemnification obligation of the successful Contractor shall cover the acts or omissions of any Subcontractors hired by the successful Contractor. Furthermore, the indemnification obligation of the successful Contractor shall survive termination of the contract for any reason.

5.32 PERMITS, CODES AND LAWS

All work shall be in accordance with all State, County, Federal, and Governmental rules, regulations and laws. The Contractor is responsible for assuring that all of their employees and services provided under the contract follow and comply with any such requirements pertaining to and applicable to the service being provided under this contract. All costs to comply with these requirements shall be paid by the contractor and included in the contractors Bid price.

5.33 RIGHT TO STOP WORK

If HCPSS determines, either directly or indirectly, that the Contractors performance is not within the specifications, terms, or conditions of this bid and/or that the quality of the job is unacceptable, HCPSS has the right to stop work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of HCPSS. HCPSS also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

5.34 LICENSES AND QUALIFICATIONS

Bidders must be licensed to do business in the State of Maryland and shall submit proof upon request.

HCPSS reserves the right to require that the Contractor demonstrates that it has the skills, equipment and Other resources to satisfactorily perform the nature and magnitude of work necessary to complete the project within the proposed contract schedule.

5.35 NON-DISCRIMINATION IN EMPLOYMENT

The HCPSS does not discriminate based on race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation in matters affecting employment or in providing access to programs. The Awarded vendor shall agree to follow Article 49B of the annotated Code of Maryland which prohibits employment discrimination on the basis of age, sex, color, marital status, physical or mental handicap, national origin, race, or religion.

For more information, contact the Equity Assurance Office of the Howard County Public School System at 10910 Route 108, Ellicott City, MD 21042 or call 410-313-6654.

5.36 BINDING AGREEMENT

This agreement supersedes any and all understandings or agreements, either oral or written, between the Board and the Contractor, and constitutes the entire binding agreement upon the parties and their respective successors.

5.37 INDEPENDENT CONTRACTS

It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partner, joint venture, or association between the parties.

5.38 PRICE ADJUSTMENTS

The Howard County Public School System will only consider adjustments on labor rates based only upon federal minimum wage increases and decreases in the Consumer Price Index (CPI-W), Baltimore Region, as published by the Bureau of Labor Standards. Requested increases above a 5% cap will not be considered. In order to receive consideration for a price increase, the Contractor must submit to The Howard County Public School System, sixty (60) days prior to the contract expiration date, a statement of any change in the hourly rate wage actually to be paid to its employees during the renewal term. Adjustments will be calculated by comparing the current index with the previous year's index so as to determine the change in index points. The point change will then be divided by the price index to obtain the percentage of change. The percentage of change will then be multiplied by .75 to obtain the adjustment to be applied to the current prices.

The Howard County Public School System will also consider adjustments based on fees outside of the control of the Contractor, such as manufacturer price increases. However, such increases will be a "pass through" to the Howard County Public School System with no markup allowed. For such changes to be considered by the Howard County Public School System, documentation from the manufacturer (or any other applicable party) assessing a cost increase must accompany a written request from the Contractor. The Howard County Public School System will then review the request and advise the Contractor of approval or disapproval of the price change request. Price increase requests will not be considered if not accompanied with the proper information.

5.39 CONTRACTOR PERFORMANCE/EVALUATION SCORECARD

Upon completion of a project/service or at any time during the project/service, the awarded Contractor shall receive a performance evaluation scorecard rating the Contractor's performance on the project/service, see Appendix A. The evaluation scorecard will become part of the Contractor's permanent file. A sample Contractor Performance/Evaluation Scorecard is included with the bid documents.

The evaluation scorecard shall include the following performance indicators; Quality of Work, Responsiveness, Professionalism, Resources, Schedule Management, Quality Control, Deficiency Resolution, Submittal Management, Training, Appearance, Security, Safety, Utility Conservation, Disruptions, Quality of Materials, Emergency Response, Hazardous Materials, Innovation, Teamwork, Cost Management, Billing, Compliance.

A Contractor shall have up to 3 weeks after notification to appeal, challenge or otherwise dispute the scorecard results. After the 3-week period, the scorecard shall be considered final and accepted by the Contractor.

A Contractor receiving a 70% or less overall evaluation scorecard rating for a project/service may be disqualified for bidding on any future project/service with the HCPSS for a period of three (3) years and/or for the remaining contract term including renewal options.

5.40 ANTI-BRIBERY

The Contractor warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government.

5.41 MOST FAVORABLE TERMS

If more favorable terms are granted by the Contractor to any similar agency in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies and services, the more favorable terms will be applicable under this agreement between HCPSS and the contractor.

5.42 NON-COLLUSION

By signing and submitting a Bid/proposal under this solicitation, the vendor certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or vendor herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

5.43 TAXES

The Howard County Public School System is tax exempt, and the price quoted shall not include federal excise taxes, state or local taxes, or use taxes.

- FEDERAL TAX ID: 52-6000968
- MARYLAND SALES TAX: 30001219
- FEDERAL EXCISE TAX: 52-73-0257K

The bidder is responsible for all taxes, including but not limited to sales and use taxes on the purchase of the bidder's equipment and materials, or any equipment and materials supplied to the Board of Education on the project.

5.44 SPECIFICATIONS AND SCOPE OF WORK

The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the bidder assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the bidder and HCPSS will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact on the contract price then it is the responsibility of the bidder to note these omissions in writing to the purchasing representative, prior to accepting the award. If these omissions are not properly noted in writing prior to award, then the bidder's silence is deemed as full and complete acceptance and any additional costs will be borne by the bidder.

5.45 MULTI-AGENCY PARTICIPATION

Under §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland HCPSS may with Board of Education approval participate in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures. HCPSS therefore reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state

of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.

Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award

5.46 PROPRIETARY OR CONFIDENTIAL INFORMATION

Bidders must specifically identify those portions of their proposal, if any, which they deem to contain confidential or proprietary information of trade secrets and must provide justification to be considered by HCPSS in determining whether such material, upon request, should not be disclosed. All requests for information shall be handled in accordance with the freedom of Information Act.

This Remainder of This Page Intentionally Blank.

Section VI: TECHNICAL PROPOSAL FORMAT

Note: No pricing information is to be included in the Technical Proposal.

When submitting a technical proposal, the following minimum information must be provided. Please note that your proposal, if considered responsive, will be rated against other responsive submissions and the evaluation criteria described under Section IV. Technical Proposal Criteria. Financial statements are to be included in the technical proposal – not the price proposal. **Proposals that do not contain the following information may be rejected.**

1. FORMAT OF TECHNICAL PROPOSAL

The Technical Proposal shall include the following documents and information in the order specified as follows. Each section of the Technical Proposal should be separated by a TAB as detailed below:

6.1 Executive Summary (Submit under TAB A)

Offerors must provide an executive summary of their submittals and represent that Offerors' submittals address all of the requirements of this RFP. The executive summary must not exceed three pages and must represent a full and concise summary of the contents of the submittal. The executive summary must not include any information concerning the cost of the submittal. Offerors must identify any services that are provided beyond those specifically requested. If Offeror is providing services that do not meet the specific requirements of this RFP, but in the opinion of respondent are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However, failure to provide the services specifically required may result in disqualification of the submittal.

6.2 Title Page and Table of Contents (Submit under TAB B)

The Technical Proposal should begin with a Title Page bearing the name and address of the Offeror and the name and number of this RFP. A Table of Contents should follow the Title Page for the Technical Proposal, organized by section, subsection, and page number.

6.3 Transmittal Letter (Submit under TAB C)

Offerors must submit with their submittals a transmittal letter that identifies the entity submitting the submittal, all principals, and includes a commitment by that entity to provide the services required by HCPSS. **The transmittal letter must state that the submittal is valid for 120 days from the deadline for delivery of submittals. Any submittal containing a term of less than 120 days for acceptance from this deadline will be rejected as non-responsive.**

The transmittal letter must be signed by a person legally authorized to bind the Offeror to the representations in the response. In the case of a joint submittal, each party must sign the transmittal letter. The Offeror also must indicate, in its transmittal letter, why it believes it is the most qualified respondent to provide the requisite services. The transmittal letter must include a statement of acceptance of the terms and conditions as specified in this RFP and of the contract resulting from this RFP (a copy of the HCPSS Standard Contract appears as Appendix E. If an Offeror takes exception to any of the proposed terms and conditions or the Standard Contract; those exceptions must be noted in the transmittal letter; however, failure to accept those terms and conditions may result in disqualification of the submittal. Offerors are encouraged to submit any questions with regard to terms and conditions and the Standard Contract prior to the deadline of this RFP for the submission of questions.

6.4 An original, unaltered, executed solicitation document including any addenda issued by HCPSS (Submit under Tab D).

6.5 Offeror Response to RFP Requirements and Proposed Work Plan (Submit under TAB E)

The Offeror shall address each Scope of Work requirement in its Technical Proposal and describe how its proposed services will meet or exceed the requirement(s). The Offeror shall give a definitive **section-by-section** description of the proposed plan to meet the requirements of the RFP, i.e., a Work Plan. The Work Plan shall include the specific methodology and techniques to be used by the Offeror in providing the required services as outlined in RFP *Scope of Work*.

6.6 Experience and Qualifications of Proposed Staff (Submit under TAB F)

The Offeror shall include a completed and accurate Qualification/Experience Affidavit.

The Offeror shall identify the number and types of staff proposed to be utilized under the Contract.

The Offeror shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Work Plan. The Offeror shall include individual resumes for the Key Personnel.

6.7 Offeror's Qualifications and Capabilities (Submit under Tab G)

The Offeror shall include information on past experience with similar projects and/or services.

The Offeror shall describe how its organization can meet the requirements of this RFP and shall include the following information:

1. The number of years the Offeror has provided the similar services;
2. The number of clients/customers and geographic locations that the Offeror currently serves;
3. The names and titles of headquarters or regional management personnel who may be involved with supervising the services to be performed under this Contract;
4. The Offeror's process for resolving billing errors; and
5. An organizational chart that identifies the complete structure of the Offeror, including any parent company, headquarters, regional offices, and subsidiaries of the Offeror.
6. The organizational chart that identifies the complete structure of the Offeror, including any parent company, headquarters, regional offices, and subsidiaries of the Offeror.

6.8 Equal Employment Opportunity Practices (Submit under TAB H)

HCPSS is committed to assisting firms that are majority owned by minorities and women. Offerors must state in its submittal whether it is majority owned by minorities and/or women. Offerors are expected to make every effort to meet or exceed the goal of 25 percent participation by organizations majority owned by Native American/Alaskans, Asian/Pacific Islanders, Blacks, Hispanics, persons with disabilities, and/or women as certified by the Maryland Department of Transportation, the certifying agency in Maryland.

6.9 Conflict of Interest (Submit under TAB I)

Each Offeror must disclose any existing or potential conflict of interest relative to the performance under the Contract. Examples of potential conflicts may include an existing business or personal relationship between Offeror, its principal, or any affiliate or subcontractor, with HCPSS or any other entity or person involved in any way in the Contract.

By submitting a proposal, the Offeror agrees that, if selected, it will be independent and not be unduly influenced by any group or individuals, public or private, to include the HCPSS, Maryland

State Department of Education, Maryland State Government, or any of its respective employees, members, or representatives.

6.10 SIGNED W-9

2.PRICE PROPOSAL

Under separate sealed cover from the Technical Proposal, the Offeror shall submit an original unbound copy and an electronic version in Microsoft Word or Microsoft Excel of the Price Proposal. The Price Proposal shall contain all price information in the format specified in the Section VII.

Price proposals are to be fully loaded prices that include, but are not limited to, all labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor.

It is imperative that prices entered on the Price Proposal Form are correct and accurately calculated by the Offeror. Incorrect entries or inaccurate calculations by the Offeror may cause the Proposal to be rejected.

Except as instructed on the Price Proposal Form, nothing shall be entered on or attached to the Price Proposal Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may cause the Proposal to be rejected.

Remainder of This Page Intentionally Blank.

Section VII: PRICE PROPOSAL FORM

Offeror is to respond with pricing for its proposed solution to meet the requirements described in its technical response. Offeror shall respond with “all inclusive” non-recurring charges and monthly recurring charges pricing that will represent the basic for comparing competing offerings.

Offeror’s Price Proposal shall be submitted separate from the technical Proposal and clearly identified

Pricing structures shall be provided as follows if applicable (indicate N/A if a cost does not apply):

Price	
District Level	
School Level	
Multi-year subscriptions for all levels	

Pricing structures shall include the following if applicable (indicate N/A if a cost does not apply):

Price	
One-time Non-Recurring Costs	
Annual Recurring Charges	
Itemized Prices	
Hourly Rates	
Custom Integration	
Value-Added Options not covered by HCPSS, but recommended by Offeror	

Submitted by:

Offeror Name: _____

Authorized Signature: _____

Date: _____

Printed Name and Title: _____

APPENDIX A

CONTRACTOR PERFORMANCE/EVALUATION SCORECARD

Price proposals are to be fully loaded prices that include, but are not limited to, all labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor.

It is imperative that prices entered on the Price Proposal Form are correct and accurately calculated by the Offeror. Incorrect entries or inaccurate calculations by the Offeror may cause the Proposal to be rejected.

Except as instructed on the Price Proposal Form, nothing shall be entered on or attached to the Price Proposal Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may cause the Proposal to be rejected.

NOTE: Amendments to solicitations often occur prior to the proposal due date and sometimes within as little as 24 hours prior to the time proposals are due. It is the Offeror's responsibility to frequently visit our website, www.hcpss.org to obtain amendments. Completion of this Price Proposal Work Sheet indicates that you have read this section and checked the website for any amendments to this solicitation.

Pricing shall be provided per Student, per License, and by District. AACPS reserves the right to award the option that is in its best interest.

Upon completion of a project or at any time during the project, the awarded contractor shall receive a performance evaluation scorecard rating the contractor's performance on the project. The evaluation scorecard will become part of the contractor's permanent file. A sample Contractor Performance/Evaluation Scorecard is included with the bid documents.

The evaluation scorecard shall include the following performance indicators; Quality of Work, Responsiveness, Professionalism, Resources, Schedule Management, Quality Control, Deficiency Resolution, Submittal Management, Training, Appearance, Security, Safety, Utility Conservation, Disruptions, Quality of Materials, Emergency Response, Hazardous Materials, Innovation, Teamwork, Cost Management, Billing, Compliance.

A contractor shall have up to 3 weeks after notification to appeal, challenge or otherwise dispute the scorecard results. After the 3-week period, the scorecard shall be considered final and accepted by the contractor.

A contractor receiving a 70% or less overall evaluation scorecard rating for a project may be disqualified for bidding on any future projects with the HCPSS for a period of three (3) years and/or for the remaining contract term including renewal options.

Name of Contractor: _____

Name of Project: _____ **Contract/Bid Number:** _____

Reviewed by: _____ **Department:** _____

Please take a moment to tell us about this contractor's performance. We will summarize all the information we obtain about each contractor and provide it to them. Supporting documentation shall be required to support any scores noted on the performance evaluation scorecard.

HOW SATISFIED. Please tell us **how satisfied** you are with the **performance** of the contractor named above. Circle a 10 if you are highly satisfied with their performance on a measure. Circle a 1 if you are highly dissatisfied with their performance on a measure. Circle a number in between to show different degrees of satisfaction. Circle **N/A** for any performance indicators that do not apply to the project. There are no right or wrong answers; just tell us how you feel.

APPENDIX A

CONTRACTOR PERFORMANCE/EVALUATION SCORECARD

A contractor receiving a 70% or less overall evaluation scorecard rating for a project may be disqualified for bidding on any future projects with the HCPSS for a period of three (3) years and/or for the remaining contract term including renewal options. The contractor shall be notified of their performance status after each project.

Satisfaction with the contractor's performance:	Highly Dissatisfied	Highly Satisfied
1. Quality of Work. The contractor's ability to do the job right the first time.	1 2 3 4 5 6 7 8 9 10	N/A
2. Responsiveness. The contractor's ability to adapt to changes and meet unusual needs.	1 2 3 4 5 6 7 8 9 10	N/A
3. Professionalism. The courtesy and standards of conduct maintained by the contractor and his or her employees.	1 2 3 4 5 6 7 8 9 10	N/A
4. Resources. The contractor's ability to provide his or her employees with the tools, parts, and supplies needed to do the job.	1 2 3 4 5 6 7 8 9 10	N/A
5. Schedule Management. The contractor's ability to show up when scheduled and complete the work on time.	1 2 3 4 5 6 7 8 9 10	N/A
6. Quality Control. The contractor's ability to identify problems and deficiencies before you do.	1 2 3 4 5 6 7 8 9 10	N/A
7. Deficiency Resolution. The contractor's ability to rapidly correct deficiencies in his or her work.	1 2 3 4 5 6 7 8 9 10	N/A
8. Submittal Management. The contractor's ability to provide submittals in a timely and efficient manner.	1 2 3 4 5 6 7 8 9 10	N/A
9. Training. The contractor's ability to provide employees well-trained in all aspects of their jobs.	1 2 3 4 5 6 7 8 9 10	N/A
10. Appearance. The contractor's ability to keep uniforms, tools, and vehicles clean so as to portray a positive image.	1 2 3 4 5 6 7 8 9 10	N/A
11. Security. The contractor's ability to safeguard your facilities and assets.	1 2 3 4 5 6 7 8 9 10	N/A
12. Safety. The contractor's ability to keep the workplace safe and comply with OSHA requirements.	1 2 3 4 5 6 7 8 9 10	N/A
13. Utility Conservation. The contractor's ability to use only the water, gas, electricity, and air conditioning needed to do the job.	1 2 3 4 5 6 7 8 9 10	N/A
14. Disruptions. The contractor's ability to keep interruptions to the operations of your firm or agency to a minimum.	1 2 3 4 5 6 7 8 9 10	N/A
16. Quality of Materials. The contractor's ability to use high quality parts and supplies.	1 2 3 4 5 6 7 8 9 10	N/A
17. Emergency Response. The contractor's ability to rapidly restore normal operations after an emergency, power outage, or severe weather.	1 2 3 4 5 6 7 8 9 10	N/A

APPENDIX A

CONTRACTOR PERFORMANCE/EVALUATION SCORECARD

- | | |
|--|--------------------------|
| 18. Hazardous Materials. The contractor's ability to properly handle hazardous materials. | 1 2 3 4 5 6 7 8 9 10 N/A |
| 19. Innovation. The contractor's ability to use new materials and adopt new methods to increase effectiveness. | 1 2 3 4 5 6 7 8 9 10 N/A |
| 20. Teamwork. The contractor's ability to be a team player in order to assist in accomplishing the objectives of your firm or agency. | 1 2 3 4 5 6 7 8 9 10 N/A |
| 21. Cost Management. The reasonableness of the contractor's costs, especially for contract changes. | 1 2 3 4 5 6 7 8 9 10 N/A |
| 22. Billing. The contractor's ability to present correct and properly documented invoices. | 1 2 3 4 5 6 7 8 9 10 N/A |
| 23. Compliance. The contractor complied with all rules, requests, regulations And requirements. This includes compliance with instructions Regarding interactions with students, staff, and others. | 1 2 3 4 5 6 7 8 9 10 N/A |

SAMPLE

Please summarize the contractor's overall performance based on the scores for the performance indicators noted above:

Please return the completed survey by email to: lindsay_unitas@hcpss.org

Thank you for your prompt assistance.

APPENDIX B

STUDENT DATA SHARING AGREEMENT: APPLICABLE TO HOWARD COUNTY PUBLIC SCHOOL SYSTEM USERS/MEMBERS

This is an agreement between _____ (“VENDOR”, or “Company”) and the Howard County Public School System (“HCPSS,” “System,” or “CLIENT”). This agreement is valid for the entirety of the contractual arrangement between the VENDOR and HCPSS.

HCPSS, as a Government entity, is required when entering into agreements with other parties to follow all applicable laws and regulations, including those related to data privacy and security; accessibility; and records retention. Accordingly, the VENDOR’s Terms of Service (TOS) are hereby modified by this Amendment as they pertain to HCPSS’s use of the Company’s Site and/or Services.

- A. **Purpose of the Agreement:** Under this agreement, the VENDOR will be providing the following services: to provide school-based mental health services at schools throughout the Howard County Public School System (HCPSS) as assigned. Goals for the school-based mental health services are: 1) to provide programs that address early intervention and prevention services for students and families in need, and 2) to increase access to ongoing mental health services for HCPSS students and families in a non-stigmatizing environment.
- B. **Definition of “CLIENT DATA”:** Under this agreement, CLIENT DATA is defined as: (1) all Personally Identifiable Information (PII) contained in a student’s “education record” as defined by the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99); and (2) other non-public information that include, but are not limited to: personally identifiable personnel data, personally identifiable student data, personally identifiable metadata, and personally identifiable user content.
- C. **Data Collection and Use:** VENDOR will collect and use CLIENT DATA only for the purpose of fulfilling its duties and providing services under this Agreement as defined in Section A, and for improving services under this Agreement.
 1. **Specific CLIENT DATA Shared Under this Agreement**
 - i. Information associated with maintaining authentication between VENDOR and CLIENT, e.g., public/private keys, LTI secret, OATH keys.
 - ii. Information associated with maintaining a user's profile, e.g., username, email address, first name, last name, source IP address, or cookies.
 - iii. A user's status within the service, e.g., number of questions answered, time elapsed in lesson, student's score.
- D. **Education Records:** If VENDOR will have access to “education records” as defined under the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99), the VENDOR acknowledges that for the purpose of this Agreement it will be designated as a ‘school official’ with ‘legitimate educational interests’ and will use the Education Record only for the purpose of fulfilling its duties under this Agreement.
- E. **Data De-Identification:** VENDOR may use de-identified Data for product development or other internal purposes only. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to: name, ID numbers, date of birth, demographic information, location information, and school ID. Furthermore, VENDOR agrees not to attempt

to re-identify de-identified Data.

- F. **Data Mining, Marketing and Advertising:** Except as indicated in Section E above, VENDOR is prohibited from mining CLIENT DATA for any purposes other than those agreed to by the parties. **Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited. Any and all forms of advertisement, directed towards children, parents, guardians, or District Employees will be strictly prohibited unless allowed with express written consent of the District.**
- G. **Modification of Terms of Service:** VENDOR will not change how CLIENT DATA are collected, used, or shared under the terms of this Agreement in any way without advance notice to the CLIENT. This Agreement is the entire agreement between the CLIENT (including all District end users) and the VENDOR. All other agreements or understandings, whether electronic, click-through, verbal or in writing, with District Employees or other End Users shall be null and void.
- H. **Data Sharing:** VENDOR will not share CLIENT DATA with or disclose it to any third party, except to affiliated subcontractors, agents, or third-party service providers of the VENDOR as required to fulfill the purpose of this agreement, without prior specific and informed written consent of the CLIENT, except as required by law.
- I. **Data Storage:** CLIENT DATA will not be stored outside of the United States without prior, specific, and informed written consent from the CLIENT.
- J. **Data Deletion:** Upon termination or completion of the Services hereunder *and* at the request of the CLIENT, VENDOR will delete the CLIENT DATA, provided that VENDOR may maintain archival copies for audit purposes and dispute resolution purposes. If VENDOR maintains archival copies of CLIENT DATA, VENDOR shall remain under the contractual obligations of this agreement regarding the maintenance and use of CLIENT DATA. This Section shall survive the termination of this Agreement.
- K. **Terms, Data Transfer, Survival and Destruction:** The CLIENT may immediately terminate the Agreement if the CLIENT determines the VENDOR has breached this Agreement. The Agreement will automatically terminate at the expiration date. However, the VENDOR's obligations shall survive termination of this Agreement until ALL CLIENT Data has been returned and/or securely removed or destroyed. VENDOR will ensure that all Data in its possession and in the possession of any subcontractors, or agents to which the VENDOR may have transferred Data, are destroyed.
- L. **Rights and License:** All goods, products, materials, documents, reports, writings, video images, photographs, papers and intellectual property of any nature including software or computer images prepared by the VENDOR (or subcontractors) for the CLIENT or from CLIENT-provided material will not be disclosed to any other person or entity and remains the property of the CLIENT. All student-produced work remains the property of the CLIENT or that eligible student. The VENDOR has a limited, nonexclusive license to the data described herein solely for the purpose of performing its obligations as outlined in the Agreement. This Agreement does not give VENDOR any rights, implied or otherwise, to CLIENT Data, content, or intellectual property, except as expressly stated in the Agreement, including any right to sell or trade CLIENT Data. VENDOR will not use CLIENT's NAME or CLIENT DATA in any publications, without prior and specific writing authorization from the CLIENT. No part of this clause will prevent the VENDOR from sharing its open educational resources developed for public distribution on its platform.

- M. **Access:** Except as otherwise expressly prohibited by law, the VENDOR will immediately notify the CLIENT of any subpoenas, warrants, or other legal orders, demands or requests, including Audits, and governmental requests and demands, received by the VENDOR seeking CLIENT Data. If the CLIENT receives a similar request, the CLIENT will promptly provide the VENDOR with a copy of official request and the records or information required by the CLIENT to respond.
- N. **Security Controls and Risk Management:** VENDOR will store and process CLIENT Data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to: 1) ensure the security and confidentiality of CLIENT DATA; 2) protect against any anticipated threats or hazards to the security or integrity of CLIENT DATA; 3) protect against unauthorized access to or use of CLIENT DATA that could result in substantial harm or inconvenience to any customer or to any client employee and/or student; and 4) dispose of CLIENT DATA Information in a secure manner.
1. To comply with the safeguard obligations generally described above, VENDOR has (a) designated an employee to coordinate its information security program, (b) identified reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of CLIENT DATA that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such data, and assessed the sufficiency of any safeguards in place to control these risks, and (c) designed and implemented information safeguards to control the risks identified through the risk assessment, and regularly tests or otherwise monitors the effectiveness of safeguards' key controls, systems and procedures.
 2. VENDOR will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. VENDOR will also have a written incident response plan, to include prompt notification of HCPSS in the event of a security or privacy breach (as hereinafter defined), as well as best practices for responding to a breach of PII.
- O. **Data Breaches:** VENDOR shall notify CLIENT in writing as soon as commercially practicable, however no later than forty-eight (48) hours, after VENDOR has either actual or constructive knowledge of a breach which affects the confidentiality, integrity, and/or availability of CLIENT's DATA (a "BREACH") unless it is determined by law enforcement that such notification would impede or delay their investigation. VENDOR shall have actual or constructive knowledge of a BREACH if VENDOR actually knows there has been a BREACH or if VENDOR has reasonable basis in facts or circumstances, whether acts or omissions, for its belief that a BREACH has occurred. The notification required by this section shall be made as soon as commercially practicable after the law enforcement agency determines that notification will not impede or compromise the investigation. VENDOR shall cooperate with law enforcement in accordance with applicable law provided however, that such cooperation shall not result in or cause an undue delay to remediation of the BREACH. VENDOR shall promptly take appropriate action to mitigate such risk or potential problem at VENDOR's expense. In the event of a BREACH, VENDOR shall, at its sole cost and expense, restore the Confidential Information, to as close its original state as practical, including, without limitation any and all CLIENT Data, and institute appropriate measures to prevent any recurrence of the problem as soon as is commercially practicable.
- P. **Employee and Subcontractor Qualifications:** VENDOR shall ensure that its employees and all subcontractors who have potential access to CLIENT DATA possess all needed qualifications to comply with the terms of this Agreement. Further, all employees and subcontractors are

subject to the same FERPA compliance in relation to the 'school official' designation and shall be trained that the re-disclosure of PII and/or Confidential Information will violate federal and state laws and may result in criminal and/or civil penalties.

- Q. **Governing Law:** This agreement shall be governed by and construed in accordance with the laws of Maryland, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the appropriate Maryland Court. VENDOR will comply with Maryland Education Code ANN. § 4-131, "Operators of School Internet Web sites, Online Services, Online Applications, and Mobile Applications." VENDOR agrees to be bound as an "operator" under the law regardless of the VENDOR's exemptions that may exist in Maryland Education Code ANN. § 4-131(a)(3).
- R. **Compliance:** In addition to complying with FERPA and the Maryland Education Code cited above, the VENDOR shall ensure that its products and services comply with the Federal Protection of Pupil Rights Act (34 CFR Part 98), the Federal Children's Internet Protection Act (47 CFR 54.520), and the Federal Children's Online Privacy and Protection Act (16 CFR Part 312).
- S. **Indemnification:** VENDOR agrees to indemnify and hold harmless the Board of Education of Howard County for any damages or costs, including reasonable attorney's fees, which arise out of any negligence or misconduct by VENDOR, its agents and employees concerning its obligations under the terms of this Data Sharing Agreement.
- T. **Limitation of Liability:** VENDOR shall be liable for any and all damages, costs and attorneys' fees which CLIENT may incur as a result of any claims, suits and judgments against CLIENT which arise out of any breach of this Agreement of the VENDOR, its employees, servants, representatives or agents under the term of this Agreement.
- U. **Monitoring:** VENDOR agrees to allow CLIENT the ability to audit VENDOR's use of CLIENT DATA to ensure compliance with the terms of the Agreements.

Signatures are on the next page.

CLIENT:

By:

Signature

Printed Name

Title

Date

Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042

VENDOR:

By:

Signature

Printed Name

Title

Date

Vendor Name

Address

City, State

Zip Code

APPENDIX C
INSURANCE REQUIREMENTS

General Insurance Requirements

1.1 - The Consultant shall not commence any operations or services on behalf of the Board of Education of Howard County (the "Board") under this Contract until the Consultant has obtained at the Consultant's own expense all of the insurance as required hereunder and such insurance has been approved by the Board. Approval of insurance required of the Consultant will be granted only after submission to the Board of original certificates of insurance signed by authorized representatives of the insurers or, at the Board's request, certified copies of the required insurance policies.

1.2 - Insurance as required hereunder shall be in force throughout the term of the Contract. Original certificates signed by authorized representatives of the insurers or, at the Board's request, certified copies of insurance policies, evidencing that the required insurance is in effect, shall be maintained with the Board throughout the term of the Contract.

1.3 - The Consultant shall require all Subcontractors to maintain during the term of the Contract insurance to the same extent required of the Consultant herein unless any such requirement is expressly waived or amended by the Board in writing. The Consultant shall furnish Subcontractors' certificates of insurance to the Board immediately upon request.

1.4 - All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal or material reduction in coverage until thirty (30) days prior written notice has been given to the Board

1.5 - No acceptance and/or approval of any insurance by the Board shall be construed as relieving or excusing the Consultant from any liability or obligation imposed upon the Consultant by the provisions of this Contract.

1.6 - If the Consultant does not meet the insurance requirements of this Contract, the Consultant shall forward a written request to the Board for a waiver in writing of the insurance requirement(s) not met or approval in writing of alternate insurance coverage, self-insurance, or group self-insurance arrangements. If the Board denies the request, the Consultant must comply with the insurance requirements as specified in this Contract.

1.7 - All required insurance coverages must be underwritten by insurers allowed to do business in the State of Maryland and acceptable to the Board. The insurers must also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest evaluation by A. M. Best Company, unless the Board grants specific approval for an exception.

1.8 - Any deductibles or retentions in excess of \$10,000 shall be disclosed by the Consultant, and are subject to the Board's written approval. Any deductible or retention amounts elected by the Consultant or imposed by the Consultant's insurer(s) shall be the sole responsibility of the Consultant.

1.9 - If the Board is damaged by the failure or neglect of the Consultant to purchase and maintain insurance as described and required herein, without so notifying the Board, then the Consultant shall bear all reasonable costs properly attributable thereto.

2 - Consultant's Insurance

2.1 - The Consultant shall purchase and maintain the following insurance coverages at not less than the limits specified below or required by law, whichever is greater:

2.1.1 - Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:

- \$ 1,000,000 each occurrence;
- \$ 1,000,000 personal and advertising injury;
- \$ 2,000,000 general aggregate; and
- \$ 1,000,000 products/completed operations aggregate.

This insurance shall include coverage for all of the following:

- i. Liability arising from premises and operations;
- ii. Liability arising from the actions of independent contractors; and
- iii. Contractual liability including protection for the Consultant from bodily injury and property damage claims arising out of liability assumed under this Contract.

2.1.2 - Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- i. Liability arising out of the ownership, maintenance, or use of any auto (if no owned autos, then hired and non-owned autos only); and
- ii. Automobile contractual liability.

2.1.3 - If the Consultant has any employees, workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage; employers liability insurance or its equivalent with minimum limits of:

- \$ 100,000 each accident for bodily injury by accident;
- \$ 100,000 each employee for bodily injury by disease; and
- \$ 500,000 policy limit for bodily injury by disease.

2.1.4 - If the Consultant is an individual or sole proprietor operating without workers compensation coverage, personal health insurance or its equivalent.

2.1.5 - Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

- \$ 1,000,000 per occurrence;
- \$ 1,000,000 aggregate for other than products/completed operations and auto liability; and
- \$ 1,000,000 products/completed operations aggregate

and including all of the following coverages on the applicable schedule of underlying insurance:

- i. Commercial general liability;
- ii. Business auto liability; and
- iii. Employers liability.

2.1.6 - Professional liability (or errors or omissions liability) insurance or its equivalent with minimum limits of:

- \$ 1,000,000 each claim or wrongful act; and
- \$ 2,000,000 annual aggregate.

2.2 - The Board of Education of Howard County and its elected and appointed officials, officers, employees and authorized volunteers shall be named as additional insureds on the Consultant's commercial general liability insurance with respect to liability arising out of the services provided under this Contract by Consultant.

2.3 - Insurance or self-insurance provided to the Board and its elected and appointed officials, officers, employees and authorized volunteers under any Consultant's liability insurance or self-insurance required herein shall apply separately to each insured against whom claim is made or suit is brought, except with

respect to the limits of insurance or self-insurance. (Any cross suits or cross liability exclusion shall be deleted from Consultant's liability insurance policies required herein.)

2.4 - Insurance or self-insurance provided to the Board and its elected and appointed officials, officers, employees and authorized volunteers as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the Board and Board's elected and appointed officials, officers, employees and authorized volunteers shall be excess of and non-contributory with insurance or self-insurance provided to the Board and its elected and appointed officials, officers, employees and authorized volunteers as specified herein.

2.5 - If any liability insurance purchased by the Consultant has been issued on a "claims made" basis, the Consultant must comply with the following additional conditions:

2.5.1 - The Consultant shall agree to provide certificates of insurance evidencing such claims made coverages for a period of one year after final payment by the Board for Consultant's services under this Contract. Such certificates shall evidence a retroactive date no later than the earlier of the date of this Contract or the commencement of Consultant's services under this Contract; or

2.5.2 - The Consultant shall purchase an extended (minimum one year) reporting period endorsement for each such "claims made" policy in force as of the date of final payment by the Board for Consultant's services under this Contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself. Such certificate or copy of the endorsement shall evidence a retroactive date no later than the earlier of the date of this Contract or the commencement of Consultant's services under this Contract.

Indemnification

To the fullest extent permitted by law, Consultant agrees to defend, indemnify, pay on behalf of, and save harmless the Board of Education of Howard County, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, losses, damages, expenses, including reasonable attorneys' fees and all other costs connected therewith, cause of action or liability arising out of or connected to the services provided by Consultant under this Contract, provided that any such claim, loss, damage, expense, cause of action or liability is caused in whole or in part by any negligent act or omission of the Consultant or any of the Consultant's employees, agents, officials or volunteers or anyone for whose acts the Consultant may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. This obligation to indemnify, defend and hold Board of Education of Howard County, its elected and appointed officials, agents, employees, and authorized volunteers harmless shall survive the termination of this Agreement.

Waiver of Subrogation

To the fullest extent permitted by law, the Consultant and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against the Board of Education of Howard County for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the services provided by Consultant under this Contract. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Consultant shall advise its insurers of the foregoing.

Acknowledgment of Consultant's Independent Contractor Status and No Coverage for Consultant under Board's Workers Compensation Coverage

Consultant hereby acknowledges its status as an independent contractor while performing services on behalf on the Board and that the Board's workers compensation coverage or self-insurance is not intended to and will not respond to cover any medical or indemnity loss arising out of injury to the Consultant or its employees during the Consultant's performance of services for the Board.

Damage to Property of the Consultant and its Invitees

To the fullest extent permitted by law, the Consultant shall be solely responsible for any loss or damage to property of the Consultant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Board.

Appendix D

PROPOSAL AFFIDAVIT
Mass Notification System
023.23.B1

Date: _____

Bidder: _____

CONTACT FOR INSIDE CONTRACT ADMINISTRATION

In the event your Organization receives a contract as a result of this Invitation for Bid, please designate an inside person whom we may contact during the period of the contract for prompt contract administration:

Name _____	Title _____
Address _____	Phone _____
_____	Fax _____
e-mail _____	Pager/cellular _____

ADDENDA

Receipt of the following Addenda is acknowledged:

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

AFFIDAVIT

Special Instructions: An authorized representative of the bidder shall complete the following affidavit in accordance with these bid documents and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, _____, being duly sworn, depose and state:

1. I am the _____ (officer) and duly authorized representative of the organization named _____ whose address is _____ and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.
2. Except as described in Paragraph 3 below, 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 who are directly involved in obtaining or performing contracts with any public bodies has:
 - (a.) Been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or the federal government;
 - (b.) Been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
 - (c.) Been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
 - (d.) Been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;

(e.) Been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance and Procurement Article;

(f.) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or

(g.) Been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

3. **The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:**

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals, their position with the firm, and the sentence or disposition of the charge.

(you may attach an explanation as necessary)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.

5. I affirm that this proposal or bid to the Board of Education of Howard County Maryland is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Howard County Maryland or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County Maryland may terminate any contract awarded and take any other appropriate action.

6. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or 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.

CONFLICT OF INTEREST – FINANCIAL DISCLOSURE STATEMENT

As used below, the following terms have the meaning indicated:

A. "Financial interest" means: (1) Ownership of any interest as the result of which the owner has received, within the past three years, or is presently receiving, or in the future is entitled to receive, more than \$1000 per year; or

(2) Ownership of more than three percent of a business entity, by a Board member or school system employee.

B. "Qualified Relative" means a spouse, domestic partner, parent, child, and sibling.

Except as disclosed below, the bidder has examined its business records and states that to the best of its knowledge:

1. No Board of Education member or school system employee, or their Qualified Relative, has a Financial Interest in the company or its holding company or a subsidiary;
2. No Board of Education member or school system employee, or their Qualified Relative, is an officer, director, trustee, partner, or employee of the company or its holding company or a subsidiary; and

3. No Board of Education member or school system employee, or their Qualified Relative, is negotiating or has any arrangement concerning prospective employment with the company or its holding company or a subsidiary.

DISCLOSURES:

Attach as necessary.

The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has a continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the owner shall constitute breach of contract. Upon submission of a revised affidavit, the owner has the right to take such actions as may be necessary, in the judgement of the owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Board of Education of Howard County Maryland, and that I am executing and submitting this Form of Proposal on behalf of and as authorized by the bidder named below.

(Signature of Bidder)

(Date)

(Title of Bidder)

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 2021.

NOTARY PUBLIC

Name _____

Seal:

My Commission Expires _____

(Legal Name of Company)

(Address)

(City)

(State)

(Zip)

(Telephone)

(Fax)

(E-mail address)

Contractor's License Number # _____

We are/I am licensed to do business in the State of Maryland as a:

() Corporation

() Partnership

() Individual

() Other

**APPENDIX E
STANDARD CONTRACT**

AGREEMENT FOR PROFESSIONAL SERVICES

AGREEMENT # 023.23.B1

THIS AGREEMENT is entered into this ____ Day of _____ 2022, effective as of this date, by and between the Board of Education of Howard County (hereinafter referred to as the "Board") and _____ Contractor, (hereinafter referred to as the "Contractor").

RECITALS

WHEREAS, the Contractor submitted a proposal to RFP #023.21.B5 issued by the Board and has been selected to perform professional services in accordance with the terms and conditions expressed in the RFP;

WHEREAS, the Board desires the Contractor to perform certain work and services, on the terms and conditions herein set forth and the Contractor is ready, willing, and able to perform such work and services as needed and assigned; and

WHEREAS, this Agreement shall be administered by the Contract Manager or such other persons designated by The Board of Education.

NOW, THEREFORE, in consideration of the promises contained herein and the promises, each to the other made, the parties hereby agree as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

1. The work and services to be performed by the Contractor shall be in accordance with the following documents:

Request for Proposal No. 023.23.B1, and _____ (contractor name) proposal dated _____ date.

ARTICLE II - TERMS AND CONDITIONS

Contractor agrees to perform the work and services required under this Agreement in accordance with RFP #023.23.B1, whose provisions for professional services are incorporated herein by reference.

ARTICLE III - TERM OF AGREEMENT

The term of agreement shall begin upon award for a period of three (3) years. The contract will have the ability to be renewed for one (1) -two (2) year option. Funding after the first fiscal year will be subject to budget authority and appropriation and performance.

ARTICLE IV - PAYMENTS AND SCHEDULE OF PAYMENTS

- (1) The Contractor shall receive compensation within 30 days of invoice date.
- (2) Payment shall be made in accordance with the provisions set forth in section 5.1.

ARTICLE V - INSURANCE

The Contractor agrees to and has complied with the insurance requirements set forth in the RFP.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above-written.

BOARD OF EDUCATION OF HOWARD COUNTY

Signature: _____ Date _____
Vicky Cutroneo, Chair
Board of Education of Howard County

Signature: _____ Date _____
Michael Martirano, Ed. D.,
Superintendent of Schools
OR

Signature: _____ Date _____
Robert J. Bruce,
Director of Procurement and Materials Management

Firms Signature: _____ Date _____
Authorized Person at Firm

Print Name

Typed Title

Company Name

Address

City, State Zip

Telephone Fax

WITNESS: By: _____ Date _____
Signature

Print Name

APPENDIX F
EDUCATION ARTICLE 6-113.2 AFFIDAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, (print name) _____ possess the legal authority to make this Affidavit on behalf of

_____ (Name of company).

B. SCREENING APPLICANTS FOR EMPLOYMENT UNDER A HOWARD COUNTY PUBLIC SCHOOL SYSTEM (HCPSS) CONTRACT

Effective July 1, 2019, Maryland Law requires contractors to screen all applicants for a position involving direct contact with minors as defined in Section 6-113.2 of the Education Article, Maryland Annotated Code ("statute").

Screening requires the applicant to submit to the contractor the following:

1. Contact information of:
 - The current employer
 - All former school employers; and
 - All former employers of the applicant in which the applicant was employed in a position involving direct contact with minors.

2. Written consent form signed by applicant to release all records relating to child sexual abuse or sexual misconduct.

3. A written statement of whether the applicant:
 - Has been the subject of a child sexual abuse or sexual misconduct investigation by any employer, arbitrator, county board, state licensing agency, law enforcement agency, or child protective services agency, unless the investigation resulted in any of the findings listed in Section 6-113.2(B)(3)(i)(1-5), of the statute.
 - Has ever been disciplined, discharged, non-renewed, or asked to resign from employment, or has ever resigned from, or otherwise separated from, any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct; or
 - Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct.

Before hiring an applicant for a position involving direct contact with minors, the Contractor shall:

1. Review an applicant's employment history by contacting employers listed by the applicant and requesting dates of employment and answers to questions regarding child sexual abuse or sexual misconduct required by the statute; and
2. Request a report from the Maryland State Department of Education regarding the applicant's eligibility for employment or certification status to determine whether the applicant a) holds a valid and active certification appropriate for the position and is otherwise eligible for employment; and b) has been the subject of professional discipline related to child sexual abuse or sexual misconduct.

If the information from an applicant's employer includes an affirmative response to the child sexual abuse or sexual misconduct questions, and the Contractor wants to further consider the applicant for employment, the Contractor shall request additional information from the employer including records related to the child sexual abuse or sexual misconduct.

Contractor shall conduct the employment history review of the applicant: 1) at the time of initial hiring of the employee; or 2) before the employee is assigned to work for a school entity in a position involving direct contact with minors.

Contractor shall maintain a record of each employee's employment history review required by the statute; and provide to HCPSS access to the employee's records upon request.

Before assigning an employee to perform work for HCPSS in a position involving direct contact with minors, Contractor shall provide notice to HCPSS of any affirmative responses to the child sexual abuse or sexual misconduct questions required by the statute.

Contractor may not assign an employee to perform work for HCPSS in a position involving direct contact with minors if HCPSS objects to the assignment after receiving notice required by the statute.

Notwithstanding any other remedies available under the Contract, Contractor may be subject to disciplinary action by the Maryland State Department of Education for willful violations of the statute.

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the requirements of Section 6-113.2 of the Education Article, Annotated Code of Maryland.

Violations of any of these provisions may result in immediate termination for cause.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____(printed name of Authorized Representative and affiant)

_____ (signature of Authorized Representative and affiant)