

**Purchasing Office**  
191 South East St  
Frederick, Maryland 21701  
301-644-5208 phone  
301-644-5213 fax  
[Kim.miskell@fcps.org](mailto:Kim.miskell@fcps.org)



Leslie Pellegrino, CPA,  
Acting Purchasing Manager  
**Kim Miskell, CSBO, Assistant Purchasing Manager**  
Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,  
CPCP, Purchasing Agent  
Shane Ryberg, Purchasing Agent

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**PROPOSAL NUMBER/PROPOSAL NAME:** RFP 22MISC2, Contract Service Agencies for Special Education

**PROPOSAL ISSUE DATE:** October 14, 2021

**PROPOSAL CONTRACT MANAGER:** Kim Miskell, Assistant Purchasing Manager, [kim.miskell@fcps.org](mailto:kim.miskell@fcps.org)

**PROPOSAL CONTRACT ADMINISTRATOR:** Linda Chambers, Director, Special Education [linda.chambers@fcps.org](mailto:linda.chambers@fcps.org)

**QUESTIONS:** Questions due no later than 4:00 P.M., local time, on October 21, 2021. Submit questions in writing to the Contract Manager listed above with a copy to the Contract Administrator.

**PRE-PROPOSAL DATE:** A Pre-Proposal will not be held.

**OBTAINING PROPOSAL DOCUMENTS:** To view and/or download this solicitation package please visit our webpage at: <https://secure.procurenow.com/portal/fcps>. If you have problems downloading this proposal or applicable addenda, contact: [staci.greeley@fcps.org](mailto:staci.greeley@fcps.org)

**BONDS REQUIRED:** NO

**MBE REQUIREMENTS:** NO

**BID DUE:** 11:00 A.M., local time, on November 3, 2021.  
Location: Skype for Business: 240-236-6172 (FCPS)  
Conference ID: 7907906  
Meeting URL: <https://meet.fcps.org/kimberly.miskell/D21WC0P9?sl=1>

Bidders can create a FREE account with ProcureNow by signing up at <http://secure.procurenow.com/signup>.

**SEALED BID DELIVERED TO:** FCPS is accepting electronic proposal submissions through ProcureNow  
Bidders can create a FREE account with ProcureNow by signing up at <http://secure.procurenow.com/signup>.

**TENTATIVE AWARD DATE:** BOE Work Session, scheduled on: December 8, 2021

**ELIGIBILITY TO BID:** All Frederick County Public School vendors and or contractors interested in bidding on FCPS projects must register at eMaryland Marketplace Advantage [www.procurement.maryland.gov](http://www.procurement.maryland.gov). FCPS will no longer accept bidder's applications.

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# THE SCHOOL YEAR AT A GLANCE

## 2021

August 18 (Wednesday)	First Day of School
September 6 (Monday)	Schools* and Offices Closed
September 7 (Tuesday)	Schools* Closed
September 16 (Thursday)	Schools* Closed
September 23 (Thursday)	2-Hour Early Dismissal for Students
September 24 (Friday)	3 1/2 -Hour Early Dismissal for Students
October 12 (Tuesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 13 (Wednesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 14 (Thursday)	3 1/2-Hour Early Dismissal: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open Full Day
October 15 (Friday)	Schools* Closed for Students
October 26 (Tuesday)	Schools* Closed for Students
November 24 (Wednesday)	Schools* and Offices Closed
November 25-26 (Thursday-Friday)	Schools** and Offices Closed
December 6 (Monday)	2-Hour Early Dismissal for Students
December 23 (Thursday)	Schools* Closed
December 24 (Friday)	Schools** and Offices Closed
December 27 (Monday)	Schools** and Offices Closed
December 28-30 (Tuesday-Thursday)	Schools** Closed
December 31 (Friday)	Schools** and Offices closed

## 2022

January 14 (Friday)	Schools* Closed for Students
January 17 (Monday)	Schools** and Offices Closed
February 18 (Friday)	2-Hour Early Dismissal for Students
February 21 (Monday)	Schools** and Offices Closed
March 28 (Monday)	Schools* Closed for Students
April 15-18 (Friday-Monday)	Schools** and Offices Closed
April 19-22 (Tuesday-Friday)	Schools* Closed for Students
May 6 (Friday)	2-Hour Early Dismissal for Students
May 30 (Monday)	Schools** and Offices Closed
June 1 *** (Wednesday)	2-Hour Early Dismissal/Last Day of School for Students

\*BOE Determined

\*\*State Mandated (See page 41)

\*\*\*FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 2, 3, 6, 7, and 8. If no snow days are used, the last day for students is Wednesday, June 1. The June 2-hour early dismissal will occur on the last day of school for students. The school year will provide 180 days for students. Dates are subject to BOE revision.

## Get Calendar Details:

[www.fcps.org/calendar](http://www.fcps.org/calendar)

Like us on Facebook: FCPS Maryland

Follow us on Twitter: @FCPSMaryland

Select FindOutFirst email calendar updates and emergency-closing text messages:

[www.fcps.org/fof](http://www.fcps.org/fof)

See the Calendar Handbook months pages



FCPS Maryland



@FCPSMaryland



[www.fcps.org/fof](http://www.fcps.org/fof)

# DIRECTORY OF SCHOOLS

## ELEMENTARY

1. **Ballenger Creek** 240-236-2500  
Ms. Megan Stein, Principal  
5250 Kingsbrook Drive  
Frederick, MD 21703  
Fax 240-236-2501
2. **Blue Heron** 240-566-0700  
Ms. Amy Schwiegerath, Principal  
7100 Eaglehead Drive  
New Market, MD 21774  
Fax 240-566-0701
3. **Brunswick** 240-236-2900  
Dr. Kimberly Mazaleski, Principal  
400 Central Avenue  
Brunswick, MD 21716  
Fax 240-236-2901
4. **Butterfly Ridge** 240-566-0300  
Dr. Patricia Hosfelt, Principal  
601 Contender Way  
Frederick, MD 21703  
Fax 240-566-0301
5. **Carroll Manor** 240-236-3800  
Ms. Kimberly Robertson, Principal  
5624 Adamstown Road  
Adamstown, MD 21710  
Fax 240-236-3801
6. **Centerville** 240-566-0100  
Ms. Karen Hopson, Principal  
3601 Carriage Hill Drive  
Frederick, MD 21704  
Fax 240-566-0101
7. **Deer Crossing** 240-236-5900  
Ms. Amy Routzahn, Principal  
10601 Finn Drive  
New Market, MD 21774  
Fax 240-236-5901
8. **Emmitsburg** 240-236-1750  
Ms. Amber Madigan, Principal  
300 South Seton Avenue  
Emmitsburg, MD 21727  
Fax 240-236-1751
9. **Glade** 240-236-2100  
Mr. Stephen Raff, Principal  
9525 Glade Road  
Walkersville, MD 21793  
Fax 240-236-2101
10. **Green Valley** 240-236-3400  
Dr. Giuseppe Di Monte, Principal  
11501 Fingerboard Road  
Monrovia, MD 21770  
Fax 240-236-3401

21. **New Midway-Woodsboro**  
Ms. Kimberly Clifford, Principal  
**A) New Midway** 240-236-1500  
Grades 3-5  
12226 Woodsboro Pike  
Keymar, MD 21757  
Fax 240-236-1501  
**B) Woodsboro** 240-236-3700  
Grades Pre-K-2  
101 Liberty Road  
Woodsboro, MD 21798  
Fax 240-236-3701
22. **North Frederick** 240-236-2000  
Ms. Tracy Poquette, Principal  
1010 Fairview Avenue  
Frederick, MD 21701  
Fax 240-236-2001
23. **Oakdale** 240-236-3300  
Ms. Leigh Warren, Principal  
5830 Oakdale School Road  
Ijamsville, MD 21754  
Fax 240-236-3301
24. **Orchard Grove** 240-236-2400  
Mr. Jay Corrigan, Principal  
5898 Hannover Drive  
Frederick, MD 21703  
Fax 240-236-2401
25. **Parkway** 240-236-2600  
Ms. Nicole Bell, Principal  
300 Carroll Parkway  
Frederick, MD 21701  
Fax 240-236-2601
26. **Sabillasville** 240-236-6000  
Mr. John Veronie, Acting Principal  
16210-B Sabillasville Road  
Sabillasville, MD 21780  
Fax 240-236-6001
27. **Spring Ridge** 240-236-1600  
Dr. DeVeda Coley, Principal  
9051 Ridgefield Drive  
Frederick, MD 21701  
Fax 240-236-1601
28. **Sugarloaf** 240-566-0500  
Ms. Carmen Working, Principal  
3400 Stone Barn Drive  
Frederick, MD 21704  
Fax 240-566-0501
29. **Thurmont** 240-236-0900  
Grades 3-5  
Mr. Karl Williams, Principal  
805 East Main Street  
Thurmont, MD 21788  
Fax 240-236-0901

## MIDDLE

40. **Ballenger Creek** 240-236-5700  
Mr. Jay Schill, Principal  
5525 Ballenger Creek Pike  
Frederick, MD 21703  
Fax 240-236-5701
41. **Brunswick** 240-236-5400  
Mr. Everett Warren, Principal  
301 Cummings Drive  
Brunswick, MD 21716  
Fax 240-236-5401
42. **Crestwood** 240-566-9000  
Mr. Neal Case, Principal  
7100 Foxcroft Drive  
Frederick, MD 21703  
Fax 240-566-9001
43. **Governor Thomas Johnson** 240-236-4900  
Dr. Joshua Work, Principal  
1799 Schifferstadt Boulevard  
Frederick, MD 21701  
Fax 240-236-4901
44. **Middletown** 240-236-4200  
Mr. Paul Fer, Principal  
100 Martha Mason Street  
Middletown, MD 21769  
Fax 240-236-4250
45. **Monocacy** 240-236-4700  
Mr. Reginald Gunter, Principal  
8009 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-4701
46. **New Market** 240-236-4600  
Ms. T.C. Suter, Principal  
125 West Main Street  
New Market, MD 21774  
Fax 240-236-4650
47. **Oakdale** 240-236-5500  
Mr. Daniel Enck, Principal  
5810 Oakdale School Road  
Ijamsville, MD 21754  
Fax 240-236-5501
48. **Thurmont** 240-236-5100  
Ms. Janine Smith, Principal  
408 East Main Street  
Thurmont, MD 21788  
Fax 240-236-5101
49. **Urbana** 240-566-9200  
Mr. Andrew Kibler, Principal  
3511 Pontius Court  
Ijamsville, MD 21754  
Fax 240-566-9201
50. **Walkersville** 240-236-4400  
Ms. Elizabeth Ann Miller, Principal  
55 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-4401

51. **West Frederick** 240-236-4000  
Ms. Maggie Gilgallon-Joyce, Principal  
515 West Patrick Street  
Frederick, MD 21701  
Fax 240-236-4050
52. **Windsor Knolls** 240-236-5000  
Mr. Brian Vasquezna, Principal  
11150 Windsor Road  
Ijamsville, MD 21754  
Fax 240-236-5001
53. **Brunswick** 240-236-8600  
Mr. Michael Dillman, Principal  
101 Cummings Drive  
Brunswick, MD 21716  
Fax 240-236-8601
54. **Catoctin** 240-236-8100  
Ms. Jennifer Clements, Principal  
14745 Sabillasville Road  
Thurmont, MD 21788  
Fax 240-236-8101
55. **Frederick** 240-236-7000  
Dr. David Franceschina, Principal  
650 Carroll Parkway  
Frederick, MD 21701  
Fax 240-236-7015
56. **Governor Thomas Johnson** 240-236-8200  
Ms. Tracey K. Kibler, Principal  
1501 North Market Street  
Frederick, MD 21701  
Fax 240-236-8201
57. **Linganore** 240-566-9700  
Ms. Cynthia Hanlon, Principal  
12013 Old Annapolis Road  
Frederick, MD 21701  
Fax 240-566-9701
58. **Middletown** 240-236-7400  
Mr. Bernard Quesada, Principal  
200 Schoolhouse Drive  
Middletown, MD 21769  
Fax 240-236-7450
59. **Oakdale** 240-566-9400  
Ms. Lisa Smith, Principal  
5850 Eaglehead Drive  
Ijamsville, MD 21754  
Fax 240-566-9401
60. **Tuscarora** 240-236-6400  
Mr. Christopher Berry, Principal  
5312 Ballenger Creek Pike  
Frederick, MD 21703  
Fax 240-236-6401
61. **Urbana** 240-236-7600  
Mr. David Kehne, Principal  
3471 Campus Drive  
Ijamsville, MD 21754  
Fax 240-236-7601

62. **Walkersville** 240-236-7200  
Dr. Stephanie Ware, Principal  
81 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-7250

## OTHER

63. **Career and Technology Center** 240-236-8500  
Mr. Michael Concepcion, Principal  
7922 Opossumtown Pike  
Frederick, MD 21702  
Fax 240-236-8501
64. **Carroll Creek Montessori Public Charter School** 240-566-0600  
Ms. Marilyn Horan, Principal  
7215 Corporate Court  
Frederick, MD 21703  
Fax 240-566-0601
65. **FCPS Blended Virtual Program**  
c/o Centerville ES  
3601 Carriage Hill Drive  
Frederick, MD 21704  
**Elementary** 240-236-8970  
Ms. Kate Krietz, Co-Principal  
Fax 240-236-8971  
**Middle** 240-236-8960  
Mr. Frank Vetter, Co-Principal  
Fax 240-236-8961
66. **Frederick Classical Charter School** 240-236-1200  
Dr. Camille S. Bell, Principal  
8445 Spires Way, Suite CC  
Frederick, MD 21701  
Fax 240-236-1201
67. **Frederick County Virtual School** 240-236-8450  
Mr. Michael Watson, Principal  
c/o GTJMS  
1799 Schifferstadt Boulevard  
Room 116  
Frederick, MD 21701  
Fax 240-236-8451
68. **Heather Ridge School** 240-236-8000  
Ms. Elizabeth Stiffler, Principal  
1445 Taney Avenue  
Frederick, MD 21702  
Fax 240-236-8001
69. **Monocacy Valley Montessori Public Charter School** 240-236-6100  
Ms. Amy Dorman, Principal  
217 Dill Avenue  
Frederick, MD 21701  
Fax 240-236-6101
70. **Rock Creek School** 240-236-8700  
Ms. Katie Buckley, Principal  
55B West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-8701

11. **Hillcrest** ●◆★ **240-236-3200**  
Mr. Justin McConnaughey, Principal  
1285 Hillcrest Drive  
Frederick, MD 21703  
Fax 240-236-3201
12. **Kempton** ◆ **240-236-3500**  
Ms. Kathryn Golightly, Principal  
3456 Kempton Church Road  
Monrovia, MD 21770  
Fax 240-236-3501
13. **Lewistown** ◆ **240-236-3750**  
Ms. Belinda Fockler, Principal  
11119 Hessong Bridge Road  
Thurmont, MD 21788  
Fax 240-236-3751
14. **Liberty** ◆ **240-236-1800**  
Ms. Jana Strohmeier, Principal  
11820 Liberty Road  
Frederick, MD 21701  
Fax 240-236-1801
15. **Lincoln** ●◆★ **240-236-2650**  
Mr. Eric Rhodes, Principal  
200 Madison Street  
Frederick, MD 21701  
Fax 240-236-2651
16. **Middletown** ◆ **240-236-1100**  
Grades 3-5  
Ms. Jan Hollenbeck, Principal  
201 East Green Street  
Middletown, MD 21769  
Fax 240-236-1150
17. **Middletown Primary** ◆◆ **240-566-0200**  
Grades Pre-K-2  
Ms. Sandra Fox, Principal  
403 Franklin Street  
Middletown, MD 21769  
Fax 240-566-0201
18. **Monocacy** ●★ **240-236-1400**  
Mr. Troy Barnes, Principal  
7421 Hayward Road  
Frederick, MD 21702  
Fax 240-236-1401
19. **Myersville** ◆ **240-236-1900**  
Ms. Dana Austin, Principal  
429 Main Street  
Myersville, MD 21773  
Fax 240-236-1901
20. **New Market** ● **240-236-1300**  
Mr. Jason Bowser, Principal  
93 West Main Street  
New Market, MD 21774  
Fax 240-236-1301
30. **Thurmont Primary** ● **240-236-2800**  
Grades Pre-K-2  
Dr. Michele Baisey, Principal  
7989 Rocky Ridge Road  
Thurmont, MD 21788  
Fax 240-236-2801
31. **Tuscarora** ● **240-566-0000**  
Ms. Carrie Zimmerman, Principal  
6321 Lambert Drive  
Frederick, MD 21703  
Fax 240-566-0001
32. **Twin Ridge** ◆ **240-236-2300**  
Ms. Heather A. Hobbs, Principal  
1106 Leafy Hollow Circle  
Mt. Airy, MD 21771  
Fax 240-236-2301
33. **Urbana** ◆ **240-236-2200**  
Ms. Tracy Hilliard, Principal  
3554 Urbana Pike  
Frederick, MD 21704  
Fax 240-236-2201
34. **Valley** ● **240-236-3000**  
Ms. Jennifer Hyde, Principal  
3519 Jefferson Pike  
Jefferson, MD 21755  
Fax 240-236-3001
35. **Walkersville** ● **240-236-1000**  
Ms. Christina McKeever, Principal  
83 West Frederick Street  
Walkersville, MD 21793  
Fax 240-236-1050
36. **Waverley** ◆◆◆ **240-236-3900**  
Dr. Allie Watkins, Principal  
201 Waverley Drive  
Frederick, MD 21702  
Fax 240-236-3901
37. **Whittier** ●◆ **240-236-3100**  
Mr. Lorcán ÓhEithir, Principal  
2400 Whittier Drive  
Frederick, MD 21702  
Fax 240-236-3101
38. **Wolfsville** ◆ **240-236-2250**  
Ms. Linda Stuart, Principal  
12520 Wolfsville Road  
Myersville, MD 21773  
Fax 240-236-2251
39. **Yellow Springs** ● **240-236-1700**  
Ms. Hannah Feldman, Principal  
8717 Yellow Springs Road  
Frederick, MD 21702  
Fax 240-236-1701



#### KEY

- ◆ Half-day pre-kindergarten program available
- Full-day pre-kindergarten program available
- ◆ Special education pre-kindergarten available
- ★ STAR (Title I) Schools

**FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)**  
**GENERAL TERMS AND CONDITIONS**  
**SECTION I**

**1. BIDDER REGISTRATION**

- a. All Frederick County Public School (FCPS) suppliers and or contractors interested in bidding on FCPS projects must register on eMaryland Marketplace Advantage <https://emma.maryland.gov> FCPS will no longer accept bidder's applications.
- b. Contractors are required to register with eMaryland Marketplace Advantage <https://emma.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 through Maryland.

**2. PRE-BID MEETING**

- a. A Pre-Bid Meeting will be held at the date and time indicated on the cover page of this solicitation package.
- b. Attendance at the Pre-Bid Meeting is not mandatory; however, all suppliers are strongly encouraged to attend.
- c. The agenda for this Pre-Bid Meeting will include the following: introduction of staff; description of scope of work; timeline/scheduling; budget priorities/concerns; and procurement responsibilities.
- d. Questions shall be submitted, via email, to the person(s) indicated on the cover page of this solicitation package. Due to possible changes and/or additions to the specifications, bids should not be submitted prior to the Pre-Bid meeting.
- e. If FCPS offices are closed, or operating on a modified schedule, due to inclement weather on the day a Pre-Bid is scheduled, the Pre-Bid is cancelled and will not be rescheduled unless an addendum is issued. Bidders are advised that they are to email questions to the identified Contract Manager by the date and time required within this solicitation. For the fastest, most reliable information, regarding closures and/or delays check the following:
  - [www.fcps.org](http://www.fcps.org)
  - Social Media: FCPS on Twitter and FCPS on Facebook
  - Email/Text Messages: Sign up for FindOutFirst email and emergency-only text messages
  - FCPS TV: Comcast Channel 18 (Frederick area)
  - Local radio and TV stations

**3. PREPARATION OF BID**

- a. Should any bidder be in doubt as to the meaning of the specifications, or should they find any discrepancy or omission, they shall notify the Contract Manager listed on the solicitation cover sheet.



If required, bidders will be notified of clarifications and/or additional information by means of addendum.

- b. Bidders, or their authorized representatives, are expected to fully inform themselves as to the conditions and requirements of the specifications before submitting bids. Failure to do so will be at the bidder's own risk.
- c. Bidder must submit one original proposal, with original signatures, unless otherwise specified. Bids must be prepared on the proposal form(s) provided. FCPS proposal forms format shall not be altered.
- d. Each bid will be sealed, show the full business address and contact information of the bidder and be signed by the person(s) legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract, and purchase order, will be emailed, or mailed, to the address shown on the bid in the absence of written instructions from the bidder to the contrary.
- e. The following items must be included in submission:
  - i. Proposal pages completely and accurately filled out:
    - Verify all mathematical calculations.
    - Strike through errors, initial and make correction.
    - Initial corrections.
  - ii. Signature Acknowledgement Form completed and signed.
  - iii. Statutory Affidavit and Non-Collusion Certification form completed and signed.
  - iv. Certificate of Compliance form completed and signed.
  - v. Conflict of Interest Form completed and signed.
  - vi. W-9 (This is the company information that will be entered in the FCPS supplier database).
  - vii. Certificate of Insurance (if applicable).
- f. Bidders shall be required under Article 56, Section 270(4), Annotated Code of Maryland, to provide proof of Certificate of Registry and must be licensed to do business in the State of Maryland and must provide a tax certification number. Visit the following website to ensure compliance:  
[www.Egov.maryland.gov/BusinessExpress](http://www.Egov.maryland.gov/BusinessExpress).
- g. Bids by partnerships must be signed with the partnership name, followed by the signature and designation of the person having authority to sign. When requested, satisfactory evidence of authority of the person signing will be furnished. Anyone signing the bid as an agent shall file satisfactory evidence of their authority to do so, if requested.
- h. Bids by corporations must be signed with the name of the corporation, which must match the information on the submitted W-9, followed by the signature and designation of the person having authority to sign. When requested, satisfactory evidence of authority of the person signing will be furnished. Anyone signing the bid as an agent shall file satisfactory evidence of their authority to do so, if requested.
- i. Failure to sign the bid document will result in rejection of the bid as non-responsive.
- j. FCPS will not be responsible for any costs incurred by a bidder in preparing and submitting a proposal in response to this solicitation.
- k. If the bidder has made an error, the bidder may request, in writing, to have their bid withdrawn. Approval of a bidder's request is not automatic and may be given only by the Purchasing Manager.

Requests for withdrawal are usually denied, unless the bidder proves to the satisfaction of the Purchasing Manager that the mistake was either a scrivener's error or another type of clearly unintentional error so departing from customary and reasonable business practices as to be obvious and to legitimately and substantially impair the supplier's business.

#### **4. BID PRICING**

- a. Prices quoted shall not exceed the prices established under any governmental price control regulations.
- b. All proposals submitted shall be irrevocable for a period of 90 days following the proposal due date, and FCPS has within that time period after due date to accept the proposal. FCPS reserves the right to reject any offer that specifies less than 90 days of acceptance time. Upon mutual agreement between FCPS and the contractor, the acceptance time may be extended. Proposals may not be withdrawn during this period.
- c. FCPS retains the right, with mutual consent of the bidder(s), to utilize the bid pricing and approved price changes for future purchases for as long as the bidder(s) mutually agrees to extend the prices.
- d. If the contract includes equipment, all prices must be FOB-Destination (inside delivery), unless specifically authorized in Section II – FCPS Specific Terms and Conditions.
- e. Charges for express delivery will only be allowed if authorized by FCPS in writing.
- f. The bidder(s) are encouraged to bid only one product per line item that most nearly meets the specifications. If the bidder believes that there is more than one product available, a limit of two offers will be considered for each line item.
- g. If two or more particular brands, models, or makes are listed in the specifications (under Base and Alternate Bids) and the bidder has not indicated in the bid which of the two or more brands, models, etc., is being bid, it shall be understood that FCPS may require the bidder to furnish whichever is preferred by FCPS.
- h. All unit prices on items bid shall be completed on the provided proposal sheet(s). A "NO BID" or "N/A" notation should be completed for each item not being bid. Blank spaces in the proposal sheet will be considered as not being bid.
- i. In case of an error in the extension of prices in the bid, the unit price shall govern.
- j. Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders. In case of error in multiplication of unit price when arriving at total price per line item, the unit price shall govern. If there is a discrepancy between the price written in numbers and the price written in words, the words will govern.
- k. Unit Prices must be rounded off to no more than two decimal places unless so specified in Section II – FCPS Specific Terms and Conditions.
- l. FCPS reserves the right to consider discounts in evaluating a bid with line item pricing requirements. The bidder should calculate all discounts, other than prompt payment, as part of their unit pricing.

#### **5. TAXES**

- a. No charge will be allowed for federal excise, state, and/or municipal sales and use taxes, from which

the Board of Education of Frederick County is exempt.

- b. A contractor is not eligible, per the Maryland Comptroller's Office, to utilize the tax exemption certificate for governmental agencies.

## **6. ADDENDUM**

- a. All changes to the bid solicitation will be made through appropriate addendum issued from the Purchasing Department.
- b. Addendum will be available on the FCPS Purchasing Department webpage. All suppliers who are known by the Purchasing Department to have downloaded the bid documents will receive an email notification.
- c. Addendum will be issued a minimum of four days prior to the bid opening date, unless the addendum issued extends the due date. (verified with COMAR, which states addendums within a "reasonable" time)
- d. Each bidder shall ascertain, prior to submitting a bid that they have received all addendum issued and the bidder shall acknowledge receipt on the Signature Acknowledgement Form. Failure of any bidder to acknowledge the receipt of addendum will not relieve that bidder from any obligations under this solicitation as amended by addendum. All addendum so issued will become a part of the award and contract documents.

## **7. RECEIPT OF BIDS**

- a. Bids are to be uploaded to ProcureNow, the online sourcing website utilized by FCPS. Submissions may be uploaded at any time prior to the bid due date and time. Bidders may modify their bid submissions up until the bid due date and time.
- b. Bids uploaded after the designated date and/or time will not be accepted. It is the responsibility of the supplier to ensure that submittals are uploaded on time.
- c. In the event of inclement weather on the date when bids are scheduled to be opened and the FCPS offices are closed, or operating under a modified schedule, bids will be opened on the next business day at the same time as previously scheduled. The bid submission date will not change based on inclement weather, unless changed by an addendum. Often when schools are closed due to inclement weather, administrative offices remain open. When in doubt, refer to Section 2(e) for closing and delays.

## **8. OPENING OF BIDS**

- a. Sealed bids will be publicly opened at the date and time indicated on the solicitation cover sheet.
- b. All bids received must be signed by a person legally authorized to sign the company into a contract. Bids will be submitted on-line via ProcureNow (<https://secure.procurenow.com/portal/fcps>).
- c. Complete evaluation of the proposals will not take place at the bid opening and no indication of award will be made. A final recommendation(s) shall be prepared for review and approval by the Board of Education of Frederick County.
- d. The recommended award will be posted to the FCPS BoardDocs website a minimum of three days

prior to the Board of Education meeting in which it will be presented.

- e. Final award recommendation, and the bid tabulation, will be posted on the FCPS webpage, [www.fcps.org/bidlist](http://www.fcps.org/bidlist), after the Board of Education of Frederick County approval.

## **9. STANDARD OF QUALITY, "OR EQUAL CLAUSES," AND SUBSTITUTIONS**

- a. Any make/model specified in the solicitation is used only to establish a quality level, unless specifically noted in Section II – FCPS Specific Terms and Conditions. Any material or article that will perform adequately the duties imposed by the general design will be considered equal and satisfactory. FCPS retains the right to determine if items are equivalent and will be accepted.
- b. It will be the responsibility of the bidder to submit a clear and concise proposal wherein each substitution and deviation is identified and described, in writing, at the time of solicitation submission.
- c. In the absence of any statement to the contrary by the bidder, the submission will be interpreted as being the exact brand and/or qualities, etc., enumerated in the detailed specifications, whenever the specifications indicate a product of a particular manufacturer, model or brand.
- d. Bidders must submit detailed literature if bidding an item other than the specified item. Detailed literature is defined as product features or specifications relating to construction and/or performance.
- e. The detailed literature is to be arranged and labeled according to item number referenced on the solicitation document.
- f. It is the bidders' responsibility to submit required literature, or links to webpages, with the bid submission. Failure to submit such data as required and/or at the time designated by the Purchasing Department shall be cause for rejection of that item.
- g. No substitutions or deviations will be permitted following the award of the contract unless "cause and effect" is presented in writing and approved by the Contract Manager. A statement of any credit or extra cost involved will be included with the request.
- h. FCPS shall not be responsible to provide personnel, testing facilities, or other resources necessary to search out substitutions and deviations in bid proposals which are unclear through the nebulous terms such as "comparable", or blanket statements of deviation such as "our standard design, construction, hardware, finishes, etc."
- i. The bidder will, upon request and with no cost to the FCPS, furnish documents, independent laboratory tests reports, and/or similar materials of proof to substantiate that the substitutions and deviations of the items they propose to furnish do not prevent these items from being truly and factually equal to, or exceeding, that which is specified.
- j. The cost of testing a representative sample of an order or shipment for acceptance and compliance with specifications shall be borne by FCPS. If the order or shipment is rejected for failure to meet the requirements of the specifications or purchase description, the cost of testing will be charged to the awarded suppliers.

## **10. SAMPLES**

- a. Samples will be requested for testing and evaluation purposes. Failure to submit samples as required



at the time designated may be cause for rejection of that item.

- b. All samples must be delivered with all charges prepaid to the designated point of delivery. Samples must be marked as "SAMPLE" and include the name of the bidder, bid name and number, and return instructions, if applicable.
- c. The right is reserved to retain any sample submitted with bids for the purposes of examination and testing. FCPS reserves the right to use all samples in any manner which may best serve the final determination of the successful bidder, even if said examination and testing results in damage to or destruction of the sample.
- d. FCPS retains the right to determine the method of testing to be utilized.
- e. Samples that are not retained by FCPS must be removed within two weeks upon notification. Return shipping must be prepaid by the suppliers. Samples not removed within this two-week period shall be retained, or disposed of, at the discretion FCPS, and without compensation to the bidder.

## **11. GUARANTEES AND WARRANTIES**

- a. The awarded supplier(s) will guarantee the material and workmanship on all services, equipment, materials, supplies, and labor, furnished by them, for a minimum period of one year from the date of acceptance, unless a longer period of time is specified in Section II – FCPS Specific Terms and Conditions.
- b. If, within the guarantee period, any defects or signs of deterioration are noted, the awarded supplier(s) at their expense, shall correct the condition or they shall replace the part or entire unit of work/equipment to the complete satisfaction of FCPS. These repairs, replacements, or adjustments shall be made only at such times as will be designated by FCPS to minimize the disruption to building/school operations.
- c. Should the awarded supplier(s) fail to comply with the terms of this guarantee, FCPS may have such work performed as it deems necessary to fulfill the guarantee, charging the cost to the awarded supplier(s).

## **12. AWARDS OR REJECTION OF BIDS**

- a. The basis of award shall be the lowest responsible bidder submitting a responsive bid that conforms to the specifications established in the solicitation with consideration given to the quantities involved, time required for delivery, purpose for which required, competency and responsibility of bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors, if applicable.
- b. FCPS reserves the right to determine completeness and/or timeliness of bids, to reject any or all bids in whole or in part, to make partial awards, to waive any informality in any quotation, to increase or decrease quantities if quantities are listed in the bid, to reject any bid that shows any omissions, alterations of form, additions not called for, conditions, or alternate proposals, and to make any such award as is deemed to be in its best interest.
- c. Bidders may be required, before the awarding of a contract, to show to the complete satisfaction of FCPS, that they have the necessary facilities, ability and financial resources to execute the contract in a satisfactory manner, and within the time specified. Bidders may be required to demonstrate they have the necessary experience, history and references to assure FCPS of their qualifications.

- d. The Board of Education of Frederick County reserves the right to award the bid within 90 days from the date of the bid opening unless a different time period is stated in the bid document.
- e. Unless stated otherwise in Section II – FCPS Specific Terms and Conditions, the contract may be awarded by line item, group, or in the aggregate, whichever is in the best interest of FCPS.
- f. In the event of a tie, where all other factors, such as past performance, are considered comparable, the award shall be made to the Frederick County based bidder; the closest Maryland out-of-county based bidder; and the closest out-of-state based bidder, in that order of preference.
- g. FCPS does not have local, state or federal preference requirements except when mandated by a targeted funding source.
- h. If, after competitive sealed bids have been opened, the Purchasing Manager determines that only one responsible bidder has submitted a responsive bid, the procurement contract may be negotiated with that one bidder as sole source procurement.
- i. A recommendation for the award of a contract will be presented to the Board of Education of Frederick County for approval. Upon approval of the award of contract, the bidder(s) shall be notified of their award(s). If applicable, an FCPS contract document shall also be issued.
- j. The Board of Education of Frederick County reserves the right to reject the bid of a bidder who has, in the opinion of FCPS, failed to properly perform under previous contracts, or, who investigation shows, is not in a position to perform the contract.
- k. The Board of Education of Frederick County retains the right to reject any and all bids, if it is deemed in the best interest of FCPS to do so.
- l. If, during the life of the contract, a product or service does not meet the solicitation terms and conditions, FCPS retains the right to cancel the awarded item(s) and award to a new bidder, as long as that bidder mutually agrees to the award.

### **13. CONTRACT FORMATION**

- a. Notification of the contract award will be made by letter after approval by the Board of Education of Frederick County.
- b. The primary form of contract is the purchase order(s), and any agreed upon schedules, addendum, shop drawings, and documents associated with the bid solicitation/submission/award.
- c. A secondary form of contract, if required, may be noted in Section II – FCPS Specific Terms and Conditions, of this bid solicitation.
- d. No amendment, modification or change to the contract shall be effective unless such change is in writing and mutually agreed upon by authorized representatives of FCPS and the awarded supplier(s). Changes may not significantly alter the original scope of the agreement.

### **14. PROTESTS**

- a. The Purchasing Manager shall attempt to resolve, informally, all protests of bid award recommendations. Bidders are encouraged to present their concerns promptly to the Contract

Manager for consideration.

- i. The bidder must submit their concern, in writing, addressed to the Purchasing Manager. It should include the following:
    - Name, address, contact information of the protestor;
    - Statement of reasons for the protest;
    - Supporting documentation to substantiate the claim;
    - The remedy sought.
  - ii. The protest must be received by the Purchasing Manager at least two calendar days prior to the date of the Board of Education meeting at which the recommendation will be presented. It is the supplier's responsibility to ascertain the date and time of award.
  - iii. A bidder who does not file a timely protest before the contract is awarded by the Board of Education of Frederick County is deemed to have waived any objection.
- b. The Purchasing Manager shall inform the Chief Financial Officer and/or general counsel upon receipt of the protest, and shall confer with them prior to the issuance of a decision regarding disputes of contracts or awards valued at \$50,000 or above.
  - c. The Purchasing Manager shall issue a decision in writing.
  - d. Should the protestor disapprove of the Purchasing Manager's decision, they have the right to address the Board of Education of Frederick County during the public comment section of the same Board meeting where the award recommendation is scheduled for award.
  - e. The Board of Education of Frederick County's decision is deemed the final action at the local level.
  - f. A bidder may appeal a decision of the Board directly to the Maryland State Board of Education in accordance with Board Policy 105.11 and Maryland law.

## **15. CONTRACT DISPUTES**

- a. Any dispute arising under this contract shall be decided by the Contract Administrator, the Contract Manager and the Purchasing Manager, who will communicate their decision to writing and furnish a copy to the supplier. This decision shall be final and conclusive unless, within 30 days, the supplier furnishes a written appeal addressed to the Board of Education of Frederick County. The local Board of Education has the right to hear appeals as provided by Maryland law.
- b. The Board of Education of Frederick County, or its duly authorized representative, will review the appeal for the determination of such appeal and their finding shall be final and conclusive. In connection with any appeal preceding under this clause, the supplier will be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute, the supplier shall proceed diligently with the performance of the contract and in strict accordance with the FCPS staff's decision. Exceptions are decisions determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as to imply bad faith, or not supported by evidence.
- c. This clause does not preclude consideration of laws questioned in connection with the decision provided for above.

## **16. CONTRACT ASSIGNMENT**

- a. The awarded supplier(s) will not assign or transfer any portion of their interest or obligation under this Agreement to any third party, without the prior written consent of the Contract Manager. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer, elected official of the Board of Education of Frederick County, nor shall this Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.
- b. The awarded supplier(s) will, when required, submit to the Contract Manager, in writing, the name of each subcontractor they intend to employ, the portion of the material to be furnished, their place of business, and any such information as may be required in order to know whether such subcontractor is reputable and reliable and able to furnish satisfactorily the material as called for in the specifications.
- c. FCPS reserves the right to approve or disapprove all subcontractors to be employed on a project. FCPS further reserves the right to approve or disapprove a change of subcontractor once an initial subcontractor has been approved. Any increased cost associated with the change of a subcontractor shall be the full obligation and responsibility of the awarded supplier(s).
- d. The awarded supplier(s) will not legally, or equitably, assign any of the funds payable under the contract, or its claim thereto, unless by, and with, the consent of the Contract Manager.
- e. The awarded supplier(s) will have the same provisions inserted in all subcontracts relative to the terms of the general conditions and other contract documents. Nothing contained in this contract shall create any contractual relations between any subcontractor and FCPS.

## **17. MULTI-YEAR CONTRACT**

- a. Contracts that require funding appropriation for more than one fiscal year automatically terminate if money sufficient for the continued performance is not appropriated for any fiscal year. The date of termination is the last day of the fiscal year for which money was last appropriated, or the date provided in the termination clause of the procurement contract, whichever is earlier.
- b. If the multi-year contract is terminated due to lack of funding, FCPS shall reimburse the supplier for the reasonable value of any nonrecurring costs that were incurred as a result of the multi-year contract, but not amortized in the price of the supplies or services delivered under the multi-year contract. The reasonable value will be negotiated, and mutually agreed upon, by FCPS and the supplier.
- c. The cost of termination may be paid from any appropriation available for that purpose.

## **18. HOLD HARMLESS**

It is understood that the awarded supplier shall defend and hold harmless the Board of Education of Frederick County, and its representatives, from all suits, actions, or claims of any kind brought about as a result of any injuries or damages sustained by person(s) or property during the performance of this contract.

## **19. TERMINATION FOR DEFAULT**

- a. When an awarded supplier has not performed or has unsatisfactorily performed the contract, payment



shall be withheld at the discretion of FCPS. FCPS may, by written notice of default to the supplier terminate the whole or any part of the contract in any of the following circumstances:

- i. If the supplier fails to perform the services or provide the products within the time and manner specific herein or any extension thereof, or:
  - ii. If the supplier fails to perform any of the provisions of this contract, or fails to make progress as to endanger performance of this contract, in accordance with its terms and in either of these two circumstances does not cure such failure within a period of ten calendar days (or longer as authorized by the Purchasing Manager) after receipt of written notice from the Purchasing Manager of such failure, or:
  - iii. If the supplier willfully attempts to perform the services other than specified as to coverage, limits, protections, and quality or otherwise, without specified authorization in the form of contract amendment, or:
  - iv. If a determination is made by FCPS that the obtaining of the contract was influenced by an employee FCPS having received a gratuity, or a promise therefore, in any way or form.
- b. In the event FCPS terminates the contract in whole or in part, FCPS may procure such products and services, in a manner the Purchasing Manager deems appropriate, and the supplier shall be liable to FCPS for any additional cost(s) incurred.
  - c. If, after notice of termination of this contract under provisions of this clause, it is determined for any reason that the supplier was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to a termination for convenience.

## **20. TERMINATION FOR CONVENIENCE**

The contract may be terminated by FCPS in accordance with this clause in whole, or in part, whenever FCPS determines that such a termination is in the best interest of FCPS. Written notice shall be given a minimum of 30 days in advance. FCPS will pay for all services, in accordance with contract pricing, up to the date of the termination. However, the awarded supplier(s) shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Under this contract, the awarded supplier does not have a right to unilateral termination for convenience.

## **21. GOVERNING LAW AND VENUE**

- a. The supplier will comply with all Federal, State, and local laws, ordinances and regulations pertaining to work under their charge. If the supplier performs any work which it knows or should know to be contrary to such laws, ordinance, and regulations and without such notices to FCPS they shall bear all costs arising therefrom.
- b. All suppliers and subcontractors must abide by the Board of Education of Frederick County policies and FCPS regulations while working on school property.
- c. The supplier certifies that their firm adheres to or follows non-discriminatory practices with respect to the employment and promotion of personnel without regard to color, creed, race, sex, or national origin.
- d. The solicitation shall be construed in accordance with, and interpreted under, the laws of the State of

Maryland. Any lawsuits shall be filed in the appropriate State Court located in Frederick County, Maryland.

## **22. MULTI-AGENCY PARTICIPATION**

- a. FCPS 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 is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The awarded supplier(s) agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested.
- b. By agreeing to extend the contract to other agencies, the supplier(s) reaffirms and warrants his original commitment to FCPS so that afterwards all items and services shall continue to conform to the requirements and conditions of the original agreement for its duration. Agencies who utilize the contract agree to notify FCPS Purchasing Department of any significant experiences, problems or issues which may, or may have the potential to, affect our administration of this contract.
- c. FCPS assumes no obligation on behalf of any other agency and shall be held harmless if either party is damaged due to the agency or supplier's failure to become informed of, or comply with, any provision or pricing under this agreement. All purchase orders and billing will be transacted between the supplier and the public agency.
- d. Each participating jurisdiction or agency shall enter into its own contract with the awarded supplier(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 awarded supplier(s). The Lead Agency does not assume any responsibility other than to obtain pricing for the specifications provided.

## **23. PACKAGING AND DELIVERY REQUIREMENTS**

- a. All materials must be securely packed in accordance with accepted trade practices.
- b. A packing list will be included in each shipment. This list shall contain the following information: Purchase Order Number, Supplier Name, Item Description, Item Number, Quantity and Delivery Location. Failure to comply with this condition may be considered sufficient reason to refuse to accept the goods.
- c. All materials, supplies and equipment for FCPS shall be delivered F.O.B Destination. Unless otherwise noted in Section II – FCPS Specific Terms and Conditions, all items shall be delivered inside the office, school, or warehouse.
- d. Special delivery and handling instructions will be defined in Section II – FCPS Specific Terms and Conditions, of each bid.
- e. All school deliveries shall be made during the hours of 9:00 A.M. and 2:00 P.M. local time and only on regular school days, see School Calendar Closings enclosed, except where modified in Section II – FCPS Specific Terms and Conditions.

- f. All warehouse deliveries shall be made during the hours of 9:00 A.M. to 2:30 P.M. on all regular scheduled school days, see School Calendar Closings enclosed, except where modified in Section II – FCPS Specific Terms and Conditions.
- g. Bulk materials, delivered to the Warehouse, are to be delivered on skids, or pallets, to the Warehouse receiving platform.
- h. No help for unloading will be provided. Suppliers shall notify their delivery personnel accordingly.
- i. The awarded supplier(s) shall be held responsible for and shall be required to make good at their expense, any and all damage done or caused by their employees in the execution of the contract as determined by FCPS.
- j. The supplier will be required to furnish proof of signed delivery in every instance. Delivery receipts indicating only the number and weight of cartons received will not constitute "proof" of delivery in the event of a dispute. FCPS will not accept responsibility for deliveries that have not been signed for by an FCPS employee.

## **24. BILLING AND PAYMENT**

- a. Invoices shall be submitted to: [accounts.payable@FCPS.org](mailto:accounts.payable@FCPS.org) or in duplicate to:  
  
FREDERICK COUNTY PUBLIC SCHOOLS  
Accounts Payable Department  
191 South East Street  
Frederick, MD 21701
- b. Invoices and packing slips must contain the following information:
  - i. Bid Number
  - ii. Purchase Order Number
  - iii. Item Number (if applicable)
  - iv. Quantity (if applicable)
  - v. Brief Description of Item or Work Performed including the dates worked
  - vi. Unit Price Bid/Partial Payment Amount
  - vii. Extended Total for Each Item
  - viii. Grand Total
  - ix. Public School Construction Number (PSC) (if applicable)
- c. Payments will be made by FCPS check, single use credit account or credit card. Credit card statements with level three data are preferred. Bidders are prohibited from charging additional costs or fees from their bid price to process such orders.
- d. Invoices to be submitted once commodities have been received and/or services have been rendered.

## **25. COMPLIANCE WITH SPECIFICATIONS**

- a. The awarded supplier(s) will abide by, and comply with, the true intent of the specifications and not take advantage of any unintentional error or omission, but will fully complete every part as to the true intent and meaning of the specifications and drawings.
- b. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's code, A.S.M.E. regulations, or similar expressions, the

requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

- c. Where the requirements of the specifications call for a higher grade and are not in conflict with the laws, ordinances, etc., the specifications shall govern.
- d. In the case of any apparent conflict between the specifications and such laws, ordinances, etc., the awarded supplier(s) will contact the Contract Administrator and the Contract Manager for a decision before proceeding with any work.

## **26. LIQUIDATED DAMAGES**

- a. A date for delivery and/or installation/assembly shall be stated in the specifications. Requests for extension of completion time due to strikes, lack of materials, or any other causes over which the awarded supplier(s) has no control must be submitted, in writing, with supporting documentation, to the Contract Manager. Requests must occur immediately upon occurrence of conditions for a time extension to be granted. Extensions are not guaranteed.
- b. If the awarded supplier(s) fails to provide the services, equipment, or other items required within the prescribed time limits, the Contract Manager may elect to obtain services, equipment, or other items necessary from an alternate source.
- c. The awarded supplier(s) will pay any additional cost(s) incurred by FCPS for obtaining replacement services, equipment, and other necessary items.
- d. FCPS shall have the unilateral right of alternate source selection to perform the work when the awarded supplier(s) does not perform the required work.
- e. In addition to, or in lieu of, paying for any incurred replacement costs(s), the awarded supplier(s) may pay liquidated damages, in the amount of \$150 per day, for any delay or failure in performance, as well as any related damages sustained by FCPS.
- f. The assessment of liquidated damages by FCPS against the awarded supplier(s) does not supersede or affect the right of FCPS to impose other remedies that may be available.

## **27. SAFETY REQUIREMENTS**

- a. When applicable, all machinery/equipment must meet OSHA-MOSHA requirements as to the safety of the operation of the equipment. All required safety devices shall be included in the price(s) bid.
- b. When applicable, kitchen equipment and supplies must meet Maryland State Health Department, National Sanitation Foundation (NSF) and Frederick County Health Department requirements.
- c. All construction activities must be conducted in strict compliance with OSHA/MOSHA requirements.
- d. Equipment offered which fails to comply with any applicable section of the National Electrical Code, or is not U.L. Listed (where U.L. Listings have been established for that type of device) shall be rejected.
- e. The awarded supplier(s) shall submit Safety Data Sheets (SDS) for all items awarded to that supplier provided under the terms of this proposal, if applicable.



- f. The awarded supplier(s) and subcontractor(s) are required to comply with all provisions of the Access to Information about Hazardous and Toxic Substances Act, a part of the Maryland Occupational Safety and Health Law.
- g. The awarded supplier(s) is responsible to report to FCPS any asbestos material or suspected material found or uncovered that is not part of the scope of the project. In addition, they may not introduce new asbestos or asbestos bearing materials into the site.
- h. It is the responsibility of the awarded supplier(s) to comply with all Municipal, State, and Federal EPA regulations and laws when handling or disposing of asbestos materials.
- i. If the awarded supplier(s) intentionally endangers or jeopardizes the health of any building/school occupant(s) through mishandling of hazardous material, the supplier(s) will be held liable for such action.

## **28. PATENTS**

The supplier will defend all suites or claims for infringement of any patent rights and will save the Board of Education of Frederick County harmless from loss.

## **29. TECHNOLOGY-BASED INSTRUCTIONAL PRODUCTS**

All FCPS technology based instructional products (instructional software, online resources, and computer-based equipment) must be consistent with the federal Rehabilitation Act, Maryland Subpart B Technical Standards, Section 508, and the most recent revision of WCAG Standards at level AA, for accessibility by students and staff, with disabilities unless doing so would fundamentally alter the nature of the instructional activity or result in undue financial and administrative burdens. Requests for bids, proposals, procurement contracts, and grants will follow established procedures for evaluating compliance to accessibility standards in all purchase decisions.

## **30. EMPLOYMENT OF CHILD SEX OFFENDERS AND PERSONS WITH UNCONTROLLED ACCESS TO STUDENTS**

### **a. Registered Sex Offenders**

Individuals who are registered sex offenders are not eligible to work on any FCPS' property. Section 11-722 of the Criminal Procedure Article, Annotated Code of Maryland states, "a person who enters into 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 registrant." A supplier violating this Law is guilty of a misdemeanor and may be subject to imprisonment not exceeding five years or a fine not exceeding \$5,000, or both.

It is the responsibility of each awarded supplier to screen their workforce to ensure that a Registered Sex Offender is not assigned to perform work at any FCPS school or project. The term workforce includes direct employees, subcontractors, and material and equipment suppliers the awarded supplier will use to perform the work.

### **b. Other Crimes**

An awarded supplier(s), or subcontractors), may not knowingly assign an employee to work on FCPS

school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of:

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

### **31. CRIMINAL BACKGROUND CHECKS**

- a. Contracted service providers who have regular, direct and unsupervised access to children cannot begin service without undergoing the same process as new employees per FCPS Regulation 300-33. The criminal background check includes both fingerprinting and disclosure forms and will be completed by the FCPS Human Resources Department by appointment only.
- b. In the event a provider is unable to be fingerprinted by the FCPS Human Resources Department due to distance (living more than 200 miles from FCPS located at 191 South East Street, Frederick, MD) or any other mutually agreeable reason, then the following alternative fingerprinting and disclosure process will be followed:
  1. A contract service provider must request via email a paper fingerprint card from the FCPS Human Resources Department for manual fingerprinting by the contract service provider's local law enforcement.
  2. The contract service provider must be fingerprinted under the Adam Walsh Act background transaction (commonly referred to as the Child Care background check).
  3. The FCPS Human Resources Department will mail a paper fingerprint card to the mailing address provided by the requesting contract service provider.
  4. Upon being fingerprinted, the contract service provider will return the completed fingerprint card via mail to the FCPS Human Resources Department.
  5. The FCPS Human Resources Department will independently submit the contracted service provider's fingerprint card to the state's Criminal Justice Information System (CJIS) for state and federal criminal background check processing.
  6. The FCPS Human Resources Department will receive the state and federal background check results and maintain a copy.
  7. In the event the FCPS Human Resources Department receives a criminal background check which requires explanation by the contract service provider, the FCPS Human Resources Department will hold a conference (either by phone or virtually) directly with the contracted

service provider to determine if the individual would be detrimental to the safety of children and staff and/or if the nature of the crime is such that business operations would be at risk.

8. In the event the FCPS Human Resources Department deems a contract service provider's criminal background check to be unacceptable, the FCPS Human Resources Department will notify the contract service provider in writing of ineligibility to have regular, direct, and unsupervised access to FCPS students. The awarded supplier(s), or subcontractor(s), may not knowingly assign an employee to work on FCPS school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of a crime identified as a crime of violence.

The fingerprinting and background process may change based upon direction from CJIS. If required, an awarded supplier(s) is responsible for payment of the full cost of the criminal background check.

Additional information regarding this requirement will be found in Section II – FCPS Specific Terms and Conditions

- c. In addition, with the passing of Maryland Law MD. Code, Educ. 6-113.2, employers of all contracted staff must obtain background information relating to child sexual abuse or sexual misconduct. This means that all contracted staff having direct contact with students must meet all of the FCPS and Maryland State Department of Education (MSDE) requirements before doing business with FCPS. For additional information, visit:
  - [Maryland State Department of Education Website](#);
  - [House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention](#);
  - [MSDE Guidelines For MD. Code, Educ. 6113.2](#);
  - [Employment History Review Form for Child Abuse and Sexual Misconduct](#)

### **32. DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE**

- a. All awarded suppliers and subcontractors must abide by Board Policy 112 while working on any FCPS property at all times.
- b. The Board of Education of Frederick County endorses the provisions of Public Law 100-690, Title V, Subtitle D (Drug-Free Workplace Act of 1988) and Public Law 101-226 (The Drug-Free Schools and Communities Act of 1989) and regulations promulgated there under and establishes a drug-free and alcohol-free workplace and school system.
- c. Maryland State Law (COMAR 13A.02.04) provides that each local school system is required to maintain a tobacco-free school environment.

### **33. WEAPON POSSESSION ON SCHOOL PROPERTY**

- a. The criminal code of Maryland makes it illegal to possess a weapon on school property.
- b. No person shall carry or possess any rifle, gun, knife, or deadly weapon of any kind on FCPS property.
- c. Any awarded supplier(s) whose employees violate this clause may be subject to the termination of the contract for cause.

### **34. FOREIGN LANGUAGE TRANSLATOR REQUIREMENT**

- a. An awarded supplier(s) that assigns employees to an FCPS project that do not speak English must have an on-site, full time interpreter.
- b. Failure of an awarded supplier(s) to have an on-site, full time interpreter that is fluent in speaking and understanding an employee's native language for those employees that do not speak English is reason for immediate termination of the contract for cause.

### **35. ILLEGAL IMMIGRANT LABOR**

The use of illegal immigrant labor to fulfill contracts solicited by FCPS is in violation of the law and is strictly prohibited. Awarded supplier(s) and subcontractors must verify employment eligibility of workers in order to assure that they are not violating federal/state/local laws regarding illegal immigration. A compliance audit may be conducted.

### **36. STUDENT/STAFF CONFIDENTIALITY**

Under no circumstances may any supplier /contractor/provider/consultant release, disclose, sell or otherwise use names, addresses, or any other information related to students, or staff, of FCPS and may only use this information for purposes required under any contract/agreement or memorandum of understanding.

#### **Security & Confidentiality**

"Company" shall adopt, implement, and maintain commercially reasonable security measures and procedures (including firewalls, passwords, encryption, commercially available virus protection, access and use of adequate back-up computer servers, and periodic back-up of data) on a continuing basis. "Company" acknowledges that the CUSTOMER data housed on the "company" system is the property of CUSTOMER and "company" agrees not to use such data for any purpose except to the extent necessary to fulfill its obligations under the agreement. "Company" agrees that it shall treat the CUSTOMER data with the same degree of care as it accords its own confidential information of a similar nature. "Company" will agree to comply with the provisions regarding the protection of confidential student data as proscribed in the Student Data Privacy Act of 2015 (H.B. 298), and FCPS Policy 442: Student Data Privacy.

### **37. PUBLIC INFORMATION ACT NOTICE**

- a. Bidders should identify those portions of their solicitation, which they deem to be confidential, or to contain proprietary commercial information or trade secrets. Bidders should provide justification why such material, upon request, should not be disclosed by FCPS under the Public Information Act, Title 4, General Provisions Article, Annotated Code of Maryland.
- b. Unless portions of a solicitation are identified as confidential, all records are considered public. A person or governmental unit that wishes to inspect a public record, or receive copies of a public record, shall submit a written or electronic request and direct it to the Office of Legal Services per FCPS Regulation 200-42.

### **38. FORCE MAJEURE**

Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by

reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, terrorism, or other similar occurrences. If either party is delayed by Force Majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition. FCPS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay. FCPS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of Force Majeure, and the supplier shall have no recourse against FCPS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of Force Majeure as defined herein.

### **39. ETHICS POLICY**

- a. The Board of Education of Frederick County has an Ethics Policy, which covers conflict of interest, financial disclosure and lobbying. All bidders are expected to comply with any and all Ethics Policies that may apply to them individually or as a business entity.
- b. All bidders should carefully review Board Policy 109, Ethics, which prohibits FCPS employees from benefiting from business with the school system.

### **40. NON-COLLUSION**

- a. Bidder represents and certifies that prices for these services have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition or any matter related to such prices with any competitor or other bidder. Prices quoted in this bid have not been knowingly disclosed directly or indirectly to any competitor or other supplier prior to the opening of this bid.
- b. Bidder represents and certifies that it has not employed or retained any other company or person (other than a full-time bona fide employee working exclusively for the bidder) with the primary intent to solicit or secure the contract.

### **41. CONFLICT OF INTEREST**

All suppliers interested in conducting business with Frederick County Public Schools (FCPS) must complete and return the Suppliers Conflict of Interest Disclosure Form included in the solicitation packet, in order to be eligible to be awarded a contract with FCPS.

### **42. FEDERAL CONTRACT AWARDS**

In the event that federal funds are utilized for purchases under this contract, Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, will be applicable.

This document can be found at the end of Section I, General Terms and Conditions, as Attachment "A".



**ATTACHMENT A - APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than

one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

**FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)**

**RFP 22MISC2, CONTRACT SERVICE AGENCIES FOR SPECIAL EDUCATION**

**SPECIFIC TERMS AND CONDITIONS**

**SECTION II**

**1. SCOPE AND BACKGROUND**

The intent of this solicitation is to establish contracts with qualified providers of special education staffing services for short and long-term assignments on an as-needed basis. We outsource these positions when staff resources are insufficient.

Staffing services will include, but is not limited to, speech language pathologists (“SLP”); speech language pathologist- assistants (“SLP-A”), psychologists; registered behavior technicians (“RBT”), paraprofessionals, occupational therapists, physical therapists, orientation and mobility specialists, assistive technology specialists, Board Certified Behavior Analysts/Licensed Behavior Analysts (“BCBA” or “LBA”), licensed clinical social workers/school therapist, and special education teachers (including Mainstream, Specialized Program, Deaf and Hard of Hearing teachers, Teachers of the Visually Impaired, Adapted Physical Education teachers, and substitute tele-practitioners).

Note: The terms “agency”, “vendor”, “provider”, “company” and “bidder” are interchangeable.  
The terms “therapist” “consultant”, “individual” and “practitioner” are interchangeable.

**2. CONTRACT PERIOD**

The initial contract term shall be effective from date of award through June 30, 2024, with one two-year renewal term effective July 1, 2024 through June 30, 2026, at the discretion of the Board of Education of Frederick County. A vendor submitting a bid automatically accepts the possible renewals as a condition of award and acknowledges that all terms and conditions remain unchanged.

**3. GRANDFATHER CLAUSE**

Agencies and individuals currently awarded contracts under RFP 18MISC11, Contract Staffing Agencies for Speech Language Pathologists, School Psychologists and School Therapists and for whom have an active assignment/contract will be grandfathered in for the duration of their contract(s) through June 30, 2022. Following the award of this contract, 22MISC2, any new requirements will only be issued to those awarded vendors. **Awarded vendors under RFP 18MISC11 will need to submit proposals under this solicitation in order to be considered for award under this new contract.**

Agencies and individuals currently awarded contracts under RFP 18MISC12, Special Education Service Providers and for whom have an active assignment/contract will be grandfathered in for the duration of their contract(s) through June 30, 2022. Following the award of this contract, 22MISC2, any new requirements will only be issued to those awarded vendors. **Awarded vendors under RFP 18MISC12 will need to submit proposals under this solicitation in order to be considered for award under this new contract.**

**4. PRICING**

- a. All hourly rates shall remain firm through the initial contract period. Hourly rates for the required skill sets shall include all related expenses (for overhead, profit, labor, administrative fees, insurance, workmen’s compensation, license fees, travel, mileage, report writing, and incidentals). FCPS does not pay mileage to, from or between contract assignments.

- b. FCPS expects all vendors to provide year over year cost reductions recommendations.
- c. Price decreases are acceptable at any time, need not be verifiable, and are required should the agency experience a decrease in costs associated with the execution of the contract.
- d. Price adjustments from the agency may be considered only for the renewal term. The request is subject to approval by the Contracting Manager. The request must be submitted in writing to the Purchasing Contract Manager at least 60 days prior to the renewal term and shall be accompanied by supporting documentation.

## **5. CONTRACT TERMS**

- a. FCPS intends that an independent agency relationship be created by this agreement and nothing herein shall be misconstrued as creating an employer/employee relationship with individuals assigned to this contract. Each individual is an employee of the contract agency and the agency shall be responsible for compensating the individuals directly, including employment taxes, worker's compensation and other insurance as may be required by law.
- b. The terms and conditions of this bid, the awarded vendors' proposals and specific assignment information shall constitute an agreement. No other forms of agreement, such as those considered standard agreements by an agency, will be acceptable in lieu of the FCPS documents.
- c. Any exceptions to these terms and conditions must be clearly outlined in a vendor's proposal. Exceptions that are not in the best interest of FCPS may be grounds for rejection of a proposal.
- d. FCPS reserves the right to decide when services are required and makes no commitment to any agency for a minimum or maximum number of assignments, hours or any overall value of work during the contract period.
- e. A typical school day is seven hours plus ½ hour of unpaid lunchtime and approximately 190 days per year.
- f. The weekly hours for assignments vary depending on location and length of time the provider is needed. Assignments may be combined at more than one location.
- g. It is our expectation that agencies will require criminal background checks as part of their normal hiring process and will only offer individuals that have no known criminal records and are not in known violation of any state or federal laws.
- h. Prior to accepting a referral working at a school and directly interacting with a student, the provider must be fingerprinted or completed a 365-day form (if they have been fingerprinted in the last year by FCPS).
- i. The provider will make an appointment to come to the Human resources Department, 191 South East Street, Frederick, MD 21701 and present a photo ID and a letter indicating their referral from the appropriate office of special education. They are expected to sign a disclosure form. Fingerprints will be submitted to the State Criminal Justice Information System (CJIS) and to the FBI. Fees for processing criminal background checks are set by the FCPS Human Resources Division and are the responsibility of the provider. Please reference Section 1, General Terms and Conditions, #31. Criminal Background Checks for additional information.
- j. The provider will be issued identification which must be worn at all times while on school or FCPS property.

- k. An agency is assumed to be interested in being notified of all subsequent opportunities for providing their services. However, an assignment may be turned down if a qualified individual is temporarily unavailable due to other work commitments.
- l. An agency shall require each assigned individual to be appropriately licensed. The individual shall be responsible for maintaining his or her license in good standing. Each agency is expected to furnish the individual with an orientation regarding school-based services prior to their first day of work. The performance of the individual will be evaluated by the agency and training resources will be made available to the individual, as needed.
- m. FCPS shall provide a job description and agrees to not request the individual to perform work which materially deviates from the description. For each assignment, FCPS shall provide each individual with the work schedule. FCPS shall be responsible to provide each individual with reasonably maintained and usual and customary equipment and supplies, and a suitable practice environment in compliance with acceptable ethical, medical and legal standards.
- n. FCPS shall furnish individuals with school specific orientation. FCPS shall comply with all applicable OSHA, federal, state, local and other professional standards, laws, rules and regulations relating to patient care and work environment. The agency will direct individuals to comply with FCPS's policies and procedures in support of the above.
- o. FCPS does not agree to the use of subcontracted agencies. If the agency needs to provide a substitute for the assigned individual, FCPS must be notified immediately of the requested substitution and that individual must be pre-approved by FCPS and fingerprinted prior to reporting to the job assignment.
- p. Art and music therapists are expected to provide their own materials. The cost of these will not be reimbursed.

## **6. QUALIFYING ADDITIONAL PROVIDERS**

- a. Other providers may become qualified throughout the contract period if it is determined that their services would be beneficial to FCPS.
- b. Under such circumstances, the provider is expected to meet the same bid requirements and offer competitive rates.
- c. Providers would be notified in writing of their qualification status no later than forty-five days from receipt of their proposal and will be considered approved as of that notification date.

## **7. PREPARATION OF PROPOSAL**

- a. Due to possible changes and/or additions to the solicitation package, FCPS requests that bidders delay submission of their bid package until after the date of the pre-bid meeting or the date that questions are due to allow time for the possible issuance of an addendum. All changes will be processed through appropriate addenda.
- b. Individual providers are exempt from providing a Certificate of Registry and proof of a business registration with the State of MD Department of Assessments and Taxation.
- c. Where any form contained herein calls for the legal name of the company or authorized representative, individual providers should fill in the space with "Not Applicable".
- d. The Technical and Cost proposals will be submitted separately on-line via ProcureNow (<https://secure.procurenow.com/portal/fcps>).

e. Technical Proposal:

- i. The Technical Proposal will include the following forms completed:
- Signature Page
  - Statutory Affidavit and Non-Collusion Certification
  - Certification of Compliance
  - Vendor Conflict of Interest Disclosure Form
  - Questionnaire
  - Supporting documents

f. Cost Proposal:

- i. The Cost Proposal will include the following form(s) completed:  
Form of Proposal Part 2 – Pricing
- ii. No separate costs for travel, mileage, overhead or miscellaneous are acceptable. All costs are to be included in the hourly rates on the Form of Proposal.

**8. EVALUATION CRITERIA AND AWARD**

- a. A committee of FCPS staff will independently review and evaluate each technical proposal.
- b. The process for determining which vendor(s) to approve may take the form of either a questionnaire, interview, and/or site visit, and includes appraisals of various aspects of the supplier's business including capacity, financials, quality assurance, organizational structure and processes and performance.
- c. 100 points will be assigned for the technical proposal and will be assigned as follows:
- Business Structure – 20
  - Recruiting and Training Practices – 40
  - Licensing and Insurance – 10
  - Legal Issues – 10
  - References – 20
- d. Based on the information obtained via the evaluation, a vendor is scored and is either approved or not approved as one from whom to procure materials or services.
- e. Points will be deducted for incomplete or missing responses, or responses that do not follow the required format. Extraneous marketing materials or irrelevant information is not to be submitted.
- f. If not approved, the vendor will not be considered further in price evaluations.
- g. If approved, cost proposals will be evaluated on a weighted basis.
- 50 total points will be assigned with the maximum points given for the lowest overall calculated costs.
- h. Final ranking will be made on the basis of the criteria and rubric listed above.
- i. An interview may be required to obtain more information prior to recommendation for award, and additional points may be assigned or deducted.
- j. It is our intention to qualify multiple providers in each of the categories in order to facilitate the varied needs of FCPS. If the qualified list does not yield a consultant for a particular project, FCPS retains the

right to obtain the service from another source. Conversely, if there are a large number of responses received for any particular category, FCPS retains the right to score the proposals and qualify only the highest-ranking submissions.

## **9. VENDOR PERFORMANCE EVALUATION (Modified)**

- a. The contract manager and administrator shall confer periodically to discuss the status of the contract. Issues of noncompliance may arise throughout the contract term and shall be brought to the attention of the Contract Manager as they occur.
- b. Where performance specifications have been identified in the bidding document, the contract administrator shall utilize these and other professional standards as the basis of determining contract compliance.
- c. If noncompliance occurs, it shall be documented in a timely manner, including actions taken and final resolution. Copies of the correspondence will be maintained in the Purchasing Department bid documents.
- d. Issues of noncompliance will be handled on a case-by-case basis. This may include, but is not limited to, written correspondence, face-to-face meetings, and/or an agreed upon performance management plan. FCPS retains the right to terminate the contract, in whole or in part, if the noncompliance issue is not resolved to the satisfaction of FCPS.

## **10. INSURANCE (Modified)**

FCPS requires insurance certificates evidencing the compliance of insurance requirements at least ten calendar days after receipt of the Notice of Award. The agency will not commence work until a notice to proceed letter, or purchase order, is issued, nor will the agency allow any individual to commence work until the insurance required for the individual has been obtained and approved.

### **a. Worker's Compensation**

The agency will procure and maintain, during the life of the contract, Worker's Compensation Insurance, as required by applicable State laws. In the case of sublet work, the agency will require the Individual similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the agency's Worker's Compensation Insurance.

### **b. Employers' Liability Insurance**

The Agency will procure and maintain, during the life of the contract, Employers' Liability Insurance in the following amounts:

E.L. Each Accident	\$100,000.00
E.L. Disease - Each Employee	\$100,000.00
E.L. Disease - Policy Limit	\$500,000.00 each employee

The agency will require any individual to procure and maintain Employer's Liability Insurance during the life of the contract. It will be the responsibility of the agency to ensure that all individuals comply with this provision, and the agency will indemnify, and hold harmless, the Board of Education of Frederick County for the failure of the agency, or any individual, to comply with these provisions.

### **c. Commercial General Liability Insurance**

The agency will procure and maintain, during the life of the contract, Commercial General Liability Insurance including premises and operations, completed operations and products, on a per occurrence basis, with at least the following limits:

General Aggregate	\$2,000,000 per project
Products-Completed Operations Aggregate	\$2,000,000



Personal & Advertising Injury	\$1,000,000 each occurrence
Each Occurrence	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000 any one person

The "X, C, U" Coverage for explosion, collapse, and underground property damage shall not be excluded from the policy. (Not Applicable)

Completed operations liability coverage shall be in force for one year after completion of work. (Not Applicable)

d. Professional Liability Insurance

The vendor will procure and maintain, during the life of the contract, Professional Liability Insurance with at least the following limits:

Per Occurrence \$1,000,000

Aggregate Limit \$3,000,000

e. Scope of Insurance and Special Hazards (Not Applicable)

f. Comprehensive Automobile Liability

The agency shall maintain Comprehensive Automobile Liability Insurance including all automotive equipment owned, non-owned and hired, operated, rented, or leased. Minimum limits of Automobile Liability Insurance shall be:

Bodily Injury	\$1,000,000 per person/\$1,000,000 accident
Property Damage	\$1,000,000 each occurrence, or
Combined Single Limit Bodily Injury and Property Damage Liability	\$1,000,000

g. Individual Individual's Insurance (Added for this Contract)

The agency will either:

- i. Require each of their individuals to procure and maintain, during the life of the contract, Liability Insurance of the type and in the same amounts as specified above; or
- ii. Insure the activities of the individuals in their own policies. It will be the responsibility of the agency to insure that all individuals comply with this provision, and the agency will indemnify and hold harmless the Board of Education of Frederick County for the failure of the agency, or any individual, to comply with these provisions.

h. Builder's Insurance (Not Applicable)

i. Proof of Carriage of Insurance

The agency will furnish FCPS with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates also shall contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered, except after thirty days written notice has been received by FCPS."

i. Additional Insured

The Owner, Board of Education of Frederick County, the Frederick County Government, and other entities stipulated by the Owner, shall be named as additional insured on all agency's policies, other than Worker's Compensation Insurance policy. The agency's insurance will be primary and non-contributory to any insurance carried by the Board of Education of Frederick County or other entity. Waiver of subrogation applies to above policies in favor of the certificate holder. Insurance providers must have an AM Best Company rating of at least A-/VIII.

## **11. MINIMUM QUALIFICATIONS FOR AN AGENCY TO BE CONSIDERED FOR AWARD**

- a. Be a registered business in good standing in the State of Maryland (tax purposes).  
<http://www.dllr.state.md.us/license/oplinks.shtml>  
<https://open.maryland.gov/business-resources/business-regulations/>
- b. Have a minimum three-year work history under its current or former ownership (not required for all positions).
- c. Not subcontract individuals through any other agency.
- d. Have no incidences of child abuse or criminal activities.
- e. An agency must have and maintain auto, general and professional liability insurance and worker's compensation coverage under which their agency, its employees and contracted employees are covered.

## **12. PROCEDURE FOR ORDERING SERVICES, BILLING AND PAYMENT PROCEDURES**

- a. FCPS will contract with an agency giving consideration to the requirements of the assignment, availability of a qualified individual and proposed costs.
- b. A summary agreement will be created by FCPS and shall be signed by all parties before an assignment is initiated. No amendment, modification or change to the contract shall be effective unless such change is in writing and mutually agreed upon by authorized representatives of FCPS and the awarded vendor(s). Changes may not significantly alter the original scope of the agreement.
- c. FCPS will issue one purchase order per individual assignment per school year. The summary agreement(s) will be included in the purchase order and reference will be made to this RFP contract number. The weekly hours for assignments vary depending on location and length of time the provider is needed. Assignments for one may be combined at more than one location.
- d. Prior to assignment, the individual will be required to obtain a badge, provide personal identification and be fingerprinted by the FCPS Human Resources Department at the Central Office, 191 South East Street, Frederick, MD 21701, at the individual's/agency's expense, prior to an assignment, as needed. The current cost of \$34.50 is subject to change.
- e. All work shall be performed at the rates provided on the Form of Proposal for each work classification.
- f. Hourly rates on invoices shall be calculated in increments of one-half hour.
- g. Agencies shall invoice monthly and shall provide an itemized listing of work classification used in accordance with their Form of Proposal and Assignment Form. Only one month's billing should be included on each invoice; i.e., February and March individual's assignments should be on separate invoices.
- h. Invoices may be mailed in duplicate or emailed to:  
Accounts Payable Office  
[Accounts.payable@fcps.org](mailto:Accounts.payable@fcps.org)  
Frederick County Public Schools  
191 South East Street  
Frederick, MD 21701
- i. FCPS will pay invoices at terms of Net 30 days upon verification of hours worked and receipt of required documentation.

## **13. REFERRALS, BILLING AND PAYMENT**

- a. When an assessment, evaluation or therapeutic service is needed, the special education supervisor who oversees the specific service category will contact one or more approved consultants to determine their availability.
- b. An individual may turn down a referral if they are temporarily unavailable due to other work commitments; however, continual unavailability may be grounds for non-renewal or contract termination.
- c. Timelines for completion of an assessment is essential and must be in accordance with state and federally mandated guidelines--initial assessments (60 calendar days) and re-evaluations (90 calendar days) following the receipt of parental permission or a recommendation for the evaluation from an IEP team (whichever comes first).
- d. Copies of the assessment must be provided to school based IEP team and to the parent within five business days prior to the scheduled IEP meeting in which the assessment is to be reviewed.
- e. Following completion, a copy of the assessment or report will be submitted to the appropriate office of special education and psychological services.
- f. FCPS uses the Maryland State Online Individualized Educational Plan (IEP).
- g. FCPS retains the right to issue one purchase order per qualified provider with partial payments made on a monthly basis upon receipt of billing for the prior month's referrals, or one purchase order per referral.
- h. Services shall be performed at the rates provided on the Form of Proposal. The rates offered must include all labor, travel, and incidental costs associated with the service and the follow-up services, including: evaluations; observations; written reports; recommendations and recorded observations to FCPS as directed.
- i. Invoices may be mailed in duplicate or emailed to:  
Accounts Payable Office  
[Accounts.payable@fcps.org](mailto:Accounts.payable@fcps.org)  
Frederick County Public Schools  
191 South East Street  
Frederick, MD 21701
- j. FCPS will pay invoices at terms of Net 30 days upon verification of work performed and receipt of required documentation.
- k. Questions regarding payment status should be made directly to Accounts Payable, Christie Williams, Manager, 301.644.5049

#### **14. POSITION DESCRIPTIONS:**

- a. **SPEECH-LANGUAGE PATHOLOGIST:**
  - 1.) A Contract Speech-Language Pathologist (SLP) has responsibilities that include, but are not limited to: providing direct speech-language therapy, providing consultative speech-language services, conducting assessments, writing reports and IEPs, attending IEP meetings and general case management.
  - 2.) Required:
    - Master's degree in Speech-Language Pathology from an accredited institution.
    - Hold current Maryland license in Speech-Language Pathology from Maryland Department of Health.

- Hold Certificate of Clinical Competence in Speech-Language Pathology through the American Speech-Language-Hearing Association (ASHA).
- Demonstrate outstanding oral and written communication skills.
- Demonstrate knowledge and use of various assessment materials.
- Understanding of professional ethics and behaviors.
- Capable of performing the essential functions of the position with or without reasonable accommodations, and meeting all timelines and requirements of an FCPS speech-language pathologist.

3.) Preferred:

- Experience working with students, ages 3-21, with speech and language impairments.
- Minimum three-year work history as a speech-language pathologist.

4.) Other specialized proficiency considered:

- Bilingual skills
- American Sign Language skills
- PROMPT training
- Assistive Technology training

b. SPEECH-LANGUAGE PATHOLOGIST- ASSISTANT:

1.) Under the direction and supervision of a certified Speech and Language Pathologist, the Speech and Language Pathology Assistant (SLPA) assists in supplementing, enhancing, and extending speech/language therapy services by completing a variety of tasks such as, but not limited to, direct activities with students designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The SLPA serves students who have identified speech and language disorders and may have other disabilities as well.

2.) Required:

- Associate degree in and/or graduation from a Speech-Language Pathology assistant certificate program, or Bachelor's degree in Speech-Language Pathology or Communication Disorders with a minimum of 70 hours field work/clinical experience from a Board-approved program
- Certification in speech language pathology-assistant from the American Speech-Hearing Association. (C-SLPA).
- Hold current MD SLPA license from Maryland Department of Health

3.) Preferred:

- Experience working as an SLPA

4.) Duties:

- Conducts speech and language screenings, without interpretation, and using screening protocols developed by the supervising Speech and Language Pathologist (SLP)
- Provides direct assistance for speech, language, voice, fluency, and hearing to students under the supervision of the SLP
- Follows and implements documented IEP plans or protocols
- Documents student progress toward meeting established objectives, and reports the information to the SLP
- Assists the SLP during assessments, assisting with formal documentation, preparing materials, and performing clerical duties
- Prepares therapy materials and/or equipment for use in the classroom and therapy activities
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom; assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports; assists in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional

requirements, and creates an orderly and clean learning environment; may implement behavior management programs for students as designed by certified staff, observes and reports significant student behavior, behavioral patterns, and/or other problems to the SLP.

- **Note:** The Speech and Language Assistant is NOT able to conduct evaluations, interpret data, alter IEP plans, or perform any task without the express knowledge and approval of the supervising SLP.

c. SCHOOL PSYCHOLOGIST:

- 1.) A school psychologist has the primary responsibility for supporting students and helping them succeed academically, emotionally, and behaviorally while considering Federal and State school laws and MSDE and FCPS procedures. School psychologists collaborate with educators, parents and other professionals to create safe, healthy and supportive learning environments.
- 2.) Required:
  - Nationally Certified School Psychologist or Maryland School Psychologist Certification, or be a Licensed Psychologist.
  - Minimum two-year work history as a psychologist.
  - Demonstrated outstanding written and oral communication skills.
  - Understanding of professional ethics and behaviors.
  - Capable of performing the essential functions of the position with or without reasonable accommodations.
- 3.) Duties:
  - The provider will possess the ability to select, administer and interpret the appropriate psychological assessments for English speaking students of all ages with suspected disabilities. These assessment tools may include standardized instruments, informal measures, rating scales and observations to collect data.
  - FCPS also requires Spanish/English bilingual assessments. The provider will possess the ability to select, administer and interpret the appropriate psychological assessments for Spanish speaking students of all ages with suspected disabilities. These assessment tools may include standardized instruments, informal measures, rating scales and observations to collect data.
  - For all evaluations, a formal report summarizing this information is required within the mandated time frame.
  - Consult and collaborate with colleagues, students, families and other professionals to promote effective implementation of academic, mental health and behavioral services and interventions.
  - Apply knowledge of principles related to resilience and risk factors in learning and mental health to support multi-tiered prevention and strategies for effective crisis response.
  - Utilize their knowledge of best practices to promote learning and mental health (e.g., response to intervention and positive behavioral interventions and supports).
  - Provide professional learning to school communities relevant to identified needs.
  - Provide individual and group counseling services to students based on evidence-based strategies to promote social–emotional functioning and mental health.
  - Complete Student Threat Assessments.
  - Provide crisis intervention.
  - Participate on Individualized Education Program (IEP) and Student Services Teams.
  - Participate on departmental, school, system-wide, and state level committees to support student learning and positive mental health.
  - Support the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) process.
  - Collaborate with professionals outside of the school system to support student learning and mental health.

- 4.) Other specialized proficiency considered:
  - Bilingual skills
  - American Sign Language skills
- d. SCHOOL THERAPIST/ LICENSED CLINICAL SOCIAL WORKER (LCSW):
  - 1.) A School Therapist has the primary responsibility to provide group and individual therapy crisis intervention, and intervention services for students with serious social, emotional and behavioral issues, and to coordinate services provided by the school system and community agencies.
  - 2.) Required:
    - Master's degree from an accredited institution.
    - Hold current license as Licensed Certified Social Worker-Clinical, Licensed Clinical Professional Counselor, or Licensed Psychologist.
    - Minimum of three years' experience as a therapist.
    - Demonstrated outstanding written and oral communication skills.
    - Understanding of professional ethics and behaviors.
    - Capable of performing the essential functions of the position with or without reasonable accommodations.
  - 3.) Preferred:
    - Experience working in schools with children and adolescents with significant emotional and behavioral difficulties.
    - Crisis De-Escalation Certification (CPI or other).
- e. MUSIC THERAPIST
  - 1.) Music therapy is the specialized use of music by a credentialed professional who develops individualized treatment and supportive intervention for people of all ages and ability levels to address their social communication, emotional, physical, cognitive, sensory and spiritual needs.
  - 2.) The Certification Board for Music Therapists (CBMT) is the only organization to certify music therapists to practice music therapy nationally. Its MT-BC program has been fully accredited by the National Commission for Certifying Agencies (NCCA) since 1986.
  - 3.) Ethical behavior is essential for professional therapists in order to protect the public. In order to remain current in knowledge of ethical issues, continuing education in this topic is necessary. Other ICE (Institute for Credentialing Excellence) organizations have implemented or will implement a continuing education requirement in ethics and professional practice. CBMT will remain consistent with and equal to other ICE organizations by adding this requirement.
- f. ART THERAPIST
  - 1.) Art therapy is the specialized use of art by a credentialed professional who develops individualized treatment and supportive interventions for people of all ages and ability levels to address their social, communication, emotional, physical, cognitive, sensory and spiritual needs.
  - 2.) Art therapists are master's level clinicians who are required to have both credentialing through the Art Therapy Credentials Board (ATCB), a division of the American Art Therapy Association, and are a Licensed Professional Art Therapist.
  - 3.) The American Art Therapy Association supports federal and state policies, legislation, regulations, judicial actions, and initiatives that encourage, promote, and support efforts to gain a professional art therapy license and licensure of art therapists.
- g. REGISTERED BEHAVIOR TECHNICIAN (RBT)
  - 1.) Responsible for providing skills instruction and behavior reduction protocols based upon the principles of Applied Behavior Analysis to children with autism, emotional disabilities and other

developmental disabilities in the school setting. The Registered Behavioral Technician (RBT) will collect data on programs, assist with staff trainings, and assist with assessments as needed

2.) Required:

- High School diploma or GED equivalent required; Associates or Bachelor's degree in Psychology, Education, Special Education or related field preferred
- Two years' experience in a school setting, working with students with behavior challenges (including students with Autism, Emotionally-Disabled and other developmental disabilities)
- Registered Behavioral Technician (RBT) certification, including annual renewal and registration, or desire to work toward receiving RBT certification

3.) Duties:

- Provide direct student instruction, and assist staff with implementation, in one-on-one and group settings utilizing a combination of intensive teaching and natural environment teaching arrangements. Follow prescribed behavior skills acquisition and behavior change protocols.
- Assist with preparing materials as necessary.
- Collect, record and summarize data on observable student behavior. Assist with skill acquisition and behavioral assessments. Collect data on all programming.
- Document interventions, progress data, session notes
- Assist with staff training of student's individualized treatment and behavior change protocols, through direct teaching, modeling and fidelity checks.
- Immediately report to the teacher any student incidents/variances or complaints.
- Attend work and arrive in a timely manner.
- Communicate with staff regarding student progress as instructed by the teacher. Collaborate with school teams and attend IEP meetings as necessary.
- Participate in in-service programs and present in-service programs as assigned.

h. PARAPROFESSIONAL

1.) Paraprofessionals monitor, assist, and provide support for students with special needs to implement the student's Individualized Education Program (IEP). Assistance to the student(s) may include extensive physical and/or personal care support. All duties/responsibilities are performed under the direction of a special education teacher. The ability to lift may be required based on student needs.

2.) Required:

- High school diploma or equivalent (GED). (Note: minimum of 48 college credits, AA degree or passing of the ParaPro Assessment Test will be required for Title One Schools).

3.) Duties:

- Supports students under the direction of a Certificated FCPS staff.
- Communicates and documents student progress.
- Sets up and adapts materials, equipment, and assistive devices for use by student(s) as directed
- Facilitates student progress toward independence.
- Monitors and assists students during educational and recreational activities.
- Assists student(s) with routine physical and/or personal care not required to be performed by a nurse.
- Monitors and assists students in meeting IEP goals and objectives.
- Carries out emergency action and/or health care plans for designated student(s).
- Assists students with classroom accessibility.
- Prioritizes work assignments appropriately.
- Completes appropriate amount of work in an efficient manner; seeks out additional assignments as time permits.
- Demonstrates support for the organization and its goals; accepts constructive criticism.
- Reports promptly for work, utilizes time wisely and maintains an acceptable attendance pattern.



- Demonstrates working knowledge of English, spelling, vocabulary and mathematics.
- Maintains confidentiality of student information.
- Participate in professional development trainings.
- Assists with administering, scoring, and recording of assessments.
- May participate in crisis intervention techniques.
- Work effectively in a team environment.

i. OCCUPATIONAL THERAPIST

- 1.) This professional position is responsible for evaluation, assessment, goal development and occupational therapy intervention services for children (ages 3 - 21). School-based occupational therapy services are provided primarily in FCPS facilities.
- 2.) Required:
  - Graduation from an accredited Occupational Therapy program
  - Current Occupational Therapy license issued by the Maryland State Board of Examiners, or current Occupational Therapy license issued by another state with ability to obtain the Maryland license within 30 days of hire (Maryland license must be maintained throughout employment)
- 3.) Duties:
  - Assess, observe, and develop programs and treatment goals for eligible school-age children
  - Provide information and recommendations to families and school staff
  - Provide appropriate services to promote access to and benefit from students' educational program
  - Recommend strategies and modifications when appropriate, to improve educational performance
  - Provide collaborative consultation and training to school teams and families
  - Attend in-service training and other appropriate meetings and conferences
  - Prepare and submit documentation of services provided
  - Maintain service-related records, forms and documents

j. PHYSICAL THERAPIST

- 1.) This professional position is responsible for the evaluation, assessment, goal development and physical therapy intervention services for eligible students ages 3-21 years. School-based services are provided primarily in FCPS facilities.
- 2.) Required:
  - Doctorate degree in Physical Therapy
  - Completion of pediatric physical therapy practicum
  - OR -
  - Master's degree in Physical Therapy
  - Minimum 2 years of physical therapy work experience (completion of pediatric physical therapy practicum may substitute for 1 year of the work experience requirement)
  - OR -
  - Bachelor's degree in Physical Therapy
  - Minimum 5 years of physical therapy work experience

OTHER REQUIREMENTS:

  - Current PT license issued by the MD State Board of Physical Therapy Examiners (or PT license from another state with ability to obtain the MD license before work begins at FCDC) – current MD license must be maintained throughout employment
  - Successful completion of National Physical Therapy Registration Examination
- 3.) Duties:
  - Assess, observe, and develop programs and treatment goals for eligible students within FCPS
  - Work directly and/or consultatively to support students with functional motor limitations which impact their access and participation in the school environment

- Provide services and supports to children in accordance with their IEPs programs to help promote safe and functional independence within the school environment
- Provide recommendations and resources to school staff and families based on observation and assessment findings
- Provide collaborative consultation, coaching, and training to school teams and families on techniques for supporting students and/or assisting them with safe application of adaptive equipment for student access and positioning
- Participate in in-service training and other appropriate meetings and conferences
- Maintain accurate documentation and submit in a timely fashion
- Maintain and adjust daily schedule independently to meet IEP compliance and FCPS policy standards

k. ORIENTATION & MOBILITY SPECIALIST

- 1.) The Orientation and Mobility (O&M) Specialist will provide assessments and direct services to enable the student to attain systematic orientation to and safe movement within the student's school, home, and community environments
- 2.) Required:
  - Hold a Bachelor's degree from an accredited college or university
  - Have completed one of three credentialing options listed below:
    - Hold a certificate as a Certified Orientation and Mobility Specialist (COMS) from the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP);
    - Hold National Orientation and Mobility Certification (NOMC) from the National Blindness Professional Certification Board (NBPCB);
    - or Complete all requirements of a university-based program in orientation and mobility, including a supervised internship or externship in orientation and mobility.
  - Comprehensive knowledge of O&M techniques and teaching approaches and their application to the instruction of students/clients with multiple disabilities and visual impairments.
  - General knowledge of anatomy and physiology of the eye including eye diseases and conditions.
- 3.) Duties:
  - Conduct Orientation and Mobility Assessments and complete reports in a timely manner.
  - Determine frequency of services and provide those services in accordance with the students' IEPs.
  - Track progress on students' goals/objectives at least quarterly.
  - Develop a schedule for service delivery that may include after school hours as needed.
  - Work collaboratively with other related service providers and staff to support the development of students' Orientation and Mobility skills.

l. ASSISTIVE TECHNOLOGY SPECIALIST

- 1.) The Augmentative Communication and Technology (ACT)/Assistive Technology Specialist is available upon staff or parent request to any student in the Frederick County Public School system. The Augmentative Communication and Technology (ACT)/Assistive Technology Specialist organizes and assists in the delivery of services to students whose needs require assistive or augmentative communication devices in order to succeed in an educational setting.
- 2.) Required:
  - Maryland State Department of Education Advanced Professional Certification with endorsement in Special Education or Speech Language Pathologist or MD DHMH License as a Speech Language Pathologist.
  - Two years' experience in providing Augmentative Technology (AT) services to students with special needs.

3.) Duties:

- Evaluates/observes the assistive technology (AT) needs of students with disabilities, including an observation in their educational setting.
- Schedules initial and follow-up observations and completes written summaries in a timely manner.
- Collaborates with parents, teachers, and other professionals in understanding and meeting a student's AT needs.
- Maintains and troubleshoots repairs or replacement for AT devices and loads software.
- Recommends and provides for the acquisition of appropriate AT devices for students with IEPs or 504 plans and coordinates all facets necessary for implementation of the device.
- Serves as a collaborative member of the student's IEP team and aids in the development of appropriate goals and objectives for a student's IEP.
- Provides training and technical support to students, families, and staff relating to augmentative services as designated in IEP or 504 plans.
- Attends professional development workshops and seminars in the area of AT to update skills and stay abreast of new trends in technology.
- Demonstrates computer literacy skills.
- Troubleshoots computer and equipment problems and loads software.
- Demonstrates knowledge of Section 508.
- Demonstrates knowledge of Universal Design.
- Demonstrates flexibility in providing in-service/trainings to staff before and/or after normal school hours.
- Demonstrates knowledge of assistive technology in the area of verbal communication, reading, and written communication.

m. BOARD CERTIFIED BEHAVIOR ANALYST/LICENSED BEHAVIOR ANALYST (BCBA/LBA)

1.) Board Certified Behavior Analysts/Licensed Behavior Analysts provide interventions that empower students to make informed decisions and improve academic and behavioral performance. They provide direct services for at-risk students through individual and group intervention and facilitate frequent communication with parents, administrators, teachers and the student. Board Certified Behavior Analysts/Licensed Behavior Analysts have a clear understanding of the learning process, the expectations of the school setting, and the social and emotional development of children. They work with parents, staff members and community agencies to promote positive behaviors and academic success while addressing physical, emotional and social struggles that serve as barriers to learning and performing.

2.) Required:

- Master's Degree in social work, school counseling, applied behavior analysis, or other related field
- Credentialed by the Behavior Analyst Certification Board (BACB) as a Board-Certified Behavior Analyst (BCBA).

3.) Duties:

- Remain current on mental, emotional, and behavioral issues affecting students.
- Provide crisis intervention services.
- Provide individual and group intervention focused on decision making and problem-solving techniques.
- Demonstrate knowledge of and ability to implement evidence-based practices
- Communicate with families to establish/promote a positive home-school partnership.
- Conduct academic/behavior interventions with students.
- Develop and train on conducting Functional Behavior Assessments (FBAs)
- Develop and implement Behavior Intervention Plans (BIPs) Identify and model behavior management and crisis intervention techniques for school staff.
- Facilitate conflict resolution sessions.
- Participate in student services team/grade level team meetings.

- Participate in IEP meetings as appropriate.
  - Maintain appropriate data regarding number of students served, placement of students, needs of students, needs of staff.
  - Analyze social-emotional/behavioral data in order to train staff on appropriate use of data collection and progress monitoring
- n. SPECIAL EDUCATION TEACHER (including Mainstream, Specialized/Self-Contained Programs, Deaf and Hard of Hearing teachers, Teachers of the Visually Impaired, Adapted Physical Education teachers, and substitute tele-practitioners)
- 1.) The role of the special education teacher is to teach quality learning for all students. Teachers are responsible for practices and behaviors, which demonstrate necessary teaching competencies, effective classroom management, positive personal qualities, and responsibility for other institutional matters. Teachers will teach subject matter and skills that contribute to the development of all students in becoming knowledgeable, mature, and responsible citizens.
  - 2.) Required:
    - Bachelor's degree from a regionally accredited institution.
    - Eligible for a Maryland Teaching Certificate that is age/grade appropriate with endorsement in special education.
  - 3.) Duties:
    - Provide for individual needs and interests of students with the aid of appropriate and effective daily lesson planning.
    - Create a classroom environment that is conducive to learning and where classroom time is utilized effectively.
    - Demonstrate the use of a variety of teaching techniques and the use of a variety of instructional resources and materials to
    - implement approved curriculum.
    - Use evaluation effectively to promote student growth and development intellectually, physically, socially, and emotionally.
    - Demonstrate effective communication skills and positive interpersonal relationships with students, parents, staff, and community.
    - Guide the learning process toward the achievement of school system goals and objectives by following school board policies
    - and administrative procedures.
    - Assist administration and other staff members in reaching the mission for the school by applying ethical standards in
    - professional relationships.
    - Strive to maintain and improve professional competence.
    - Supervise students in a variety of school settings.
    - Maintain appropriate records and monitor compliance with state and local requirements.
    - Monitor appropriate use and care of equipment, materials, and facilities.
    - Understand the uses and limitations of assessment instruments.
    - Communicate evaluation summaries in written and verbal form.
    - Elicit parent and staff participation in development of the Individualized Education Program (IEP)
    - Participate in the IEP Team process.
    - Provide case management for special education students.
    - Regular and predictable attendance.

**RFP 22MISC2, CONTRACT SERVICE AGENCIES FOR SPECIAL EDUCATION**

**TECHNICAL QUESTIONNAIRE**

*This form or a facsimile thereof must be completed in its entirety and the requested documents submitted accordingly. Additional sheets may be included for lengthy responses but the question or line item number must be used as reference. Extraneous marketing materials are not to be submitted because this will slow down the evaluation process.*

**I. BUSINESS STRUCTURE:**

1. Legal name of company.
2. Date of original establishment of company.
3. How long has this business been active under this company name?
4. Provide a statement of ownership identifying all corporate investors, regardless of class or amount of stock, or provide the names of individual partners, if a partnership.
5. Submit an organizational chart of division and management structure.
6. List the locations of all your branch offices.
7. How many employees does your company have at this branch location?
8. What is the company's employee turnover rate?
9. What staffing categories do you offer?
10. What percentage of your placements are in the K-12 school environment?
11. How does your company distinguish itself from your competitors—employee retention, client practices, etc.?
12. What opportunities does your agency provide to your recruiting employees for professional development opportunities?
13. List any awards or honors that your company has received in the last five years.
14. Acknowledge that you agree to use the FCPS documents in lieu of your agency's standard agreement.
15. What is your website address?

**II. RECRUITING AND TRAINING PRACTICES:**

1. Provide contact information for the company's liaison to FCPS to coordinate assignments and determine staffing needs:

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Include a resume or curriculum vitae for the above person.
3. Explain your process for announcing available assignments to your consultants. What information do you include in the service announcement?
4. Describe the recruiting process you use to develop your candidate base for speech pathologists, school psychologists, and school therapists for a K-12 educational setting.
5. List or attach a copy of the pre-screening criteria you use for these consultants.
6. Do you conduct criminal background checks and fingerprinting for your consultants?
7. Would the client (FCPS) have an opportunity to evaluate the potential consultants?
8. Do you require your consultants to sign and adhere to a special code of conduct? If so, include this document.
9. Are your consultants required to sign a non-compete clause? If so, please provide the language below.
10. Do you provide any type of follow-up evaluation of your consultants? If so, please list the criteria you use or include the performance evaluation document.
11. On average, how many of the following do you have in your database:
  - Speech Language Pathologist \_\_\_\_#
  - Speech Language Pathologist- Assistant \_\_\_\_#
  - School Psychologist \_\_\_\_#
  - School Therapist/Licensed Clinical Social Worker \_\_\_\_#
  - Music Therapist \_\_\_\_#
  - Art Therapist \_\_\_\_#
  - Registered Behavior Technician \_\_\_\_#
  - Paraprofessional \_\_\_\_#
  - Occupational Therapist \_\_\_\_#
  - Physical Therapist \_\_\_\_#
  - Orientation & Mobility Specialist \_\_\_\_#
  - Assistive Technology Specialist \_\_\_\_#
  - Board Certified Behavior Analyst/Licensed Behavior Analyst \_\_\_\_#
  - Special Education Teacher \_\_\_\_#
12. Are you able to supply more than one individual for different sites, if required, during the same period?

### **III. LICENSING AND INSURANCE:**

1. Include a copy of your company's "Certificate of Status" of Good Standing in the State of Maryland.  
<https://businessexpress.maryland.gov/manage/maintain-good-standing-status>
2. Include a sample certificate of insurance (COI) evidencing automobile, general liability, and workers compensation in the amounts listed in this RFP.
3. Do you provide malpractice insurance for the individuals you assign to our contract? If so, submit a sample COI for this also.

4. If your agency requires the consultants to provide any of their own insurance, please so indicate and provide a brief explanation of how you verify their insurance is valid.

#### IV. LEGAL ISSUES:

1. List any past or pending lawsuits or legal actions including year, reason for litigation, and final disposition. If none, state 'Not Applicable'.
2. List and describe of any incidences of termination of contracts. If none, state 'Not applicable'.
3. Have you ever dismissed a consultant due to a code of ethics violation? If so, how did your company handle this?

#### V. REFERENCES:

1. Have you performed any contractual work with Frederick County Public Schools in the last five years? If so, list the position type and start/stop dates.
2. Provide the names, titles and contact information for five non-FCPS school system or non-profit clients for whom your agency has provided only the services requested herein during the last five years. References are preferred for school systems in the State of Maryland. If no clients are in Maryland, list clients in nearby states of Virginia/D.C./West Virginia/Pennsylvania. FCPS will contact them as references.

#1 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Services Provided: \_\_\_\_\_

#2 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Services Provided: \_\_\_\_\_

#3 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Services Provided: \_\_\_\_\_

#4 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_



Services Provided: \_\_\_\_\_

#5 Customer Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Services Provided: \_\_\_\_\_

**RFP 22MISC2, CONTRACT SERVICE AGENCIES FOR SPECIAL EDUCATION**  
**FORM OF PROPOSAL**

In compliance with your request for proposal, the undersigned proposes to provide services, including all related expenses (for overhead, profit, labor, administrative fees, insurance, workmen's compensation, license fees, travel, mileage, report writing, and incidentals) as required. I/we understand that this is on an indefinite quantities basis, for the initial contract term, and is in strict accordance with the specifications, at the following rates:

**PART I:**

Please identify below whether you are a bidding as a company or an individual provider for which you have submitted this proposal.

A. \_\_\_\_\_ Company                      or                      \_\_\_\_\_ Individual Provider

**DESCRIPTION**

**SHORT- OR LONG-TERM ASSIGNMENT**

Speech Language Pathologist	\$ _____/HR
Speech Language Pathologist- Assistant	\$ _____/HR
School Psychologist	\$ _____/HR
School Therapist/Licensed Clinical Social Worker	\$ _____/HR
Music Therapist	\$ _____/HR
Art Therapist	\$ _____/HR
Registered Behavior Technician	\$ _____/HR
Paraprofessional	\$ _____/HR
Occupational Therapist	\$ _____/HR
Physical Therapist	\$ _____/HR
Orientation & Mobility Specialist	\$ _____/HR
Assistive Technology Specialist	\$ _____/HR
Board Certified Behavior Analyst/Licensed Behavior Analyst	\$ _____/HR
Special Education Teacher	\$ _____/HR

COMPANY: \_\_\_\_\_

NAME OF PERSON AUTHORIZED TO MAKE THIS OFFER:  
(please print): \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE OF ABOVE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SIGNATURE ACKNOWLEDGING PROPOSAL

**Note: When submitting your bid/proposal, please use this page as a cover sheet for your proposal.**

In compliance with your invitation for bidders, the undersigned proposes to furnish and deliver all labor and materials in accordance with the accompanying specifications and "Instructions and General Conditions" for the price as listed on the enclosed Proposal Sheet(s).

I/We certify that this bid/proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation submitting a bid/proposal for the same goods/services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of Frederick County, Administrative or Supervisory Personnel or other employees of the Frederick County Public Schools, has any interest in the bidding company except as follows:

COMPANY: \_\_\_\_\_

dba: \_\_\_\_\_

REGISTERED MARYLAND CONTRACTOR NUMBER: \_\_\_\_\_

FEDERAL IDENTIFICATION: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned has familiarized themselves with the conditions affecting the work, the specifications, and is legally authorized to make this proposal on behalf of the Contractor listed above.

NAME (please print): \_\_\_\_\_

SIGNATURE OF ABOVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL ADDRESS (for correspondence): \_\_\_\_\_

E-MAIL ADDRESS (for receiving Purchase Orders): \_\_\_\_\_

**(DO NOT COMPLETE THIS AREA IF YOUR COMPANY IS UNABLE TO RECEIVE PURCHASE ORDERS ELECTRONICALLY)**

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### ACKNOWLEDGMENT OF ADDENDA (if applicable)

The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation.

Date Received by Proposer/Bidder:

Addendum #1	_____	Addendum #2	_____
Addendum #3	_____	Addendum #4	_____
Addendum #5	_____	Addendum #6	_____
Addendum #7	_____	Addendum #8	_____

**FREDERICK COUNTY PUBLIC SCHOOLS**

**STATUTORY AFFIDAVIT AND NON-COLLUSION CERTIFICATION**

Special Instructions: An authorized representative of the bidder needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

BIDDERS: The submission of the following Affidavit at the time of the bid opening is:

☒ requested to be completed but not required to be notarized.

☐ required to be completed and notarized.

I, \_\_\_\_\_, being duly sworn, depose and state:

1. I am the \_\_\_\_\_ (officer) and duly authorized representative of the firm of  
the organization named \_\_\_\_\_ whose address is  
(Name of Corporation)  
\_\_\_\_\_ 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 of 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 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 & 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 involved, their position with the firm, and the sentence or disposition of the charge.

(you may attach an explanation if 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 Frederick County 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 Frederick County 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 Frederick County may terminate any contract awarded and take any other appropriate action.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of this affidavit 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 in compliance with requirements of the Board of Education of Frederick County, and that I am executing and submitting this Proposal on behalf of and as authorized by the bidder named below.

\_\_\_\_\_  
(Legal Name of Company)

\_\_\_\_\_  
(dba)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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

( ) Corporation

( ) Partnership

( ) Individual

( ) Other

If required to be notarized:

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Title)

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

## **FREDERICK COUNTY PUBLIC SCHOOLS**

### **CERTIFICATION OF COMPLIANCE**

1. All Contractors, subcontractors or vendors must abide by FCPS Board policies and regulations while working on FCPS property.
2. Maryland Law requires that any person who enters into a contract with a county board of education may not knowingly employ an individual to work at a school (or FCPS facility) if the individual is a registered sex offender. Please reference §11-113 of the Criminal Procedure Article of Maryland Code for penalty.
3. Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS project. The Contractor must initially check the Maryland Department of Public Safety & Correctional Services' MARYLAND SEX OFFENDER REGISTRY and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well.
4. In the event that a registered sex offender is discovered to be working on a FCPS project, whether through employment by the prime Contractor, subcontractor or vendor, the site superintendent will immediately remove the individual from the premises and permanently terminate his work assignment. FCPS may terminate this contract as a result if the Contractor is unable to demonstrate he has exercised care and diligence in the past in checking the Maryland registry.
5. Effective July 1, 2015, amendments to §6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor or vendor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:
  - a. A sexual offense in the third or fourth degree under §3-307 or §3-308 of the Criminal Law Article of the Maryland Code.
  - b. Child sexual abuse under §3-602 of the Criminal Law Article of the Maryland Code or any other State; or
  - c. A crime of violence as defined in §14-101 of the Criminal Law Article of the Maryland Code or any other State
6. With the passing of Maryland Law MD. Code, Educ. 6-113.2, employers of all contracted staff must obtain background information relating to child sexual abuse or sexual misconduct. This means that all contracted staff having direct contact with students must meet all of the FCPS and Maryland State Department of Education (MSDE) requirements before doing business with FCPS. See: [Maryland State Department of Education Website](#); [House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention](#); [MSDE Guidelines For MD. Code, Educ. 6113.2](#); and [Employment History Review Form for Child Abuse and Sexual Misconduct](#) for additional information.

In addition, there has been no change to the current FCPS requirement, that all contracted staff who have contact with students are required to be fingerprinted in order to obtain a criminal background check. Fingerprints and background check are still an enforced FCPS requirement.

7. Under recent amendments to §5-561 of the Family Law Article of the Maryland Code, each contractor, subcontractor, or vendor shall certify by signing this affidavit that any individuals in its work-force including sub-contractors, have undergone a criminal background check, including fingerprinting, if the individuals will work in a FCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children.

By my signature below, I affirm under penalties of perjury that the contents of this Certification of Compliance are true to the best of my knowledge, information and belief.

Signature\_\_\_\_\_Date\_\_\_\_\_

Print name and title of  
signatory\_\_\_\_\_

Print name of  
company\_\_\_\_\_

# Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with Frederick County Public Schools (FCPS) must complete and return the Vendor Conflict of Interest Disclosure Form, in order to be eligible to be awarded a contract with FCPS.

Please note that all vendors must comply with FCPS's conflict of interest certification, as stated below.

If a vendor has a relationship with a FCPS employee or an immediate family member (spouse, child (stepchild or adopted), parent, or sibling) of a FCPS employee, the vendor shall disclose the information required below.

**Certification:** I hereby certify, that to the best of my knowledge, there is no conflict of interest involving the vendor named below:

1. No FCPS employee or the employee's immediate family member has an ownership interest in the vendor's company, or is deriving personal financial gain from this contract.
2. No retired or separated FCPS employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in the vendor's company.
3. No FCPS employee is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor did not provide any information or criteria in the drafting of the solicitation prior to it being advertised for competitive pricing.
5. Vendor hereby declares it has not, and will not provide gifts or hospitality of any dollar value, or any other gratuities to FCPS employee to maintain a contract.
6. Vendor hereby declares that in the process of preparing a quote/bid/proposal for FCPS, there have been no acts of bribery, extortion, trading, laundering of corrupt practices, and/or nepotism have transpired between FCPS employee and the vendor.
7. Please note any other exceptions below.

Vendor Name & Email	Vendor Address & Phone Number
<b>Conflict of Interest Disclosure</b>	
Name of FCPS employee or immediate family member with whom there may be a potential conflict of interest. <i>If no conflict of interest, write "N/A" and initial.</i>	Disclose the relationship to the employee or the immediate family member, their interest in the vendor's company, and any additional information

I certify that the information provided is true and correct by my signature below:

\_\_\_\_\_  
Signature of Vendor Authorized Representative/Date

\_\_\_\_\_  
Printed Name of Vendor Authorized Representative