

Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5204 phone
301-644-5213 fax



Bill Meekins CPPB, CPPO, NIGP-CPP,
CSBO, CPCP, Purchasing Manager
Kim Miskell, CSBO, Assistant Purchasing
Manager
Roy McHaffa, Purchasing Agent
David Guzman, Purchasing Agent

PROPOSAL NUMBER/NAME:	24CURR1, Individual Education Plan (IEP) Software
PROPOSAL ISSUE DATE:	February 26, 2024
PROPOSAL CONTRACT MANAGER:	David Guzman, Purchasing Agent, david.guzman@fcps.org
PROPOSAL CONTRACT ADMINISTRATOR:	Troy Keller, Director, Special Education, troy.keller@fcps.org
QUESTIONS:	Questions due no later than 3:00 P.M., local time, on March 25, 2024. Submit questions in writing via OpenGov.
PRE-PROPOSAL DATE:	1:00 P.M., local time, March 7, 2024 (Attendance is encouraged, but not mandatory.)
PRE-PROPOSAL LOCATION:	Google Meet joining info: Video call link: https://meet.google.com/zqj-hjje-rai Or dial: (US) +1 475-441-4703 PIN: 396 704 237#
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 bid or applicable addenda, contact: Krista Long at krista.long@fcps.org
BONDS REQUIRED:	NO
MBE REQUIREMENTS:	NO
PROPOSAL DUE:	2:00 P.M., local time, on April 4, 2024
PROPOSAL OPENING LOCATION:	Google Meet joining info: Video call link: https://meet.google.com/xvb-rgjw-czh Or dial: (US) +1 415-787-7348 PIN: 379 917 713# Bidders can create a FREE account with OpenGov Procurement by signing up at http://secure.procurenow.com/signup .
SEALED BID DELIVERED TO:	FCPS is accepting electronic bid submissions through OpenGov Procurement. Bidders can create a FREE account with OpenGov Procurement by signing up at http://secure.procurenow.com/signup .
TENTATIVE AWARD DATE:	BOE Work Session, scheduled on: June 12, 2024
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 . FCPS will no longer accept bidder's applications.

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THE SCHOOL YEAR AT A GLANCE

2023

August 23 (Wednesday)	First Day of School
September 4 (Monday)	Schools* and Offices Closed
September 22 (Friday)	3 1/2-Hour Early Dismissal for Students
September 25 (Monday)	Schools* Closed
October 11 (Wednesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 12 (Thursday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 13 (Friday)	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 20 (Friday)	Schools* Closed for Students
October 27 (Friday)	Schools* Closed for Students
November 22 (Wednesday)	Schools* and Offices Closed
November 23-24 (Thursday-Friday)	Schools** and Offices Closed
December 1 (Friday)	2-Hour Early Dismissal for Students
December 25-26 (Monday-Tuesday)	Schools** and Offices Closed
December 27-29 (Wednesday-Friday)	Schools** Closed

2024

January 1 (Monday)	Schools** and Offices Closed
January 15 (Monday)	Schools** and Offices Closed
January 16 (Tuesday)	Schools Closed*
January 17 (Wednesday)	Schools Closed*
February 16 (Friday)	2-Hour Early Dismissal for Students
February 19 (Monday)	Schools** and Offices Closed
March 22 (Friday)	Schools* Closed for Students
March 29 (Friday)	Schools** and Offices Closed
April 1 (Monday)	Schools** and Offices Closed
April 2-5 (Tuesday-Friday)	Schools* Closed for Students
May 2 (Thursday)	2-Hour Early Dismissal for Students
May 14 (Tuesday)	Schools** and Offices Closed
May 27 (Monday)	Schools** and Offices Closed
June 5*** (Wednesday)	2-Hour Early Dismissal/Last Day of School for Students

*BOE Determined

**State Mandated

***FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 6, 7, 10, 11 and 12. If no snow days are used, the last day for students is Wednesday, June 5. 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

Like us on Facebook: FCPS Maryland

Follow us on Twitter: @FCPSMaryland

Follow us on Instagram: @FCPSMaryland

Select FindOutFirst email calendar updates and emergency-closing announcements:

www.fcps.org/fof

See the Calendar Handbook months pages



FCPS Maryland



@FCPSMaryland



www.fcps.org/fof

DIRECTORY OF SCHOOLS

ELEMENTARY

1. **Ballenger Creek ■** 240-236-2500
5250 Kingsbrook Drive
Frederick, MD 21703
Fax 240-236-2501
<https://edu.fcps.org/bces/>
2. **Blue Heron ■◆●** 240-566-0700
7100 Eaglehead Drive
New Market, MD 21774
Fax 240-566-0701
<https://edu.fcps.org/bhes/>
3. **Brunswick ■** 240-236-2900
400 Central Avenue
Brunswick, MD 21716
Fax 240-236-2901
<https://edu.fcps.org/bes/>
4. **Butterfly Ridge ■◆●◆◆▲** 240-566-0300
601 Contender Way
Frederick, MD 21703
Fax 240-566-0301
<https://edu.fcps.org/bres/>
5. **Carroll Manor ■◆●** 240-236-3800
5624 Adamstown Road
Adamstown, MD 21710
Fax 240-236-3801
<https://edu.fcps.org/cmes/>
6. **Centerville ■◆●** 240-566-0100
3601 Carriage Hill Drive
Frederick, MD 21704
Fax 240-566-0101
<https://edu.fcps.org/ces/>
7. **Deer Crossing ■** 240-236-5900
10601 Finn Drive
New Market, MD 21774
Fax 240-236-5901
<https://edu.fcps.org/dces/>
8. **Emmitsburg ■** 240-236-1750
300 South Seton Avenue
Emmitsburg, MD 21727
Fax 240-236-1751
<https://edu.fcps.org/ees/>
9. **Glade ■◆●** 240-236-2100
9525 Glade Road
Walkersville, MD 21793
Fax 240-236-2101
<https://edu.fcps.org/ges/>
10. **Green Valley** 240-236-3400
11501 Fingerboard Road
Monrovia, MD 21770
Fax 240-236-3401
<https://edu.fcps.org/gves/>
11. **Hillcrest ■◆▲** 240-236-3200
1285 Hillcrest Drive
Frederick, MD 21703
Fax 240-236-3201
<https://edu.fcps.org/hes/>
- B) Woodsboro ■** 240-236-3700
Grades Pre-K–2
101 Liberty Road
Woodsboro, MD 21798
Fax 240-236-3701
<https://edu.fcps.org/woes/>
22. **North Frederick ■◆◆★** 240-236-2000
1010 Fairview Avenue
Frederick, MD 21701
Fax 240-236-2001
<https://edu.fcps.org/nfes/>
23. **Oakdale ■** 240-236-3300
5830 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-3301
<https://edu.fcps.org/oes/>
24. **Orchard Grove ■** 240-236-2400
5898 Hannover Drive
Frederick, MD 21703
Fax 240-236-2401
<https://edu.fcps.org/oges/>
25. **Parkway ■** 240-236-2600
300 Carroll Parkway
Frederick, MD 21701
Fax 240-236-2601
<https://edu.fcps.org/pes/>
26. **Spring Ridge ■◆◆** 240-236-1600
9051 Ridgefield Drive
Frederick, MD 21701
Fax 240-236-1601
<https://edu.fcps.org/sres/>
27. **Sugarloaf** 240-566-0500
3400 Stone Barn Drive
Frederick, MD 21704
Fax 240-566-0501
<https://edu.fcps.org/sues/>
28. **Thurmont** 240-236-0900
Grades 3–5
805 East Main Street
Thurmont, MD 21788
Fax 240-236-0901
<https://edu.fcps.org/tes/>
29. **Thurmont Primary ■** 240-236-2800
Grades Pre-K–2
7989 Rocky Ridge Road
Thurmont, MD 21788
Fax 240-236-2801
<https://edu.fcps.org/tps/>
30. **Tuscarora ■** 240-566-0000
6321 Lambert Drive
Frederick, MD 21703
Fax 240-566-0001
<https://edu.fcps.org/tues/>

Middle (continued)

42. **Governor Thomas Johnson** 240-236-4900
1799 Schifferstadt Boulevard
Frederick, MD 21701
Fax 240-236-4901
<https://edu.fcps.org/gtjms/>
43. **Middletown** 240-236-4200
100 Martha Mason Street
Middletown, MD 21769
Fax 240-236-4250
<https://edu.fcps.org/mms/>
44. **Monocacy ★** 240-236-4700
8009 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-4701
<https://edu.fcps.org/gtjhs/>
45. **New Market** 240-236-4600
125 West Main Street
New Market, MD 21774
Fax 240-236-4650
<https://edu.fcps.org/nmms/>
46. **Oakdale** 240-236-5500
5810 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-5501
<https://edu.fcps.org/oms/>
47. **Thurmont** 240-236-5100
408 East Main Street
Thurmont, MD 21788
Fax 240-236-5101
<https://edu.fcps.org/tms/>
48. **Urbana** 240-566-9200
3511 Pontius Court
Ijamsville, MD 21754
Fax 240-566-9201
<https://edu.fcps.org/ums/>
49. **Walkersville** 240-236-4400
55 West Frederick Street
Walkersville, MD 21793
Fax 240-236-4401
<https://edu.fcps.org/wms/>
50. **West Frederick ★** 240-236-4000
515 West Patrick Street
Frederick, MD 21701
Fax 240-236-4050
<https://edu.fcps.org/wfms/>
51. **Windsor Knolls** 240-236-5000
11150 Windsor Road
Ijamsville, MD 21754
Fax 240-236-5001
<https://edu.fcps.org/wkms/>
52. **Brunswick** 240-236-8600
101 Cummings Drive
Brunswick, MD 21716
Fax 240-236-8601
<https://edu.fcps.org/bhs/>

HIGH

53. **Catoctin** 240-236-8100
14745 Sabillasville Road
Thurmont, MD 21788
Fax 240-236-8101
<https://edu.fcps.org/chs/>
54. **Frederick** 240-236-7000
650 Carroll Parkway
Frederick, MD 21701
Fax 240-236-7015
<https://edu.fcps.org/fhs/>
55. **Governor Thomas Johnson** 240-236-8200
1501 North Market Street
Frederick, MD 21701
Fax 240-236-8201
<https://edu.fcps.org/gtjhs/>
56. **Linganore** 240-566-9700
12013 Old Annapolis Road
Frederick, MD 21701
Fax 240-566-9701
<https://edu.fcps.org/lhs/>
57. **Middletown** 240-236-7400
200 Schoolhouse Drive
Middletown, MD 21769
Fax 240-236-7450
<https://edu.fcps.org/mhs/>
58. **Oakdale** 240-566-9400
5850 Eaglehead Drive
Ijamsville, MD 21754
Fax 240-566-9401
<https://education.fcps.org/ohs/>
59. **Tuscarora** 240-236-6400
5312 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-6401
<https://edu.fcps.org/thhs/>
60. **Urbana** 240-236-7600
3471 Campus Drive
Ijamsville, MD 21754
Fax 240-236-7601
<https://edu.fcps.org/uhs/>
61. **Walkersville** 240-236-7200
81 West Frederick Street
Walkersville, MD 21793
Fax 240-236-7250
<https://edu.fcps.org/whs/>
62. **Career and Technology Center** 240-236-8500
7922 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-8501
<https://edu.fcps.org/ctc/>
63. **Carroll Creek Montessori Public Charter School** 240-566-0600
7215 Corporate Court
Frederick, MD 21703
Fax 240-566-0601
<https://carrollcreekmontessori.org/>
64. **FCPS Remote Virtual Program**
c/o Deer Crossing ES
10601 Finn Drive
New Market, MD 21774
Elementary/Middle 240-236-8970
Fax 240-236-8971
<https://edu.fcps.org/emsvrp/>
High 240-236-8450
c/o GTJMS
1799 Schifferstadt Boulevard
Frederick, MD 21701
Fax 240-236-8451
<https://edu.fcps.org/hsrvp/>
65. **Frederick Classical Charter School** 240-236-1200
8445 Spires Way, Suite CC
Frederick, MD 21701
Fax 240-236-1201
<https://frederickclassicalcharterschool.org/>
66. **Frederick County Virtual School** 240-236-8450
c/o GTJMS
1799 Schifferstadt Boulevard
Room 116
Frederick, MD 21701
Fax 240-236-8451
<https://edu.fcps.org/fcvhs/>
67. **Heather Ridge School** 240-236-8000
1445 Taney Avenue
Frederick, MD 21702
Fax 240-236-8001
<https://edu.fcps.org/hrs/>
68. **Monocacy Valley Montessori Public Charter School** 240-236-6100
64 Thomas Johnson Drive
Frederick, MD 21702
Fax 240-236-6101
<https://mvmpcs.org/>
69. **Rock Creek School** 240-236-8700
55B West Frederick Street
Walkersville, MD 21793
Fax 240-236-8701
<https://edu.fcps.org/rcs/>
70. **Sabillasville Environmental Charter School** 240-236-6000
16210-B Sabillasville Road
Sabillasville, MD 21780
Fax 240-236-6001
<https://edu.fcps.org/ses/>

SPECIALIZED SCHOOLS & PROGRAMS

12. **Kemptown** ■●● 240-236-3500
3456 Kemptown Church Road
Monrovia, MD 21770
Fax 240-236-3501
<https://edu.fcps.org/kes/>
13. **Lewistown** ■●● 240-236-3750
11119 Hessong Bridge Road
Thurmont, MD 21788
Fax 240-236-3751
<https://edu.fcps.org/les/>
14. **Liberty** ■ 240-236-1800
11820 Liberty Road
Frederick, MD 21701
Fax 240-236-1801
<https://edu.fcps.org/libes/>
15. **Lincoln** ■★▲ 240-236-2650
200 Madison Street
Frederick, MD 21701
Fax 240-236-2651
<https://edu.fcps.org/lnes/>
16. **Middletown** 240-236-1100
Grades 3-5
201 East Green Street
Middletown, MD 21769
Fax 240-236-1150
<https://edu.fcps.org/mes/>
17. **Middletown Primary** ■●● 240-566-0200
Grades Pre-K-2
403 Franklin Street
Middletown, MD 21769
Fax 240-566-0201
<https://edu.fcps.org/mps/>
18. **Monocacy** ★▲ 240-236-1400
7421 Hayward Road
Frederick, MD 21702
Fax 240-236-1401
<https://edu.fcps.org/moes/>
19. **Myersville** 240-236-1900
429 Main Street
Myersville, MD 21773
Fax 240-236-1901
<https://edu.fcps.org/myes/>
20. **New Market** ■ 240-236-1300
93 West Main Street
New Market, MD 21774
Fax 240-236-1301
<https://edu.fcps.org/nmes/>
21. **New Midway-Woodsboro A) New Midway** 240-236-1500
Grades 3-5
12226 Woodsboro Pike
Keymar, MD 21757
Fax 240-236-1501
<https://edu.fcps.org/woes/>
31. **Twin Ridge** ■●● 240-236-2300
1106 Leafy Hollow Circle
Mt. Airy, MD 21771
Fax 240-236-2301
<https://edu.fcps.org/tres/>
32. **Urbana** ■●● 240-236-2200
3554 Urbana Pike
Frederick, MD 21704
Fax 240-236-2201
<https://edu.fcps.org/ues/>
33. **Valley** ■ 240-236-3000
3519 Jefferson Pike
Jefferson, MD 21755
Fax 240-236-3001
<https://edu.fcps.org/ves/>
34. **Walkersville** ■ 240-236-1000
83 West Frederick Street
Walkersville, MD 21793
Fax 240-236-1050
<https://edu.fcps.org/wes/>
35. **Waverley** ■★▲ 240-236-3900
201 Waverley Drive
Frederick, MD 21702
Fax 240-236-3901
<https://edu.fcps.org/waves/>
36. **Whittier** ■●● 240-236-3100
2400 Whittier Drive
Frederick, MD 21702
Fax 240-236-3101
<https://edu.fcps.org/whes/>
37. **Wolfsville** ■ 240-236-2250
12520 Wolfsville Road
Myersville, MD 21773
Fax 240-236-2251
<https://edu.fcps.org/wfes/>
38. **Yellow Springs** ■ 240-236-1700
8717 Yellow Springs Road
Frederick, MD 21702
Fax 240-236-1701
<https://edu.fcps.org/yses/>

MIDDLE

39. **Ballenger Creek** 240-236-5700
5525 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-5701
<https://edu.fcps.org/bcms/>
40. **Brunswick** 240-236-5400
301 Cummings Drive
Brunswick, MD 21716
Fax 240-236-5401
<https://edu.fcps.org/bms/>
41. **Crestwood** 240-566-9000
7100 Foxcroft Drive
Frederick, MD 21703
Fax 240-566-9001
<https://edu.fcps.org/cms/>



KEY

- Gen Ed 4-year-old Full Day Pre-K
- ▶ Inclusive Program 3-year-old Half Day Pre-K
- Inclusive Program 4-year-old Full Day Pre-K
- ◆ Self Contained Special Education Full Day Pre-K
- ★ STAR Schools
- ▲ Judy Center 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
 - 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 their proposals online via OpenGov Procurement (<https://procurement.opengov.com/portal/fcps>).
- d. Each bid shall 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. Proprietary Information Form completed and signed
 - vii. W-9 (This is the company information that will be entered in the FCPS supplier database).
 - viii. 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.
- 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 OpenGov Procurement, 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 OpenGov Procurement.
(<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, 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 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. FAILURE TO PERFORM/DELIVER

- a. If the awarded supplier(s) fails to provide the services, equipment, or other items required within the prescribed time limits, or established delivery schedule, the Contract Manager may elect to obtain services, equipment, or other items necessary from an alternate source.
- b. The awarded supplier(s) will pay any additional cost(s) incurred by FCPS for obtaining replacement services, equipment, and other necessary items.
- c. 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.
- d. 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.
- e. 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

- a. 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.
- b. Any request for bids or proposal that pertain to digital tools shall require the bidder to submit an Accessibility Conformance Report that includes a Voluntary Product Accessibility Template. The instructions to do so, and the required forms can be found at the General Services Administration (GSA) Section 508 website at <https://www.section508.gov/sell/how-to-create-acr-with-vpat/>.

30. VENDOR NOTICE OF EQUIVALENT ACCESS STANDARDS

Per MD Code 7-910, Equivalent access includes the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology, including by nonvisual means, so that a student with disabilities can access the same services as a student without disabilities with substantially equivalent ease of use.

“Equivalent access” includes:

- 1. Keyboard controls used for input and synthesized speech;
- 2. Braille; and
- 3. Other audible or tactile means used for output.
- 4. “Nonvisual access” means the ability to receive, use, and manipulate information and operate controls necessary to access information and communications technology through keyboard controls, synthesized speech, braille, or other methods not requiring sight.

The vendor will indemnify Frederick County Public Schools for liability and costs arising from the failure of the digital tool to meet the requirements of this section.

31. 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.

32. 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.
- a. 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.

- b. 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

- a. The Contractor shall comply with all federal, state, and county laws and regulations applicable to the Contract regarding data collection, privacy, and security, including but not limited to the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations (34 C.F.R. part 99), the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. § 6501-6505, and its implementing regulations (16 C.F.R. § 312, et seq.), the Protection of Pupil Rights Amendment, (PPRA) 20 U.S.C. § 1232(h) and its implementing regulations (34 C.F.R. § 98.1 et seq.), the Maryland Student Privacy Act of 2015, Md. Ed. Code Ann., §4-131, Code of Maryland Regulations (COMAR) 13A.08, as well as applicable Board of Education policies and FCPS regulations, including, but not limited to, FCPS Regulation 200-32, Data Security, and FCPS Regulation 400-20, Student Records.
- b. Questionnaires, survey instruments, or any other form of data collection from FCPS students, staff, parents/guardians or others pursuant to the Contract or otherwise must be reviewed and approved by FCPS.
- c. Access to Confidential Information
 - 1) To assist the Contractor in its work under the Contract, FCPS may disclose to the Contractor,

either in writing or orally, records or information which FCPS deems to be proprietary and/or confidential (hereinafter, “Confidential Information”). For purposes of the Contract, Confidential Information is any information or data labeled or identified as confidential in the Contract or at the time of disclosure. This definition and the obligations of this article shall not extend to any information that: (i) the Contractor possesses prior to acquiring it from FCPS; (ii) becomes available to the public or trade through no violation by the Contractor; or (iii) is developed by the Contractor independently of and without reliance on confidential or proprietary information provided by FCPS.

- 2) Confidential Information also includes any and all “Personally Identifiable Information” regarding FCPS students, parents/guardians, employees, or others in any medium, including but not limited to any user-generated content that FCPS students, parents/guardians, employees, or others (“FCPS Users”) input to access or use the Contractor’s deliverables, products, and/or services (e.g., log-in information or responses to assessment questions), as well as “Metadata.” Metadata includes but is not limited to: information about how long a FCPS User took to perform a task; information about how long a FCPS User’s mouse hovered over an item; keystroke data; location data; or other data about the FCPS User’s use of the Contractor’s deliverables, products, and/or services that has not been stripped of all direct and indirect identifiers. With respect to FCPS students, Personally Identifiable Information, as defined under applicable law, includes:
 - a. A student’s name;
 - b. The name of the student’s parent/guardian or other family members;
 - c. The address of the student or student’s family;
 - d. A personal identifier, such as the student’s social security number, student number, or biometric record;
 - e. Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name;
 - f. Other information (including but not limited to Metadata) that, alone or in combination, is linked or linkable to a specific student or family that would allow a reasonable person in the FCPS community, who does not have personal knowledge of the relevant circumstances, to identify the student or family with reasonable certainty; or
 - g. Information requested by a person, who is not an authorized representative of the educational agency and who FCPS and/or the Contractor reasonably believes knows the identity of the student to whom the education record relates.
- 3) Confidential Information shall be maintained in confidence during the Contract and thereafter, except to the extent that it is required to be either disclosed or protected from disclosure by law, regulation or judicial or administrative process. The Contractor shall use the Confidential Information solely for the purposes of the Contract. The Contractor shall protect the Confidential Information from any Data Security Breach (as defined below), loss, theft, or disclosure using a commercially reasonable care commensurate with the sensitivity of the Confidential Information that in no circumstances is less than the degree of care that the Contractor uses to protect its own confidential information. The Contractor agrees to assist FCPS in maintaining the privacy of Confidential Information as may be required by all federal, state, and county laws and regulations applicable to the Contract including but not limited to the requirements listed above.

- 4) The Contractor shall not permit unauthorized access to the Confidential Information to any individual or entity at any time or provide Confidential Information to any person, party, or organization ineligible or prohibited from receiving such information pursuant to any federal, state, and county laws and regulations applicable to the Contract including but not limited to the requirements listed above.
- 5) In the event that the Contractor is required by law, regulation, or judicial or administrative process to disclose any Confidential Information, the Contractor will promptly notify FCPS in writing, if permitted by law, prior to making any such disclosure in order to facilitate FCPS' seeking of a protective order or other appropriate remedy from the appropriate body. Should the proprietary or confidential status of any such information be disputed, the Parties agree to work in good faith to reach a mutually satisfactory disposition.
- 6) To the extent that Confidential Information includes Personally Identifiable Information regarding FCPS Users, FCPS may require additional data sharing protocols, as agreed in writing by the Parties, prior to its disclosure to the Contractor. The Contractor also agrees to comply with the re-disclosure limitations set forth in FERPA, including in 34 C.F.R. § 99.33, and shall not authorize access to Confidential Information to any of its employees, agents, affiliates, and subcontractors, or to any auditor, unless such employee, agent, affiliate, subcontractor, or auditor (i) requires such access in order to allow the Contractor to provide the deliverables, products, and/or services set forth in the Contract or to fulfill the Contractor's obligations under the Contract; and (ii) has signed a non-disclosure agreement no less restrictive than the terms of the Contract that will (a) prohibit the such individual or entity from using any Confidential Information for any purpose other than providing the contracted service to, or on behalf of the Contractor; (b) prohibit the individual or entity from disclosing any Confidential Information provided by the Contractor to third parties; (c) require the individual or entity to implement and maintain strict security procedures and practices that, at a minimum, comply with industry standards for data security; and (d) require the individual or entity to promptly notify the Contractor if the individual or entity becomes aware of any unlawful access to any Confidential Information stored on its equipment or facilities resulting in loss, disclosure, or alteration of Confidential Information. Such non-disclosure agreements shall be made available for inspection, upon demand, to FCPS. The Contractor agrees to remind (in writing) individuals or entities who cease working with the Contractor of their non-disclosure obligations at the time of departure, and to terminate the network access of such individuals or entities at the time of separation.
- 7) Notwithstanding any other provision of the Contract, FCPS and/or FCPS Users, as appropriate, retain all right, title, and interest in and to the Confidential Information provided by FCPS and/or FCPS Users. Neither the Contractor, nor any successor or entity to which the Contractor's assets are sold, acquires rights in the Confidential Information, other than the rights FCPS grants to the Contractor to perform the work contemplated in the Contract. If the Contractor becomes subject to dissolution or insolvency, FCPS' and FCPS Users' Confidential Information will not be considered an asset or property of the Contractor. FCPS reserves the right to demand the prompt return of any Confidential Information at any time and for any reason whatsoever. The disclosure of Confidential Information to the Contractor shall not be construed as a grant of any right or license with respect to the information other than for the purposes set forth in the Contract.

d. Use of Confidential Information

- 1) The Contractor shall collect, use, and store only such Confidential Information that is necessary in connection with the Contractor's obligations under the Contract.

- 2) The Contractor may collect and use aggregated de-identified Confidential Information to provide the deliverables, products, and/or services set forth in the Contract, for the Contractor's lawful quality assurance, and for no other purpose; provided, however, that all direct and indirect personal identifiers are permanently removed and there is no reasonable basis to believe that the remaining information in the records can be used to successfully link the de-identified information to an identifiable individual or to FCPS. Furthermore, the Contractor agrees not to: (i) attempt to re-identify de-identified Confidential Information; and/or (ii) transfer de-identified Confidential Information to any party unless that party agrees not to attempt to re-identify the de-identified Confidential Information and unless FCPS has provided written express consent of the transfer.
- 3) Neither the Contractor nor any of its employees, agents, affiliates, and subcontractors shall: (i) engage in targeted advertising to FCPS Users; (ii) engage in targeted advertising when the targeting of the advertising is based on Confidential Information; (iii) use Confidential Information to amass a profile about a FCPS User, except in connection with the Contractor's performance of its obligations under the Contract; (iv) sell Confidential Information; or (v) share with any individual or entity outside FCPS, without prior review and approval from FCPS, any report, data, or research findings that are based on Confidential Information or the use by FCPS or FCPS Users of the Contractor's deliverables, products and/or services and that could be linked to an identifiable FCPS User, stakeholder, school, or the district.
- 4) The Contractor acknowledges that there are no user agreements (whether electronic, click-through, verbal or in writing) in existence or contemplated between the Contractor and any FCPS Users in connection with their access and use of the Contractor's deliverables, products, or services, and this Contract shall supersede any user agreements that may be adopted during the term of the Contract.

e. Security of Confidential Information

- 1) The Contractor shall implement and maintain a comprehensive data-security program in accordance with commercial best practices for the protection of Confidential Information, whether the Confidential Information is stored electronically and/or in hard copy. Such data-security program shall include, but is not limited to, the following:
 - a. Security policies for the Contractor's employees, agents, affiliates, and subcontractors related to the storage, access, retention, transportation, and disposition of data containing Confidential Information;
 - b. Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 - c. Secure access controls to Confidential Information, including but not limited to passwords;
 - d. Procedures for data recovery, incident response and processes, and business continuity processes and procedures;
 - e. Encryption of Confidential Information in accordance with industry standard encryption when it is stored or transmitted electronically;
 - f. Protocols for regular backups that include retention of backup copies for such period of time as may be required by FCPS, or by federal, state, and county laws and regulations;

- g. Audit logs of its system on a secured server with restricted access to prevent tampering or altering of audit data; and
 - h. A process for reviewing policies, procedures, and security measures, as well as training on security policies for employees who have access to Confidential Information, at least annually.
- 2) The Contractor certifies that it has implemented policies, procedures, and security measures to protect against reasonably foreseeable unauthorized access to, or disclosure of, Confidential Information, and to prevent other reasonably foreseeable events that may result in substantial harm to FCPS. In addition, the Contractor shall not maintain or store Confidential Information outside of the United States. To the extent that the Contractor uses cloud computing services, all Confidential Information provided by FCPS or FCPS Users shall be securely stored with a commercially reasonable third-party vendor using physical servers located solely within the United States and subject to network security measures consistent with industry standards. The Contractor will confirm to FCPS that the third-party vendor agrees to the non-disclosure agreement terms described in Article 18.C.6.
- 3) Access to the Contractor's server(s) hosting Confidential Information shall be limited to the Contractor's operations employees, agents, affiliates, or subcontractors who: (i) have access to Contractor's access keys and are specifically trained to manage and secure data; and/or (ii) are involved in providing the Contractor's deliverables, products and/or services.
- 4) Any computer, server, or database on which Confidential Information, or any analysis conducted pursuant to the Contract, is maintained shall have anti-virus, configuration control, monitoring/alerting, automated backups, and regular vulnerability testing. Such computer, server, or databases shall be password protected and securely stored at all times with proper authentication and authorization procedures and with access limited to the Contractor's operations personnel and personnel directly involved in implementing the Contract. The Contractor shall not permit Confidential Information to be maintained or stored on any portable memory device, such as thumb drives or portable hard drives, without the express written consent of FCPS. The Contractor shall not permit Confidential Information to be maintained or stored on mobile computing devices (e.g. laptops or tablets), unless such device is being used in connection with the Contractor's backup and recovery procedures. In the event that such a device is being used in connection with the Contractor's backup and recovery procedures, the Contractor will ensure that such mobile computing devices are encrypted, centrally managed with respect to configuration updates and anti-virus, password protected, and that all such devices will be scanned at the expiration or termination of the Contract to ensure that no Confidential information remains stored on such mobile computing devices.
- 5) The Contractor will regularly backup or cause to be backed up all Confidential Information under its control and will securely store and retain backups for such period of time as may be required by federal or state law or regulation, or by FCPS. The Contractor will remove Confidential Information from backups in a manner consistent with technology best practices and industry standards for secure data disposal methods. If the Contractor is required to restore any materials from its backups, it will purge all personally identifiable Confidential Information not currently in use in the production systems from the restored backups.
- f. FCPS reserves the right in its sole discretion to perform audits of the Contractor at its sole expense to ensure compliance with this article. The Contractor shall reasonably cooperate in the performance of such audits. The Contractor also will conduct regular internal monitoring and vulnerability assessments of the computers, computing environment, servers, and physical data centers that the Contractor uses to collect, process, maintain, or store FCPS' Confidential Information that includes

Personally Identifiable Information regarding FCPS Users, and to hire a third party to conduct no less than annual security audits, which includes penetration testing. The Contractor shall review audit findings and will implement recommended security program changes and enhancements where practical and appropriate. The Contractor will provide FCPS, upon request, summary data of the above audits, scans, and tests. The Contractor will take reasonable measures, including maintaining audit trails, to protect Confidential Information against deterioration or degradation of data quality and authenticity.

g. Data Security Breach

- 1) A “Data Security Breach” is any instance in which the Contractor has actual knowledge or a reasonable basis on which to suspect or conclude that there has been an unauthorized release or access of Confidential Information, regardless of whether the Contractor stores and manages data directly or through a contractor such as a third-party cloud computing vendor. A Data Security Breach may take various forms, including but not limited to: hackers gaining access to data through a malicious attack; lost, stolen, or temporarily misplaced data or equipment (e.g., mobile computing devices or portable memory devices); employee negligence (e.g., leaving a password list in a publicly-accessible location, technical staff misconfiguring a security service or device); or policy and/or system failure.
 - 2) The Contractor shall notify the FCPS Project Contact immediately of any Data Security Breach or data loss, and inform FCPS (to the extent known) what data has been compromised, but in no event later than twenty-four (24) hours after the Contractor learns of the Data Security Breach or data loss. If the Contractor becomes aware of a Data Security Breach or data loss, it shall cooperate with FCPS regarding recovery, remediation, and the necessity to involve law enforcement, if any. The Contractor shall be responsible for performing an analysis to determine the cause of the Data Security Breach or data loss, and for producing a remediation plan in consultation with FCPS. FCPS and the Contractor agree to work together to determine an appropriate notification plan to any FCPS Users of the Contractor’s deliverables, products and/or services regarding any such Data Security Breach or data loss. In addition, to the extent not prohibited, the Contractor agrees to notify FCPS of Data Security Breaches or data losses that affect its customers generally.
 - 3) In addition to any other remedies available to FCPS, at law or in equity, the Contractor will reimburse FCPS in full for all costs incurred by FCPS in investigating and remediating any Data Security Breach or data loss caused in whole or in part by the Contractor or its employees, agents, affiliates, or subcontractors. The Contractor shall use commercially reasonable efforts to mitigate any negative consequences caused to FCPS, or to a FCPS User, as the result of a Data Security Breach or data loss and to implement procedures to prevent the recurrence of a similar Data Security Breach or data loss.
 - 4) The Contractor shall provide notice to FCPS within twenty-four (24) hours of notice or service on the Contractor, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Contractor’s handling of Confidential Information, failure to follow security requirements, and/or failure to safeguard confidential information of any third party.
- h. Except as specifically set forth by FCPS in writing, or as required by federal, state, and county laws and regulations, the Contractor shall upon the termination or expiration of the Contract, upon cessation or dissolution of the Contractor’s business operations, or upon request by FCPS:
- 1) Erase, destroy, permanently delete, and render unreadable all Confidential Information in its paper files, computers, computing environment, systems, equipment, servers, and physical data centers; or, upon FCPS’ request to ensure the integrity of FCPS operations, transfer/migrate

such Confidential Information to FCPS or its designated third party;

- 2) Certify in writing that the actions set forth in this subsection have been completed on or before agreed-upon deadlines;
 - 3) Ensure that any transfer/migration uses facilities and methods that are compatible with the relevant systems of FCPS or its designated third party; and
 - 4) To the extent technologically possible, ensure that FCPS will have access to the Confidential Information during any transfer/migration.
- i. Nothing in this article shall supersede in any manner the Contractor's obligations or the obligations of its employees, agents, affiliates, or subcontractors pursuant to all federal, state, and county laws and regulations applicable to the Contract including but not limited to the requirements listed above, or the provisions of the Contract concerning the Contractor's obligations to FCPS.
 - j. Violation of this article constitutes a breach of contract for which FCPS may terminate the Contract pursuant to Article 13, and/or pursue any other appropriate remedy. Notwithstanding anything in the Contract to the contrary, the provisions of this article shall survive the expiration or earlier termination of the Contract.

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. SERVICE LEVEL AGREEMENT (SLA)

a. Definitions

- 1. A “Problem” is defined as any situation or issue reported via a help desk ticket that is related to the system operation that is not an enhancement request.
- 2. “Problem resolution time” is defined as the period of time from when the help desk ticket is opened to when it is resolved.
- 3. Monthly Charges: for purposes of SLA credit calculation, Monthly Charges are defined as the charges set forth under Fees, invoiced during the month of the breach for the monthly fixed services, or, in the event of annual billing, 1/12 of the annual invoice amount.

b. SLA Requirements

The Contractor shall:

- 1. Be responsible for complying with all performance measurements, and shall also ensure compliance by all subcontractors.
- 2. Meet the Problem response time and resolution requirements as defined in item 42 h.
- 3. Provide a monthly report to monitor and detail response times and resolution times.
- 4. Log Problems into the Contractor-supplied help desk software and assign an initial severity (Emergency, High, Medium or Low as defined in item 42 h).
- 5. Respond to and update all Problems, including recording when a Problem is resolved

and its resolution. Appropriate personnel shall be notified when a Problem is resolved.

6. FCPS shall make the final determination regarding Problem severity.
7. Contractor shall review any Problem with FCPS to establish the remediation plan and relevant target dates.

c. SLA Effective Date (SLA Activation Date)

SLAs set forth herein shall be in effect beginning with the commencement of monthly services as of the effective date of the contract, unless a defined transition, or implementation, date is provided.

Beginning on the SLA Activation Date, for any performance measurement not met during the monthly reporting period, the SLA credit for that individual measurement shall be applied to the Monthly Charges.

d. Service Level Reporting

1. Contractor performance will be monitored by FCPS.
2. The Contractor shall provide detailed monthly reports evidencing the attained level for each SLA.
3. The Contractor shall provide a monthly summary report for SLA performance.
4. Monthly reports shall be delivered via e-mail to the Project Contact by the 15th of the following month.
5. If any of the performance measurements are not met during the monthly reporting period, the Contractor will be notified of the standard that is not in compliance.

e. SLA Service Credits

Time is an essential element of the Contract. For work that is not completed within the time(s) specified in the service level metrics in the Contract, the Contractor shall be liable for service credits in the amount(s) provided for in the Contract.

Service credits will be cumulative for each missed service requirement. FCPS, at its option for amount due as service credits, may deduct such from any money payable to the Contractor or may bill the Contractor as a separate item. In the event of a catastrophic failure, all affected SLAs shall be credited to FCPS.

In no event shall the aggregate of all SLA credits paid to FCPS in any calendar month exceed 25% of any Monthly Charges.

Example: If Monthly Charges were \$100,000 and one SLA were missed, with an applicable 4% credit, the credit to the invoice would be \$4,000, and FCPS would pay a net Monthly Charge of \$96,000. If the charges for the contract were paid as an annual payment, FCPS will invoice the Contractor for the applicable amount.

The parties agree that any assessment of service credits shall be construed and treated by the parties not as imposing a penalty upon the Contractor, but as compensation to FCPS for the

Contractor's failure to satisfy its service level obligations.

f. Root Cause Analysis

If the same SLA measurement yields an SLA credit more than once, the Contractor shall conduct a root cause analysis. Such root cause analysis shall be provided within 30 days of the second breach, and every breach thereafter.

In addition, for each 'Emergency' or 'High' priority Problem, the affected parties will perform a root cause analysis and institute a process of problem management to prevent recurrence of the issue.

g. Service Level Measurements Table (System performance)

The Contractor shall comply with the service level measurements in the following table:

No.	Service Requirement	Measurement	Service Level Agreement	SLA Credit
1	Problem Response Time - Emergency	Average Response Time for Emergency Priority Problems.	98% <15 minutes	1%
2	Problem Response Time – High	Average Response Time for High Priority Problems.	98% <30 minutes	1%
3	Problem Response Time - Normal	Average Response Time for Normal or Low Priority Problems	98% <4 hours	1%
4	Problem Resolution Time - Emergency	Resolution Time for each Emergency Priority Problem	98% <2 hours	1%
5	Problem Resolution Time - High	Resolution Time for each High Priority Problem	98% <4 hours	1%
6	Problem Resolution Time - Normal	Resolution Time for Normal Priority Problems	98% <24 hours	1%
7	Problem Resolution Time - Low	Resolution Time for Low Priority Problems	98% <72 hours	1%
8	Scheduled Downtime/ Maintenance	Scheduled maintenance and downtime shall only occur during non-business hours*. The Contractor shall provide 14 calendar days' notice prior to any scheduled downtime.	<6 hours each month	1%
9	Service Availability	All application functionality and accessibility shall be maintained at 99.5% uptime performance levels. Contractor shall minimize or eliminate unscheduled network downtime to .5% or less.	<99.5%	1%
10	Notification of Security Incident	Notification of a Security Incident within 24 hours of occurrence	<24 hours	1%
11	Security Incident Reporting	Security incident reporting requirement in 72 hours	<72 hours	1%

FCPS shall have the unilateral right to reallocate percentages among the various SLAs annually on the anniversary of the Contract, provided that such reallocation will not exceed the cap identified in item 42 e.

h. Problem Response Definitions and Times

The Contractor shall meet the Problem response time and resolution requirements.

The Contractor shall provide a monthly report to monitor and detail response times and resolution times.

Service Priority	Response Time	Resolution Time	Response Availability	Work Outage	Users Affected
Emergency	Less than 15 minutes	Within 2 hours of first report.	Mon-Fri, 6AM-5PM EST	The entirety, or essential portions, of the System are inaccessible Systems or users are unable to work, or to perform some portion of their job.	Users or internal System functionalities are impaired
High	Less than 30 minutes	Within 4 hours after first report.	Mon-Fri, 6AM-5PM EST	Major portions of the System are inaccessible Systems or users are unable to work, or to perform some portion of their job.	Affects the majority of users to include public facing users
Normal	Within 2 hours	Within 1 day (24 hours) after first report. If the outage is not resolved a resolution plan must be in place.	Mon-Fri, 6AM-5PM EST	Specific non-critical features are not operating as specified Systems or users are unable to perform a small portion of their job, but are able to complete most tasks.	Affects a number of users
Low	Within 4 hours	Within 3 days (72 hours) after first report. If the outage is not resolved a resolution plan must be in place.	Mon-Fri, 6AM-5PM EST	Lower priority features that can be done manually are not operating as specified Often a request for service with ample lead time.	Affects a number of users

43. SERVICE ORGANIZATION CONTROL (SOC) AUDIT REPORT

This section applies to the vendor, and any relevant subcontractor, who provides services for FCPS identified critical functions, handles Sensitive Data, and/or hosts any related, implemented system, for FCPS, under the Contract. For purposes of this section, "relevant subcontractor" includes any subcontractor that assists the vendor in the critical functions of the Contract, handles Sensitive Data, and/or assists with any related implemented system, excluding subcontractors that provide secondary services that are not pertinent to assisting the vendor in the critical functions of the Contract, handling Sensitive Data, and/or assisting with any related implemented system

The vendor shall provide annually, at no cost to FCPS, evidence of compliant, and ongoing, internal control of sensitive data and processes through a standard methodology, such as, but without limitation, the American Institute of Certified Public Accountant (AICPA) Service Organization Control (SOC) Reports. The evidence of compliance shall be contained in a report describing the effectiveness of the vendor's internal controls.

If deficiencies in the vendor's internal control processes and procedures are described in the most recent version of the report, the vendor shall automatically submit the report to the Contract Manager, within a timely manner, and shall describe the corrective actions to be put into place by the vendor to remedy the deficiencies.

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

This section shall survive expiration or termination of the Contract. Additionally, the Contractor shall flow down the content of this section, or the substance thereof, in all subcontracts.

44. 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)
SPECIFIC TERMS AND CONDITIONS
SECTION II

1. SCOPE

The intent of this solicitation is to establish a contract for an Individual Educational Plan (IEP) software for Frederick County Public Schools (FCPS) in preparation to support and grow a robust digital ecosystem. The IEP will involve collaboration for all stakeholders, address the needs of students with different learning styles, enable teachers to involve parents in their children's education, and improve classroom practice and student learning by allowing teachers to leverage technology to personalize effective case management. FCPS is also interest in exploring software that supports 504 plans and Medical Assistance (MA) billing.

2. BACKGROUND

FCPS is a successful school system in a diverse and growing community. Frederick County bridges rural, suburban, and urban lifestyles near both the Washington, DC and Baltimore metropolitan communities. The school system employs over 7,300 persons serving almost 47,000 students.

Frederick County is home to 69 schools, including 38 elementary schools, 13 middle schools, 10 high schools, 4 charter schools, 1 alternative school, 1 special education school, 1 virtual school and 1 Career and Technology Center.

3. CONTRACT SPECIFIC TERMS

A. FCPS is seeking an online system that meets the following needs:

1. Complies with IDEA and COMAR/Maryland standards:
 - 1.1 IDEA 2004, 20 U.S.C. 1400, et seq.
 - 1.2 IDEA federal regulations 34 C.F.R. §§300, et seq.
 - 1.3 Education Articles, §8-401— 418, Annotated Code of Maryland
 - 1.4 COMAR 13A.05.01 Provision of a Free Appropriate Public Education to Student with Disabilities
 - 1.5 COMAR 13A.08.03 Discipline of Student with Disabilities
2. Provides integration with PowerSchool our current student information system (SIS), nightly write-back to provide IEP data to the SIS, as well as information from the SIS (statewide test scores, attendance, demographics, etc.) to integrate to the IEP online software.
3. Provides parent/guardian portal to download IEP documents/progress reports etc. that will be accessible via website.
4. Allows for FCPS customization year over year.
5. Provides compliance checks for individual IEP documents for caseload managers.
6. Allows case manager with IEP compliance data within the system- reduces additional paperwork requirements/redundancy for case managers.
7. Special Transportation - Custom to FCPS that will integrate with the SIS.
8. Write back module for services file to SIS.
9. Dynamic Translation of IEP documents to provide to parents/guardians.
10. Comprehensive Data Dashboard that will ensure state and federal compliance markers related to IEPs can be actively monitored in real-time.

B. FCPS is seeking a secure, web-based, user-friendly system which shall include, but is not limited to, documentation, management, and reporting of:

1. Special Education Eligibility Process;

2. Individualized education plans;
3. Section 504 of the Rehabilitation Act;
4. Functional behavior assessments (FBA) and behavior intervention plans (BIP);
5. Manifestation Determination Review (MDR);
6. Medicaid/Medical Assistance Documentation and Billing;
7. Service Plans.

C. The proposed system shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other county, state, federal and FCPS' rules and regulations that pertain to the privacy and security of student information.

1. [FCPS Student Records Regulation 400-20](#)

D. Contractor/system shall comply with the Health Insurance Portability and Accountability Act (HIPAA) and all other county, state, federal and FCPS' rules and regulations that pertain to the privacy and security of medical information.

1. [FCPS Student Records Regulation 400-20](#)
2. [FCPS HIPPA Regulation 300-6](#)

E. The proposed system shall be accessible and secure. System shall allow:

1. Access and functionality to authorized users from both home and office (Internet and Intranet);
2. Multiple users to collaborate/work simultaneously 7x24x365 except for scheduled downtimes coordinated and approved in advance by FCPS; and,
3. Establishment and assignment of multiple user roles, privileges, access and security profiles to read, write, modify, save lock/unlock and manage student data.

F. The proposed system shall be intuitive, user-friendly and shall Include, but is not limited to, the following capabilities:

1. Automatic population of demographic information in data entry fields and on special education forms via interface with FCPS' student information system. Said information shall include students':
 - 1.1 Name;
 - 1.2 Student/state ID number;
 - 1.3 Local ID number
 - 1.4 Date of Birth;
 - 1.5 Grade;
 - 1.6 Address (Street, City, State, ZIP);
 - 1.7 Phone numbers (home, cell, parent/guardians' work);
 - 1.8 Parent/Guardian's Email
 - 1.9 Base and attending schools;
 - 1.10 Latest eligibility date;
 - 1.11 Primary home language;
 - 1.12 Primary program of service, private day or residential.
2. Attachment and storage of student records in formats such as Word, Adobe Acrobat, faxes and scanned documents;
3. Printing of blank forms and individual pages of the IEP while in progress;
4. Efficient data entry functions (e.g., single-click operations, pull-down menus, tab key navigation, cut and paste, automatic save, print preview, etc.); and,
5. Spell and grammar check.

G. The proposed system shall allow authorized users to:

1. Create validation/compliance rules; and,
2. Provide local procedural Information/Instructions to end users upon federal and state data requirements.

H. The proposed system shall allow FCPS to;

1. Utilize Vendor-developed/specific or FCPS-developed/specific special education forms.
2. Add data fields to data entry screens and/or special education forms;
3. Determine the text capacity for data fields;
4. Import data via SIF, csv or delimited files; and,
5. Export data via SIF, csv or delimited files.

I. The proposed system shall include customizable workflow management, tracking and notification systems to alert FCPS' staff of upcoming events/deadlines and to generate and manage parent/guardian/student notifications. System shall:

1. Be compatible with FCPS' email system;
2. Coordinate and simultaneously update work day and Institutional calendars;
3. Trade special education timelines; and,
4. Document date of parent/guardian/student notification, type of contact and response.

J. The proposed system's reporting shall include the following functionality:

1. Ad hoc reporting (Including graphing of data) and saving reports for future use;
2. Query and reporting of current student data and past histories;
3. Sorting and filtering of data/records;
4. Data retrieval in a format suitable for submission to appropriate agencies; and,
5. Archiving on eligibility, IEP, MTSS, 504, FBA/BIP, MDR and Medicaid data.

K. Contractor/software shall comply with all county, state, federal and FCPS' special education regulations and data reporting requirements.

1. [FCPS Student Records Regulation 400-20](#)

L. Should future modifications to vendor-specific and/or FCPS'-specific forms be required due to state/federal mandated changes to IEP Records, contractor shall make the required changes at no additional cost to FCPS.

M. The proposed system shall allow for the incorporation of critical eligibility data to include, but not limited to:

1. Initial/re-evaluation date timeline;
2. Initial and re-evaluation;
3. Date of referral;
4. Date of parent/guardian consent;
5. Eligibility criteria;
6. Eligibility decision (i.e. eligible, ineligible, termination of services);
7. Date of eligibility;
8. Disability Identification, both primary and additional;
9. Triennial reevaluation date; and,
10. MTSS data.

N. The proposed system's eligibility features shall include the following functionality:

1. Attachment and maintenance of referral and assessment results/documentation;
2. Monitoring of referral and assessment activities; and,
3. Access by authorized users to student eligibility history.

O. The proposed system shall document FCPS' personnel involved in eligibility assessment and decision making.

P. The proposed system shall include the following IEP/ISP processing features:

1. Saving IEP drafts in multiple versions;
2. Documentation and tracking of IEP progress and accommodations;
3. Unlimited addition of services, as needed;
4. Read-only access to discipline and attendance data; and,
5. Read-only access to past IEP's,

Q. The proposed system shall include the capabilities to document:

1. Student participation in state and division-wide testing programs, including criteria/eligibility for substitute or alternative testing program and Impact on graduation;
2. Special Education services beginning and ending dates, setting(s), frequency/duration, and the calculation of the percent of each special education services and time in the general education setting on December 1st each year;
3. Special needs transportation services;
4. Parent/guardian/student consent;
5. Existence of a health treatment plan;
6. Eligibility to bill Medicaid for health-related services;
7. Age of majority and the notification of the transfer of rights upon the student reaching the age of majority;
8. Special Education procedural safeguards per Maryland regulations governing Special Education programs;
9. Individuals who participated in the development of the IEP and/or attended the IEP meeting;
10. Students' present levels of performance and parent/guardian/student concerns;
11. Students' transition services, including:
 - 11.1 Post-secondary outcomes (employment, training/education, independent living);
 - 11.2 Present level of performance related to transition (employment and education/training);
 - 11.3 Summary of annual student transition interview (with date)
 - 11.4 Category of exit (diploma, certificate (before 21), certificate (at 21);
 - 11.5 Course of study;
 - 11.6 Coordinated/transition activities;
 - 11.7 Interagency linkage and responsibilities; and
 - 11.8 Projected date of exit
 - 11.9 Radio buttons for:
 - 11.9.1 Student invitation to meeting.
 - 11.9.2 Receipt (and date) of Transition Planning Guide.
12. Students' Exit Summary;
13. Students' area of need, measurable IEP goals, short term objectives and progress toward IEP goals;
14. Eligibility for alternate print materials;
15. Instructional supports';
16. Least restrictive environment (placement options considered) and rationale for selected placement;
17. Special factors considered in the development of the IEP; and,
18. Deadline dates (defaulting to one year, unless overridden).

R. The proposed system shall allow for MTSS documentation to include:

1. MTSS referral date;

2. Intervention team meetings and participants;
3. MTSS processing shall include the following functionality;
4. Development of academic Intervention plans for students targeted for MTSS;
5. Organization of assessment/evaluation and Intervention data;
6. Progress monitoring of student achievement; and,
7. Analysis of student educational plans and Interventions.

S. The proposed system shall manage and track Section 504 referral, local screening processes, accommodations and start and review dates.

T. The proposed system shall allow for Functional Behavior Assessment/Behavior Intervention Plan (FBA/BIP) documentation to include:

1. Identified patterns of behavior;
2. Setting and antecedents that reliably predict behavior of concern;
3. Outcomes/consequences that maintain the behavior of concern;
4. Interventions for reducing the behavior of concern;
5. Progress monitoring; and,
6. Responsible staff.

U. The proposed system shall allow for Manifestation Determination Review (MDR) documentation to include:

1. Information reviewed;
2. MDR committee's discussion;
3. MDR committee's conclusion;
4. Basis for MDR committee's decision; and,
5. Identification of individuals present at the MDR meeting.

V. The proposed system's Medicaid billing functionality shall:

1. Ensure compliance with Maryland Department of Medical Assistance Services regulations and related/approved forms;
2. Ensure HIPAA compliance;
3. Identify Medicaid eligible students receiving special education, health related services and special needs transportation;

W. Contractor shall provide an implantation timeline that defines milestone and proposed strategy to create, train, test, and implement software.

X. Generate rosters, by Medicaid service providers, that include students on service providers caseloads and all completed and outstanding Medicaid documentation;

1. Extract information from the IEP required to complete Medicaid documentation;
2. Identify service provider; and National Provider Identifier (NPI) for Health-Related Providers
3. Document, track, report provider license status;
4. Document supervision of service providers;
5. Document student's order for therapy;
6. Document student's plan of care and addendums;
7. Track future service delivery dates;
8. Allow service providers to document service delivery and progress for billing;
9. Allow FCPS to determine business rules that identify claims likely to be rejected;
10. Allow FCPS to review and approve or hold claims for billing purposes; and,
11. Document student's discharge from related service(s);
12. Track billable services (speech, counseling, special transportation, psychological);

13. Connect with MSD/MDH system.

3. CONTRACT PERIOD

The initial contract term shall be effective for a five-year period, with the first period beginning on July 1, 2024 through June 30, 2029. The contract may be renewed for three additional two-year periods, at the discretion of the Board of Education, with all terms and conditions of the original contract remaining unchanged. Bidders automatically accept the possibility of contract renewal as a condition of award.

4. MINIMUM REQUIREMENTS

<i>I. Required Functionalities and Features</i> **All items listed in this chart are <u>required</u> in order to participate further in the Technical and Cost review. **
Functionality/Feature
Compliance with <ul style="list-style-type: none">• Section 508 of US Rehabilitation Act (VPAT)• FERPA
Interoperability support with 504 compliant applications.
Single sign-on for staff and parents.
The tool must be device agnostic AND <ul style="list-style-type: none">• support at a minimum Android, iOS, Microsoft Windows, Mac OS, and relevant internet browsers.• integrate with current SIS, PowerSchool.
Data Security <ul style="list-style-type: none">• Data loss prevention (DLP)• Desired Security Certifications<ul style="list-style-type: none">● ISO/IEC 20000 Series● ISO/IEC 27000 Series● SOC 1, 2, & 3
Customer Support <ul style="list-style-type: none">• Provides helpline with live support.• In-person training as part of contract.• Accessible training guides for administrator/proctor support.
Reporting <ul style="list-style-type: none">• Special Education Eligibility Process;• Individualized education plans;• Section 504 of the Rehabilitation Act;• Functional behavior assessments (FBA) and behavior intervention plans (BIP);• Manifestation Determination Review (MDR);• Medicaid/Medical Assistance Documentation and Billing;• Service Plans.

Role-based permissions
Validated research on instrument

5. **PRICING**

- a. All prices shall remain firm through the initial contract period.
- 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 contractor/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.
- d. Price adjustments from the contractor/producer/processor/manufacture for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least 60 days prior to the renewal term and shall be accompanied by supporting documentation.
- e. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to FCPS.

6. **BIDS FOR ALL OR PART**

A bidder may restrict their bid to be considered in the aggregate by so stating, but must submit a unit price on each item bid. Failure to provide unit prices may result in the bid being considered non-responsive.

7. **PREPARATION OF PROPOSAL**

- a. Due to possible changes and/or additions to the solicitation package, FCPS requests that bidders delay submission of their proposal package until after the date of the pre-proposal 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. The Technical and Cost proposals will be submitted separately on-line via OpenGov Procurement (<https://procurement.opengov.com/portal/fcps>).
- c. Technical Proposal:
 - i. The Technical Proposal will include the following forms completed:
 - Signature Page
 - Statutory Affidavit and Non-Collusion Certification
 - Certification of Compliance
 - Current W-9
 - Vendor Conflict of Interest Disclosure Form
 - Proprietary Information Form
 - Accessibility Conformance Report (ACR) and Voluntary Product Accessibility Template (VPAT)
 - Questionnaire
 - Supporting documents

d. Cost Proposal:

- i. The Cost Proposal will include the following form(s) completed:
 - Cost Proposal Form
- ii. No separate costs for travel, mileage, overhead or miscellaneous are acceptable. All costs are to be included in the hourly rates on the Cost 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. Vendors must meet the Minimum Requirements identified in item 4 to be considered qualified to participate further in the Technical and Cost Evaluation.
- d. 100 points will be assigned for the technical proposal and assigned as follows:

I. TECHNICAL PROPOSAL, PART II – ABILITY PROFILE MEASURE CHECKLIST (65 points)

- Compliance - 15
- Documentation - 10
- Software Delivery, Format, and Content - 15
- Reporting - 15
- Integration with SIS/ease of data transfer– 10

II. TECHNICAL PROPOSAL, PART III – QUESTIONNAIRE (35 points)

- Business Structure - 5
- Insurance, Financial, and Legal Issues - 5
- Experience of Staff Assigned to the Project - 5
- References - 12
- Understanding of the Scope, Project, Approach, and Identification of Outcomes – 5
- Additional Information - 3
- Exceptions

III. INTERVIEW/DEMO (50 points)

- Questions - 25
- Demonstration – 25

- e. Based on the information obtained via the evaluation, a supplier is scored and is either approved or not approved as one from whom to procure materials or services. There may be an approved supplier list to which a qualified supplier is then added.
- f. 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.

- g. If not approved, the supplier will not be considered further in price evaluations.
- h. If approved, cost proposals will be evaluated on a weighted basis. 50 total points will be awarded with the maximum points given for the lowest overall calculated costs.
- i. Final ranking will be made on the basis of the criteria and rubric listed above.

9. VENDOR PERFORMANCE EVALUATION

- 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. The Contract Manager or Administrator may request multiple metrics, from the vendor, to evaluate contract performance. Metrics may include, but are not limited to:
 - i. Delivery
 - ii. Response time
 - iii. Backorders
 - iv. Quality of deliverables
 - v. Invoicing
 - vi. Sales data (Contract data, non-contract data)
 - vii. Financial
- c. Where technical, construction or performance specifications have been identified in the bidding document, the contract administrator shall utilize these specifications as the basis of determining contract compliance.
- d. 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.
- e. 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. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

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

- a. Worker's Compensation
The vendor 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 vendor will require the subcontractor 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 vendor's Worker's Compensation Insurance.
- b. Employers' Liability Insurance
The vendor 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 vendor will require any subcontractor to procure and maintain Employer's Liability Insurance during the life of the contract. It will be the responsibility of the vendor to ensure that all subcontractors comply with this provision, and the vendor will indemnify, and hold harmless, the Board of Education of Frederick County for the failure of the vendor, or any subcontractor, to comply with these provisions.

c. Commercial General Liability Insurance

The vendor 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.

Completed operations liability coverage shall be in force for one year after completion of work.

d. Scope of Insurance and Special Hazards

The insurance required in C. and E. will provide adequate protection for the vendor and subcontractors, respectively, against damage claims which may arise from operations under the contract, whether such operations be by the insured or by anyone directly or indirectly employed by them and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in C. above. Insurance coverage required under C. above shall specifically include property damage caused by conditions otherwise subject to exclusions "X, C, U" (Explosion, Collapse or Underground Damage) as defined by the National Bureau of Casualty Underwriters. Exceptions: contracts that do not require excavation or underground work are not required to have the above "X, C, U" coverage.

e. Comprehensive Automobile Liability

The vendor 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

f. Subcontractor's Insurance

The vendor will either:

- i. Require each of their subcontractors to procure and maintain, during the life of the subcontracts, Liability Insurance of the type and in the same amounts as specified above; or
- ii. Insure the activities of the subcontractors in their own policies. It will be the responsibility of the vendor to insure that all subcontractors comply with this provision,

and the vendor will indemnify and hold harmless the Board of Education of Frederick County for the failure of the vendor, or any subcontractor, to comply with these provisions.

g. Builder's Insurance

FCPS shall provide and maintain Builder's Risk Protection.

h. Proof of Carriage of Insurance

The vendor 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 vendor's policies, other than Worker's Compensation Insurance policy. The vendor'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. WORK SITE SUPERVISION

- a. The awarded vendor will provide full time onsite supervision, by a construction superintendent or foreman, who will have full authority to act on behalf of the vendor. The onsite superintendent or foreman will not be changed except with the written consent of the Contract Administrator. The superintendent will represent the vendor in their absence and all directions/instructions given to them will be as binding as if given to the vendor. FCPS shall not be responsible for the acts or omissions of the superintendent or foreman.
- b. The vendor will immediately report to the Contract Administrator any error, inconsistency or omission which they discover. The vendor will not be liable to FCPS for damages resulting from any errors or deficiencies in the contract documents or other instructions given by FCPS.

12. INSPECTIONS AND CORRECTION OF WORK

- a. All work, all materials, whether incorporated into the work or not, all processes of manufacture, and all methods of construction will be, at all times and places, subject to the inspection of FCPS, whose representatives shall be the final judge of the quality and suitability. Should these fail to meet this approval they will be forthwith reconstructed, made good, replaced and/or covered, as the case may be, by the vendor at their own expense. Rejected material will be removed immediately from the site. If, in the opinion of FCPS, it is undesirable to replace any defective or damaged materials, or to reconstruct or correct any portion of the work, the compensation to be paid to the vendor shall be reduced by such amount as in the judgment of FCPS shall be equitable.
- b. If the specifications, laws, ordinances, or any public authority require any work to be specially tested or approved, the vendor will give FCPS timely notice of its readiness for observations. If the inspection is by another authority, the vendor will notify FCPS of the date fixed for such inspection and shall use the required Certificate of Inspection.
- c. FCPS may order re-examination of questioned work and, if so ordered, the vendor must uncover the work at their expense. If such work is found not to be in accordance with the contract documents, the vendor will pay all costs to correct the work, to the satisfaction of FCPS. If another vendor employed by FCPS caused the defect in the work, FCPS shall pay such cost and recover the charges from the other vendor.

13. CHANGES IN WORK

- a. No changes in the work covered by the approved contract documents will be made without having prior written approval of FCPS. The contract sum may be adjusted according to the approved changes. Consent of the Surety may be required.
- b. Charges or credits for the work covered by the approved change will be determined by one or more of the following methods:
 - i. Unit bid prices
 - ii. Lump sum
 - iii. Time and materials

In the event the vendor is directed to proceed with extra work, on a time and material basis, an itemized proposal shall be submitted including material and rental invoices and/or any other backup as requested by FCPS.

- c. A fixed fee may be negotiated, and must be agreed upon and added to the costs listed above. The fee will be compensation to cover the cost of supervision, overhead, surety, profit, and any other general expenses.

RFP 24CURR1, INDIVIDUAL EDUCATION PLAN (IEP) SOFTWARE

TECHNICAL PROPOSAL - PART I

ABILITY PROFILE MEASURE REQUIRED COMPONENTS CHECKLIST

I. Required Functionalities and Features

****All items listed in this chart are required in order to participate further in the Technical and Cost review. ****

Functionality/Feature	YES	NO	COMMENT
Compliance with <ul style="list-style-type: none">Section 508 of US Rehabilitation Act (VPAT)FERPA			
Interoperability support with 504 compliant applications.			
Single sign-on for staff and parents.			
The tool must be device agnostic AND <ul style="list-style-type: none">support at a minimum Android, iOS, Microsoft Windows, Mac OS, and relevant internet browsers.integrate with SIS.rostering must be through Clever Portal.			
Data Security <ul style="list-style-type: none">Data loss prevention (DLP)Desired Security Certifications<ul style="list-style-type: none">ISO/IEC 20000 SeriesISO/IEC 27000 SeriesSOC 1, 2, & 3			
Customer Support <ul style="list-style-type: none">Provides helpline with live support.In-person training as part of contract.Accessible training guides for administrator/proctor support			
Reporting <ul style="list-style-type: none">Special Education eligibility process;Individualized education plans;Section 504 of the Rehabilitation Act;Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP);Manifestation Determination Review (MDR);Medicaid/Medical Assistance Documentation and Billing;Service Plans.			
Role-based permissions			
Validated research on instrument			

RFP 24CURR1, INDIVIDUAL EDUCATION PLAN (IEP) SOFTWARE

TECHNICAL PROPOSAL PART II – REQUIRED FUNCTIONALITIES CHECKLIST

<i>I. Required Functionalities and Features</i>			
**All items listed in this chart are <u>required</u> in order to participate further in the Technical and Cost review. **			
Functionality/Feature	YES	NO	COMMENT
Secure, web-based, user-friendly system which shall include, but is not limited to, documentation, management, and reporting of:			
Special Education Eligibility Process;			
Individualized education plans;			
Section 504 of the Rehabilitation Act;			
Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP)			
Manifestation Determination Review (MDR);			
Medicaid/Medical Assistance Documentation and Billing			
Service Plans			
Complies with IDEA and COMAR/Maryland standards:			
<ul style="list-style-type: none"> IDEA 2004, 20 U.S.C. 1400, et seq. IDEA federal regulations 34 C.F.R. §§300, et seq. Education Articles, §8-401— 418, Annotated Code of Maryland COMAR 13A.05.01 Provision of a Free Appropriate Public Education to Student with Disabilities COMAR 13A.08.03 Discipline of Student with Disabilities 			
Provides integration with student information system (SIS), nightly write-back to provide IEP data to the SIS, as well as information from the SIS (statewide test scores, attendance, demographics, etc.) to integrate to the IEP online software.			
Provides compliance checks for individual IEP documents for caseload managers			
Provides parent/guardian portal to download IEP documents/progress reports etc. that will be accessible via website.			
Dynamic Translation of IEP documents to provide to parents/guardians.			
Comprehensive Data Dashboard that will ensure state and federal compliance markers related to IEPs can be actively monitored in real-time.			
Allows for FCPS customization year over year.			
Automatic population of demographic information in data entry fields and on special education forms via interface with FCPS' student information system. Said Information shall include students':			
Name;			
<ul style="list-style-type: none"> Student/state ID number; Local ID number 			

<ul style="list-style-type: none"> • Date of Birth; • Grade; • Address (Street, City, State, ZIP); • Phone numbers (home, cell, parent/guardians' work); • Parent/Guardian's Email • Base and attending schools; • Latest eligibility date; • Primary home language; • Primary program of service, private day or residential; 			
Multiple users to collaborate/work simultaneously 7x24x365 except for scheduled downtimes coordinated and approved in advance by FCPS.			
Establishment and assignment of multiple user roles, privileges, access and security profiles to read, write, modify, save lock/unlock and manage student data.			
Attachment and storage of student records in formats such as Word, Adobe Acrobat, faxes and scanned documents			
Printing of blank forms and individual pages of the IEP while in progress.			
Efficient data entry functions (e.g., single-click operations, pull-down menus, tab key navigation, cut and paste, automatic save, print preview, etc.).			
Spell and grammar check.			
Updated forms as requested, when FCPS forms and rules are updated			
Customizable employee access based on needed level of access (by role, location, district)			
IEP dates/eligibility/Demographic Information/ other items self-populate across forms for current event or Medicaid billing			
Ability to upload files (Word, PDF, jpg/photo, Excel) to any student records			
Ability to include and make changes to district forms such as FBA, BIP, parent survey, Spanish forms, parent authorizations, etc.			
Ability to monitor compliance and accuracy of IEP timelines and services through reports through notifications or other methods by staff and admin level users			
Workflow capabilities which direct the users to complete required information or steps			
Allows administrators to graduate twelfth grade students and assign "Exit Codes" simultaneously, or transfer to post-high school programs. Graduating students are automatically inactivated.			
Auto inactivates students who unenroll from the school			
Ability for progress to be reported on objectives and goals			
Ability for staff to create IEP in their own words by allowing free form entry of goals and objectives			
Has the ability to create process rules to ensure state rule compliance.			

Allows the District to request customization to any form to the District and/or state specifications at no extra cost.			
IEP Reports shall include:			
<ul style="list-style-type: none"> Ability to modify/customize reports and save for future use 			
<ul style="list-style-type: none"> Use current data, historical data and point in time data 			
<ul style="list-style-type: none"> Can be exported to CSV and pdf formats 			
<ul style="list-style-type: none"> District wide, LEA, and staff member reports 			
<ul style="list-style-type: none"> Ad-hoc report writer has access to all system information 			
Pulls IEP goals and services into the Medicaid service reports			
Provide error messages that are user-friendly and advise of possible corrections. Ensure a master list of all error messages and rules is compiled.			
Auto Save feature for all areas of program			
Integrated spell-checking and grammar check for all modules			
Digital Signatures as part of the program cost for all signed forms for both staff and parents			
Ability to transfer digital file(s) between other school districts in the state of Utah using the same Special Education System			
Allows more than one user to concurrently “view only” or enter data in forms and documents (multi-user system)			
Give user access rights based upon specific attributes (such as location, job function) in employee import file			
Ability to create a caseload per staff member, school and with students able to be assigned to more than one caseload			
Translation of user created text into Spanish (and/or other languages)			
Translation of form text into Spanish (and/or other languages)			
Ability to lock documents after district determined date to maintain integrity of historical file data			
Ability to complete snapshot or summary IEP by student and caseload, including batch print and batch download			
Tracks timelines for notices, conferences, and evaluations			
Allows the user to enter and maintain data in an on-line form that prints exactly as it appears on the screen.			
Support use of mobile devices			
Have a full audit trail with date/time stamp showing all updates to information and forms and user access			

RFP 24CURR1, INDIVIDUAL EDUCATION PLAN (IEP) SOFTWARE

TECHNICAL PROPOSAL - PART III-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 or irrelevant information is not to be submitted.

I. BUSINESS STRUCTURE:

1. Legal name of company.
2. Date of establishment of company.
3. Company's address.
4. Provide a brief company history.
5. Is your company non-profit or for profit? If non-profit, does the company have an IRS 501c3 letter of determination?
6. Approximately how many users do you have?
7. Approximately how many schools and school systems use your product?
8. How many employees do you have?
9. Approximately what number or percentage of your employees have a background in education (teacher, administrator, etc.)?
10. 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.

II. INSURANCE, FINANCIAL AND LEGAL ISSUES:

1. Include a copy of your agency's insurance certificates, as per the RFP document.
2. Include a notarized letter on a bank's or accountant's letterhead that verifies the company's good financial standing and liquidity.
3. List and briefly describe any past or pending lawsuits or legal actions including dates, status, reason for litigation, final disposition, and the like. If none, state 'Not Applicable'.

III. EXPERIENCE OF STAFF ASSIGNED TO THE PROJECT:

1. Identify the team proposed for this project. Include their name, their proposed role, and a short Curriculum Vita identifying their educational and work experience.
2. Are any of the team members sub-contracted?

IV. REFERENCES:

1. Provide a representative client list.

2. From this list, describe a minimum of three projects for non-profit school systems such as FCPS where your company provided learning management systems products and services closely aligned to the subject matter of this RFP. These references will be contacted. Include the following information:
 - Contact name(s), title(s), phone and email addresses
 - Date services were performed
 - Synopsis of services provided

V. UNDERSTANDING OF SCOPE, PROJECT APPROACH AND IDENTIFICATION OF OUTCOMES:

1. Summarize your understanding of the project scope.
2. Provide a recommended implementation strategy. Vendor may include a multiple track/accelerated approach.
3. Provide a timeline with the length of time required from date of contract award to commencement of work with a contract implementation and transition plan in place and adequate and trained personnel on staff and ready for operation.

VI. ADDITIONAL INFORMATION:

Please provide any information regarding additional modules/software/materials that may be available that would be related to the scope of work and the intent of this RFP.

VII. EXCEPTIONS:

Any terms/exceptions from the respondent that may differ from the conditions stated in this RFP must be clearly outlined here. Exceptions that are not in the best interest of FCPS may result in deducted points or rejection of the proposal.

RFP 24CURR1, INDIVIDUAL EDUCATION PLAN (IEP) SOFTWARE

COST PROPOSAL FORM

Include a narrative explaining the costs outlined below. Vendors are welcome to substitute a cost form to ensure that they have fully demonstrated all costs for their proposed solutions.

1. Provide a price for the software licensing, maintenance, and support for each module as applicable using this format:

Licensing, Maintenance, and Support Fees Year 1 \$ _____

Licensing, Maintenance, and Support Fees Year 2 \$ _____

Licensing, Maintenance, and Support Fees Year 3 \$ _____

Licensing, Maintenance and Support Fees Year 4
(cost will not be considered during evaluation process) \$ _____

Licensing, Maintenance and Support Fees Year 5
(cost will not be considered during evaluation process) \$ _____

2. Provide a price for initial training services \$ _____

3. Provide a price for data conversion and implementation services \$ _____

4. Provide percentage charged for Medicaid billing services \$ _____

5. Provide cost per student for each Individualized Education Plan (IEP) \$ _____

6. Provide cost per student for each 504 Plan (504) \$ _____

7. Additional fees for reporting features and capabilities \$ _____

8. Additional features not included in the scope of work
(cost will not be considered during evaluation process) \$ _____

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)**

.....

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 _____

PROPRIETARY INFORMATION IDENTIFICATION

Name of Firm/Offeror: _____

All information submitted by an offeror is subject to public disclosure under the Public Information Act, Title 4, General Provisions Article, Annotated Code of Maryland. Unless portions of a solicitation are identified as confidential, all records are considered public. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secrets or proprietary information. In addition, a summary of proprietary information shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.

Section Title:	Page #s:	Reason for Withholding from Disclosure
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify the accuracy of this information.

Signed: _____

Title: _____

Date: _____

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 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
Conflict of Interest Disclosure	
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