



Office of Purchasing
10910 MD State Route 108
Ellicott City, Maryland 21042-6198
(410) 313-6723, fax (410) 313-6789

ONLINE EMPLOYMENT & TRACKING SYSTEM

Bid #024.12.B1

To All Interested Bidders:

Re: NOTICE TO BIDDERS
Online Employment & Tracking System
Bid #024.12.B1

The Howard County Public School System requests proposals from qualified vendors to obtain a commercial off the shelf (COTS) Online Employment and Tracking System (OMETS) and the services to install, configure, and provide initial training for the school system.

Bid documents may be obtained on Friday, December 16, 2011 at the Howard County Department of Education, Purchasing Office, 10910 Rt. 108, Ellicott City, MD 21042 or online at <http://purchasing.hcpss.org/bids>.

The Purchasing Office's contact for this project is Douglas Pindell, dpindell@hcpss.org or by telephone at (410) 313-6722.

A pre-submission conference will be held **January 10, 2012 at 2:00 P.M.**, at the Department of Education, 10910 Route 108, Ellicott City, MD 21042. Howard County Public School System staff will explain the scope of work and answer questions that will assist in the preparation of submittals. Attendance is not mandatory; however, it is strongly encouraged. In order to assure adequate space, vendors interested in attending the pre-submission conference should advise the Purchasing Office of the number of persons who will represent their firm no less than 48 hours prior to the conference. Site visits after the meeting will be coordinated.

Bids shall be submitted, sealed in an envelope, to the Howard County Department of Education, Purchasing Office, 10910 Route 108, Ellicott City, Maryland 21042 no later than **Friday, January 27, 2012 at 2:00 P.M.** Late bids will not be accepted. It is the bidder's responsibility to insure that bids are delivered to the Purchasing Office prior to the scheduled opening time.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached NO BID REPLY FORM if your firm does not bid this project. This form may be faxed to (410) 313-6789.

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 MD State Route 108
Ellicott City, Maryland 21042

NO BID REPLY FORM

Bid: **Online Employment & Tracking System**

Bid Number: **024.12.B1**

Bidder: _____

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

Unfortunately, we must offer a "No Bid" at this time because:

- _____ 1. We do not wish to participate in the bid process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Sealed

- _____ 3. We do not feel we can be competitive.
- _____ 4. We can not submit a bid because of the marketing or franchising policies of the
- _____ 5. We do not wish to sell to The Howard County Public School System. Our

- _____ 6. We do not sell the item(s)/service(s) requested in the specific specifications.
- _____ 7. Other: _____

- _____ 8. We wish to remain on the Bidders' List.
- _____ 9. We wish to be removed from the Bidders' List for the above stated commodity.

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
ONLINE EMPLOYMENT & TRACKING SYSTEM
RFP # 024.12.B1

I. INSTRUCTIONS TO VENDORS

A. RFP RESPONSE PREPARATION

1. One (1) complete set of the Request for Proposal (RFP), consisting of: (1) Terms and Conditions; (2) the Specifications; (3) any plans or drawings made part of the RFP; and (4) any addenda. The original RFP Price Sheet/Form of Proposal must be returned: (1) with all questions answered; (2) without alteration; (3) with the RFP SIGNATURE SHEET or No RFP Reply form properly signed; (4) sealed and enclosed in an envelope; (5) to the Purchasing Office, The Howard County Public School System (HCPSS) 10910 Route 108, Ellicott City, Maryland 21042, either mailed or hand carried before the time and date stated for return of RFP. Telephone, facsimile, and/or telegraphic RFPs will not be accepted. It is the vendor's responsibility to ensure that his RFP is delivered to the proper place prior to the scheduled opening time.
2. The remaining documents consisting of all pages of the RFP, the Terms and Conditions, any plans, drawings or extraneous matter, are to be retained by the vendor and will form part of the contract resulting from this solicitation.
3. It is the vendor's responsibility to examine and understand all parts of the RFP including all parts of the bidding documents, any addenda, drawings, or reference matter.
4. Any clarification or explanation desired by the vendor, regarding the meaning or interpretation of the RFP, or any part thereof, must be made in writing to the Purchasing Office of HCPSS, 10910 Route 108, Ellicott City, Maryland 21042, allowing sufficient time for a reply to reach all prospective vendors for the time and date scheduled for the return of the RFP.

B. OBJECTIVES

1. The Howard County Public School System is soliciting proposals from qualified firms to obtain a commercial off the shelf (COTS) Online Employment & Tracking System (OETS) and the services to install, configure, and provide initial training in accordance with this Request for Proposal (RFP) and specifications provided defined in Section III – Specifications. This proposal can either be an all inclusive hosted SaaS or in-house solution. All in-house proposals must define all required equipment necessary to run the OETS solution.
2. All work performed under this contract will be in accordance with the General Provisions, the Procurement Specifications, the RFP documents and any applicable drawings and addenda.

C. CONTRACT PERIOD

1. The contract period for each qualified vendor will be 12 months from the date on the award letter sent to the vendor(s) from HCPSS with the option of five (5) 12 month renewals at the discretion of HCPSS.

D. CONTRACT DOCUMENTS

1. Contract Documents consist of the Terms and Conditions of the RFP Proposal, the Procurement Specifications and any applicable drawings and addenda issued.
2. All of these materials will be included in the Contract which The Board of Education awards as a result of this solicitation and will be among the Contract documents. The vendor, by submitting its RFP, agrees that if awarded the Contract that it will be bound under the all Contract to all the Terms and Conditions of the Contract.

E. ISSUING OFFICE

1. The Issuing Office is:

HCPSS Purchasing Office
10910 MD State Routes 108
Ellicott City, Maryland 21042
Attn: Douglas Pindell
douglas_pindell@hcpss.org (410) 313-6722 phone (410) 313-6789 fax

2. The Issuing Office will be the sole point of contact with HCPSS for purposes of preparation and submittal of the RFP Price.

F. PRE-SUBMISSION MEETING WITH QUESTIONS AND INQUIRIES

1. A pre-submission conference will be held on the date and time specified in the Invitation notice at the Department of Education, 10910 MD State Route 108, Ellicott City, MD 21042. Howard County Public School System staff will explain the scope of work and answer questions that will assist in the preparation of submittals. Attendance is not mandatory; however, it is strongly encouraged. In order to assure adequate space, vendors interested in attending the pre-submission conference should advise the Purchasing Office of the number of persons who will represent their firm no less than 48 hours prior to the conference. Site visits after the meeting will be coordinated.
2. For purposes of preparation and submittal of a RFP contact Douglas Pindell, 410-313-6722, douglas_pindell@hcpss.org of the Purchasing Office.
3. Items affecting the scope of work or conditions of the contract will be subject to the conditions of Addenda.

G. DUE DATE AND TIME

1. Bids must arrive at the Purchasing Office by the time and date specified on the cover of this document in order to be considered. The envelope will have the vendor's name, the project name and the RFP number PROMINENTLY displayed, together with the words "BID".

H. LATE RFP RESPONSES CANNOT BE ACCEPTED.

1. RFP responses will be delivered to the Purchasing Office, Department of Education of Howard County, 10910 MD State Route 108, Ellicott City, Maryland 21042. HCPSS recommends against use of mail or delivery services that will not guarantee delivery directly to the Purchasing Office. RFPs delivered to the central mailroom or front desk will not be considered "received" until they arrive at the Purchasing Office. HCPSS will not waive delay in delivery resulting in delay on the part of a carrier.

I. RFP BOND

1. N/A

J. WITHDRAWAL OF RFP RESPONSES

1. RFP responses may be withdrawn by written, facsimile, or telegraphed notice if given prior to the time and date specified for the return of RFP. Telephone calls for these purposes are not acceptable.
2. No RFP response will be withdrawn after the scheduled closing time for opening.

K. ERRORS IN RFP

1. Failure of the vendor to thoroughly understand all aspects of the RFP before submitting his RFP Response will not act as an excuse to permit withdrawal of his RFP Response nor secure relief or plea of error.
 2. Neither law nor regulation makes allowance for errors of omission on the part of the vendors.
- L. OPENING PROCEDURES
1. Sealed RFP responses will be due at HCPSS Purchasing Office at the designated time and place. The Purchasing Officer for HCPSS will designate the time and place on the RFP invitation notice.
 2. During the period of evaluation, no vendor will contact any member or employee of HCPSS concerning the RFP award. Such action may result in the vendor's offer being removed from evaluation and rendered non-responsive.
- M. SAMPLES
1. When requested, samples will be delivered to HCPSS prior to the scheduled RFP responses opening. Samples are not required when none are requested. Samples will be properly labeled to indicate name of vendor, date of RFP responses opening, RFP response number, and item number. In the event the Purchasing Office requests a sample after the RFP response opening, the sample will be delivered within ten (10) days of request for award consideration. Delivery of samples will be to: HCPSS Purchasing Office, 10910 MD State Route 108, Ellicott City, Maryland 21042.
- N. ETHICS REGULATIONS
1. The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with HCPSS. For a copy of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6644.
- O. SIGNATURE TO RFP RESPONSE
1. The section titled "RFP RESPONSE SIGNATURE SHEET" will be completed to provide all the information requested and signed by the person or persons legally authorized to sign contracts.
- P. TAXES
1. HCPSS is tax exempt.
- Q. TRADE DISCOUNTS
1. All prices offered must be the lowest net price after trade discounts have been considered. RFP responses offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the RFP response.
- R. TIME DISCOUNTS
1. Prompt payment discounts are solicited and will be treated as follows:
 - Discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the RFP responses for the purpose of determining the lowest price offered.

- Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.
- In computing prompt payment discounts the date of delivery of the supplies or completion of services or receipt of correct invoices in the offices specified will be considered and the later date prevail.

S. MULTIPLE PRICES

1. Regardless of the availability of several items that perform the same function as the item(s) described in the solicitation, the vendor must decide which item to offer and submit one price only.

T. BRAND NAME OR EQUAL

1. Where a particular manufacturer's brands or models are referenced, it is to be interpreted as being descriptive and not restrictive. RFP responses will be considered on models or brands or products of manufacturers other than those cited if accompanied by catalogs, test reports, brochures, or other descriptive literature and supporting data, sufficient in detail to permit evaluation of the item offered without further reference. It is the responsibility of the vendor to provide the foregoing with the RFP responses or prior to the time and date set forth for return of the RFP responses.

U. VENDOR QUALIFICATION

1. Vendors may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are replying to the RFP, and in both cases maintain a regularly established place of business. An authorized representative of HCPSS may visit any prospective Vendor's place of business to determine his ability, capacity, reliability, financial stability, and other factors necessary to perform the contract.

V. LICENSES AND QUALIFICATIONS

1. Vendors must be licensed to do business in the State of Maryland and will provide proof of current licensing of their technical offer within 24 hours after request.
2. HCPSS reserves the right to require that the Vendor demonstrate that it has the skills, equipment and other resources to satisfactorily perform the nature and magnitude of work necessary to complete the project within the proposed contract schedule.

W. BASIS FOR AWARDED RFP

1. Contract award will be made by the Board of Education based on the evaluation criteria listed in Table 1 – HCPSS Evaluation Criteria for Online Employment and Tracking System.
2. HCPSS hereby reserves the right to select the particular response to this RFP, which it believes will best serve its business and operational requirements, considering the evaluation criteria set forth in this document.
4. Additionally, HCPSS hereby reserves the right to solicit best and final offers only from a short list of Vendors receiving the highest evaluated scores. If short listing occurs, Best and Final offers will be solicited from not less than two (2) of the highest evaluated scores.
5. HCPSS reserves the right to make an award of the RFP for all items, or any parts, thereof, to one or more vendors, as set forth in detail under the information furnished in this document. HCPSS

further reserves the right to consider information other than price when evaluating RFP responses. This information may be the information included in their proposal or other information.

6. In the event of a tie where all factors are equal, award will be made to the Howard County vendor, the out of county vendor incorporated in Maryland, and the vendor not incorporated in the state of Maryland, in that order of preference. If vendors within one of these geographical designations are equal as to all factors of consideration, the award will be made by the toss of a coin.
7. The Board of Education of Howard County reserves the right to reject any or all RFP responses, to make partial awards, to waive any irregularity, to increase or decrease quantities where quantities are shown and may reject any RFP response which indicates any omission, contains alteration of form or additions, or imposes conditions or offers alternate items and may make any award which is deemed in the best interest of HCPSS.
8. Vendors will submit prices for all line items on the RFP Response Price Sheet in order to be considered responsive.
9. The Board of Education reserves the right to request presentations from the highest ranked vendors. In addition, vendors may be asked to present a live demonstration and/or host a site visit with a current client within an acceptable radius to verify functionalities and features of their proposed system.

Table 1 – HCPSS Evaluation Criteria for Online Employment & Tracking System

The evaluation criteria set forth below is how each vendor's proposal will be evaluated and award made for this RFP. HCPSS reserves the right to evaluate, at its sole discretion, the extent to which each proposal meets these criteria in comparison to other vendor proposals.

HCPSS reserves the right to require presentations and/or demonstrations for clarification purposes. Criteria will consider clarity of answers to questions asked by HCPSS, explanation of the methodology and generally pertinent information revealed which distinguishes a vendor's proposal from the other vendor proposals. HCPSS may at its sole option, elect not to request discussions with or presentations by vendors.

Cost (25% of weight)	Score	Weight	Weighted Score
Lowest total year1 cost for system proposed by vendor (e.g. lower cost results in higher score)			
Lowest total recurring cost for system proposed by vendor (e.g. lower cost results in higher score)			
Subtotal-----		25%	
Functional/Technical Requirements (25% of weight)			
Vendor's response most closely satisfies HCPSS systems functional/technical requirements, as specified in RFP. (e.g. highest # standard followed by optional vendor responses would result in higher score)			
Subtotal-----		25%	
Implementation Requirements (25% of weight)			
Vendor's response most closely satisfies HCPSS systems implementation requirements, as specified in RFP. (e.g. highest #yes vendor responses would result in higher score)			
Subtotal-----		25%	
Support Requirements (25% of weight)			
Vendor's response most closely satisfies HCPSS support requirements, as specified in RFP. (e.g. highest #yes vendor responses would result in higher score)			
Subtotal-----		25%	
Total-----		100%	

Notes

Score = ranges from 0 if vendor response did not meet criteria to 3 if vendor response completely met criteria

Weight = ranges from 0% for least overall importance to 100% for most overall importance

Weighted Score = score times weight to take into account vendor meeting criteria and importance of criteria used for final vendor proposal selection

X. QUANTITIES

1. HCPSS makes no guarantee that any or all of the estimated quantities will be assigned to the selected Vendor.
2. The vendor will provide a site license up to the number of staff required.

Y. MINORITY BUSINESS ENTERPRISE PARTICIPATION

1. It is the goal of HCPSS that The Maryland Department of Transportation certified minority business enterprise firms participate in a minimum of twenty-five percent (25%) of the total dollar value of this procurement.

Z. BID ACCEPTANCE

1. HCPSS reserves the right to accept or reject any and all RFP responses, in whole or in part, received as a result of this RFP or to waive minor irregularities, in any manner necessary, to serve the interest of The Board of Education. HCPSS further reserves the right to award in full, make multiple awards, partial awards, or to make no award at all.

AA. BIDS ACCEPTANCE TIME

1. Bid prices will remain firm for ninety (90) calendar days from the date of opening.

BB. CLARIFICATIONS AND ADDENDA

1. Should a vendor find discrepancies in the RFP response documents, or should they be in doubt as to the meaning or intent of any part thereof, they must, not later than seven (7) days (Saturdays, Sundays and holidays excluded) prior to the RFP responses due date, request clarification in writing from the Purchasing Office, who will issue a written Addendum to the Contract. Failure to request such clarification is a waiver to any claim by the vendor for expense made necessary by reason of later interpretation of the RFP response documents by HCPSS. Requests will include the RFP number and name.
2. Oral explanations or instructions will not be binding; only written Addenda will be binding. Any Addenda resulting from these requests will be mailed or faxed to all listed holders of the RFP Documents no later than two days prior to the RFP response due date. The vendor will acknowledge the receipt of all addenda on the Form of Proposal.

CC. CANCELLATION OF THE RFP

1. HCPSS may cancel this RFP, in whole or in part, at any time before the opening.

DD. ORAL PRESENTATION

1. Vendors may be required to make individual presentations to HCPSS representatives in order to clarify their proposals.

EE. PRICE ADJUSTMENTS

1. Pricing will be firm for the initial of one year of use. For subsequent renewal years, HCPSS will only consider adjustments on labor rates based only upon federal minimum wage increases and

decreases in the Consumer Price Index (CPI-W), Baltimore Region, as published by the Bureau of Labor Standards. Requested increases above a 10% cap will not be considered. In order to receive consideration for a price increase, the Vendor must submit to HCPSS, forty-five (45) days prior to the contract expiration date, a statement of any change in the hourly rate wage actually to be paid to its employees during the renewal term. Adjustments will be calculated by comparing the current index with the previous year's index so as to determine the change in index points. The point change will then be divided by the price index to obtain the percentage of change.

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

FF. MULTIPLE/ALTERNATIVE RFPS

1. Vendors may not submit more than one (1) RFP response nor may submit an alternate to this RFP.

GG. RESOLUTION OF DISPUTES

1. RFP response rejection for non-responsiveness and/or non-responsibility will be made using the criteria guidelines as stated in the General Provisions of RFP Proposal, Terms and Conditions, and Technical Specifications.
2. After RFP response opening and review, but prior to RFP award, if a vendor's entire RFP response is declared to be non-responsive and/or non-responsible, the vendor will be notified as to the reason(s) for rejection.
3. Protests will be filed in writing to the Purchasing Office within two days after notification.
4. Protests will include the basis for the protest or appeal, complete in all respects, with relief sought, and whether the protester wishes to have a hearing with respect to the protest or appeal.
5. Protests will be addressed to Howard County Department of Education, 10910 Route 108, Ellicott City, Maryland 21042, Attn.: Purchasing Office, labeled "Protest". The written protest will include as a minimum the following:
 - a) Name and address of the protester
 - b) Appropriate identification of the RFP
 - c) Supporting exhibits, evidence, and/or documents to substantiate any claims.
 - d) Suggested Remedies

HH. MULTI-AGENCY PARTICIPATION

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

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

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

II. PROCUREMENT CARD

1. HCPSS utilizes a Purchasing Card Program. Purchases resulting from this solicitation may be made through a Visa/MasterCard credit card. Vendors are prohibited from charging any additional costs/fees above and beyond the established contract prices to process such orders. Vendors lacking Visa/MasterCard capability should contact the Purchasing Office.

II. TERMS AND CONDITIONS

A. CONTRACT

1. If this RFP response is accepted and awarded, it will become the contract document that governs the administration of the contract. All portions of this bid, including the General Provisions of RFP Proposal, the Procurement Specification, Drawings, any addenda, amendments, modifications, or any other extraneous matter incorporated will be applicable as a result of this invitation to RFP.

B. CONTRACT MANAGER

1. HCPSS's contract manager, either Mr. Dennis Moore, (410) 313-1556 or Mr. Kirk Thompson or his designee will be responsible for the day-to-day administration of the contract upon award by HCPSS. All communications on day-to-day support & other projects are to be directed to the HCPSS assigned project manager, or designee. No instructions, directions, and information are to be given to the Vendor by any other HCPSS personnel. Any change order work will not proceed until a change order to the purchase order has been issued by the Purchasing Office confirming this additional work and the applicable additional cost.

C. TERMINATION FOR DEFAULT

1. When the Vendor has not performed or has unsatisfactorily performed the contract, payment will be withheld at the discretion of HCPSS. Failure on the part of the Vendor to fulfill contractual obligations will be considered just cause for termination of the contract and the Vendor is not entitled to recover any costs incurred by the Vendor up to the date of termination. Notification will be in writing and will be issued 30 days prior to termination date. In the event of default of contract HCPSS procure services from other sources. The Vendor found in default will be held responsible for all costs incurred.

D. TERMINATION FOR CONVENIENCE

1. HCPSS may terminate this contract, in whole or in part, without showing just cause upon giving written notice to the Vendor. HCPSS will pay all reasonable costs associated with termination of the contract. However, the Vendor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

E. BILLING AND PAYMENT

1. The Vendor will submit invoices to the Howard County Department of Education, 10910 Route 108, Ellicott City, MD 21042, Attn: Technology Department, Mr. Dennis Moore, at the completion of each job. Invoices must contain the following information:
 - a) Contract Number
 - b) Location name and address where work performed
 - c) Description of work along with quantities
 - d) Start date and completion date
 - e) Copies of invoices for project supplies and equipment
 - f) Percent mark-up identified
 - g) Total due

F. BILLING VERIFICATION

1. Invoices showing Vendor's purchase price, must be supplied to verify charges to HCPSS.
2. All costs will reflect any rebates and/or marketing incentives paid back to the Vendor.
3. HCPSS retains the right to verify the Vendor's buy and sell data to confirm the Vendor's selling price to HCPSS. The Vendor will supply, upon request, access to any and all verifications of Vendor costs, freight charges, promotional allowances, sell prices, and percentage mark ups as they relate to this contract. If it is determined that Vendor has overcharged HCPSS, the Vendor will be liable for all retroactive overcharges.

G. INSURANCE (see ATTACHMENT A, Insurance Requirements)

H. MATERIAL SAFETY DATA SHEETS

1. Pursuant to Occupational Safety and Health Act (OSHA) 29CFR1910, where applicable, Material Safety Data Sheets (MSDS) for the products supplied or used as a result of this contract must be attached to each shipment of product as well as mailed to:

HCPSS
Insurance & Safety
10910 Rt. 108
Ellicott City, MD 21042

2. MSDS must show the contract number under which the products were supplied or used.

I. ASSIGNMENTS

1. The Vendor may not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by HCPSS. Unless the performance is expressly waived in writing by HCPSS, an assignment does not release the Vendor from responsibility for performance of this contract. Assignment or subcontracting without the written approval of HCPSS will be cause for termination.

J. SUB-CONTRACTORS

1. Sub-contractors may not be employed to perform any work under any resulting contract(s) unless specifically approved by the Contract Manager.
 2. Nothing contained in these contract documents will create any contractual relation between any sub-contractor and HCPSS.
- K. TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT
1. HCPSS maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and grounds at all times. Persons found violating this policy will be requested to remove the product and themselves from school premises.
 2. Repeated use or sale of tobacco on HCPSS property, or any use or sale of alcohol, misuse of other drugs, or any use of illegal drugs by a contract employee while servicing this contract or while on HCPSS property will result in a prohibition of that employee from servicing HCPSS contract. Repeated instances of violations by contract employees may result in a default ruling and lead to contract termination.
- L. CRIMINAL HISTORY BACKGROUND CHECKS
1. All employees, agents, or representatives of the awarded Vendor who will be performing work on any phase of the contract arising out of this RFP may be subject to a criminal history background check by HCPSS. Such persons, if requested by HCPSS, must provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, HCPSS may, at its sole discretion, decide that a particular employee, agent, or representative of the Vendor be barred from HCPSS property.
- M. CHILD SEX OFFENDER NOTIFICATION
1. Maryland law requires certain child sex offenders to register with the local law enforcement agency. One of the purposes of this law, found in Article 27 and 792, is to inform HCPSS when a child sex offender is residing or working in the area. When the child sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.
 2. As a Vendor working for HCPSS, we require that you do not employ convicted child sex offenders to work on projects for our HCPSS if they, as a result, are required to perform delivery, installation, repair construction or any other kind of services on HCPSS property.
- N. BUILDING/SITE OCCUPANCY
1. Under no circumstances will any driveway, access road or walkway be blocked by the Vendor's vehicles to prohibit use of, or disruption to pedestrian or vehicular traffic to the buildings or site.
- O. OCCUPIED BUILDINGS – SIGN IN PROCEDURES
1. Work under this contract and any resulting contract or sub-contract may take place while school facilities are occupied by staff and often also by students and visitors. Every precaution will be exercised to protect people from injury and to minimize disruption of activity. As well, vendor employees will conduct themselves in a professional manner while on HCPSS's premises. Any vendor employee found to disregard the nature of HCPSS's surroundings will be removed from the premises and may be prohibited from further servicing HCPSS contract.
- P. IDENTIFICATION

1. All Vendor employees or sub-contractors, working in or around buildings designated under this contract, at all times will wear distinctive uniform clothing, display a visible photo-ID card with them while on HCPSS's premises. The Vendor will determine and provide additional personal protective equipment required for the safe performance of work. Protective clothing, equipment, and devices will, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used. Vehicles used by the Vendor must be identified in accordance with State and local regulations and, if applicable, be labeled with an appropriate license number identifying the vendor's business license.

Q. WORKING HOURS

1. All work will be performed during normal work hours. Normal hours of work will be defined as between the hours of 7:30 AM and 6:00 PM, Monday through Friday. Premium hours will be all other times and Saturdays, Sundays and holidays. The work will be carried forward during normal work hours unless the Vendor elects on his own volition to extend operations beyond regular hours. Overtime will be approved for payment only if HCPSS's Contract Manager authorizes the overtime in writing. Overtime (Premium Rate) will be as shown in the RFP Response Price Sheet.

R. RIGHT TO ASSIGN WORK

1. HCPSS reserves the right to complete particular projects through this Contract through the use of HCPSS employees or to obtain separate Contracts through its normal procurement process according to the best interests of HCPSS.

S. PROTECTION OF ADJACENT FACILITIES AND PROPERTY

1. The Vendor will continuously maintain adequate protection of all his work from damage, and will protect HCPSS property from injury or loss arising in connection with this contract. The vendor will make good any damages, injury, or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of HCPSS. The vendor will adequately protect adjacent property as provided by law and the contract documents.

T. SITE WORK REQUIREMENTS

1. Vendor is responsible to work in a neat and orderly fashion, such as to minimize disruption of vendor's employees. Job site will be kept clean and free of debris.
2. Vendor will work between the hours affirmed by HCPSS Contract manager. HCPSS Contract manager must approve any onsite work performed outside of these hours.
3. Vendor will provide storage for the Vendor's tools, equipment, and materials. Owner does not assume responsibility for the security of these items.

U. FINAL CLEANING

1. Upon completion of the work specified in the contract and before final payment will be made, the area occupied by the Vendor during the work of said contract will be cleaned of all surplus and discarded materials, spilled materials, and excess materials left as a result of the Vendor's operations.

V. ACCEPTANCE & INSPECTION

1. All work/service will be subject to the inspection and approval of HCPSS's Contract Manager before payment is made.

W. GUARANTEE

1. All equipment and parts will be guaranteed per manufacturers' standard warranties.

III. REQUIREMENTS

A. FUNCTIONAL / TECHNICAL REQUIREMENTS

For each requirement, indicate with an "X" how the vendor meets each according to the following choices:

Item	Description	Score
Standard (S)	Vendor meets requirement with base system without modifications.	3
Optional (O)	Vendor can meet requirement with optional software or hardware purchased separately. Cost and estimated timeframe to implement must be noted in "Comments" column.	2
Custom (C)	Vendor can meet requirement through customization of the base system. Cost and estimated timeframe to implement must be noted in "Comments" column.	1
Not Available (N)	Vendor cannot meet requirement.	0

ID	Functional / Technical Requirements	S	O	C	N	Comments
1.00	Position Requisition / Job Posting					
1.01	Allow vacancy announcements to be posted directly on the HCPSS website or a linked website.					
1.02	Allow vacancy announcements to be created on the Vendor's application software.					
1.03	Allow announcements to be printed via print command or link.					
1.04	Allow the option for announcements to auto-expire after their closing date and be automatically removed from the website.					
1.05	Allow flexibility in posting periods and lengths for each job posting.					
1.06	Provide basic search capability to find all active vacancy postings.					
1.07	Ability for applicant to apply for one or more positions at one time that require the same qualifications.					
1.08	Provide the ability for vacancies in the system to be requisition driven.					
1.09	Provide flexibility to post anticipated vacancies, or general, open and continuous postings that do not require a requisition.					
1.10	Provide the ability to group vacancies by location, job type, or position code (teacher, custodial, etc.).					
1.11	Allow for each posting to have a set of instructions for the applicant and other pertinent information that is standard or customizable.					
1.12	Enable an HR staff member to cut and paste necessary position description information with preferred qualifications for each position. Adequate space and flexibility must be included.					
1.13	Allow electronic routing of job requisition form to system leader and HR staff for review, editing, and approval.					
1.14	Allow retrieval and updating of previous requests for personnel forms and/or templates for job classifications or job announcements that can be modified for the specific vacancy.					
1.15	Allow vacancy announcements to be automatically posted to other job boards as designated by the School District; i.e. DICE, Monster, Career Builder.					
1.16	Provide an advanced employment opportunities search engine which will allow for applicants to search, by word or text string, location, etc.					
1.17	Allow HR staff to have the flexibility to define instructions to be posted for each vacancy.					
1.18	Allow HR staff to create vacancies with multiple titles, multiple account numbers, multiple locations, etc. as needed.					
1.19	Allow HR staff to post individual position vacancies and pool vacancies.					
1.20	Provide the ability to e-mail applicants of new positions available, to all applicants or specific groups of applicants.					
2.00	Application Process					
2.01	Allow applicants to apply online by filling out an online application and attaching unlimited number of additional documents.					
2.02	Provide applicant the ability to respond to job specific questions developed for each vacancy in a job specific questionnaire which will identify necessary knowledge, skills, and abilities.					
2.03	Allow the applicant to complete an online application and later retrieve the application for viewing, modification, or conversion to applications for additional school system vacancies.					
2.04	Provide security such that the applicant can view and modify only his or her own data.					
2.05	Provide the ability to send an automatic notification to the applicant acknowledging receipt of an application on the screen.					

2.06	Integrates with standard e-mail systems for applicant activity for HR staff.						
2.07	Provide the ability to separate and/or distinguish between applicants applying for different types of positions (full-time or part-time, internal or external) and the ability to distinguish and properly track when one applicant falls into more than one of the above mentioned categories.						
2.08	Associate applications and resumes to a specific requisition without having to change screens/databases.						
2.09	Allow processing of each application and any attachments as a single complete document.						
2.10	Allow for the storage of history that consists of one applicant record with all the associated recruiting activity regardless of the number of requisitions.						
2.11	Allows applicants to modify or replace their existing resume.						
2.12	Provide the ability for system leaders, HR staff, and interviewers to review pre-screened applicants.						
2.13	Provide the ability for system leaders, HR staff, and interviewers to track applicant status.						
2.14	Provide the ability for system leaders, HR staff, and interviewers to communicate with applicants via e-mail.						
2.15	Provide the ability for system leaders, HR staff, and interviewers to view communication history.						
2.16	Provide the ability for system leaders, HR staff, and interviewers to report on communications.						
2.17	Provide the ability for system leaders, HR staff, and interviewers to view and print applicant job history, qualifications and resume.						
2.18	Provide the ability for system leaders, HR staff, and interviewers to record interview notes.						
2.19	Provide the ability for system leaders, HR staff, and interviewers to enter additional applicant information if needed.						
2.20	Provide search for applicants based on a variety of criteria (e.g., location, skills, prior employers, zip code, and metropolitan areas).						
2.21	Provide embedded workflow for approvals based on school system-defined process including requisition approval, offer approval, and new hire approval.						
2.22	Allow users to attach documents to an applicant record.						
2.23	Allows HR staff to determine which fields are required for completion by applicant.						
2.24	Allows HR staff to establish access levels in the system by role.						
2.25	Increments requisition numbers automatically or to be entered manually.						
2.26	Allows HR staff to enter and access secure notes based on security access levels.						
2.27	Allows applicant to choose if he/she would like to be alerted when a future position becomes available based on qualifications.						
2.28	Provide capture and tracking of the requisition number, status and reason for job openings.						
2.29	Provide capture and tracking of employment information including FLSA type, salary range, and full/part time indicator.						
2.30	Provide capture and tracking of education and skill requirements.						
2.31	Allows applicant to submit one application for multiple jobs for which qualified without reapplying for each new job.						
2.32	Allows attaching of confidential documents to each applicant, not to each vacancy based on security levels.						
2.33	Allow the applicant to apply using alternative approaches including "hard copy" applications and fax during phased-in implementation. There must be efficient means to track these applicants which may be entered manually by.						
2.34	Provide the ability to send an automatic notification to the applicant acknowledging receipt of an application by e-mail.						
2.35	Provide the ability to create custom notifications that can be e-mailed to the applicant regarding the disposition of their application.						
2.36	Allows system leaders and/or HR staff to e-mail potential interview times, applications, corporate material, and job opening status.						
2.37	Provides a library of standard communication correspondence for printing and distribution to applicant.						
2.38	Allows system leaders and/or HR staff to schedule interviews, notify interviewers of times, locations and topics to cover.						
2.39	Allow for the storage and search of user profile data for future use by category, job title, skill, or other user-defined attributes.						
2.40	Provide the ability to house interview question templates for each job.						
2.41	Provide the ability for system leaders, HR staff, and interviewers to schedule interviews.						
2.42	Provide the ability to view multiple interview schedules.						

2.43	Provide the ability for system leaders and HR staff to view and print interview scores/reports.					
2.44	Provide web-based data collection for potential applicant (both employee and non-employee) in order to provide the applicant with suggested job opportunities that meet their qualifications.					
2.45	Allows system leaders and HR staff to create behavioral interview question sets per job opening.					
2.46	Integrates with third-party screening services including: criminal background check, drug testing and assessments.					
2.47	Generates offer letters containing all compensation options to applicant.					
2.48	Provide assistance in the creation of and house job descriptions.					
2.49	Provide out of state applicants with metropolitan area and location information.					
2.50	Provide user help desk services to applicants by telephone and on-line service 24/7.					
2.51	Allow applicant to send an electronic form to professional references through an online link. Person serving as the reference completes and submits the electronic form directly to the Office of Human Resources.					
2.52	Allow applicant "self-serve" by providing applicant the ability to log back on to the system to determine if application materials have been submitted (references/transcripts/test scores/attachments, etc.)					
2.53	Allows for current employees or other applicants to utilize a streamlined application process where current employee information from current HRIS is automatically used to pre-populate application fields.					
2.54	Allows applicants to go back to already submitted application to add information as needed. Allows that feature to be limited per the needs of the school system.					
2.55	Allows applicants to identify multiple subject areas of interest while applying for one position.					
2.56	Allows applicants and HR staff to scan documents as needed into the applicant's electronic file.					
2.57	Allows for hard copy of reference form(s) to be printed as needed.					
2.58	Allows for customization of required application disclaimers.					
2.60	Allows for the use of multiple types of reference forms as needed.					
2.61	Allows for flexibility for international applicants with international addresses, phone numbers, country codes, city codes, zip codes, etc.					
3.00	Applicant Screening					
3.01	Provide the ability to identify or permit identification of qualified, not qualified, or not eligible applicants based on minimum requirements of the position or predetermined information. The not eligible category will be limited to applicants who previously applied and failed the background check or are employees terminated for cause, if policy permits.					
3.02	Allow for each vacancy announcement to include an unlimited set of questions that will be generated using a database maintained in the System. These questions must be able to be automatically loaded into the system and must include both multiple-choice and narrative formats.					
3.03	Allow multiple scoring of applicants such as on minimum qualifications or minimum qualifications plus desirables. Multiple hurdle scoring may also include allowing some questions to be scored based upon a pass/fail basis (such as minimum qualifications) and other questions (such as desirables) to be scored through a compilation of scores based upon responses to a set of questions.					
3.04	Allow departments to record, through the web, the screening results of each applicant, reasons for selection or non-selection and terms of employment and route electronically to system leaders and HR staff.					
3.05	Allow tracking of multiple applicant status descriptions.					
3.06	Allow for questions to be scored individually or aggregated into composite scores. The system must be able to score an individual item in combination with another item. For example, a position in which either two years of college plus two years experience or one year of college plus three years of experience is acceptable. The scoring methodology must reflect this.					
3.07	Allow automatic entry and integration of applicant scores on school system generated supplemental exams such as interviews, video tests, written tests, typing tests, etc. via hardcopy, or data file.					
3.08	Allow all applicant information, attachments, forms, etc. to be viewed on one "screen" or "section" of the system thus creating an electronic applicant file for each applicant.					
3.09	System automatically utilizes applicant information to complete MD Judiciary Case Search and National Sex Offender Search and imports results to populate relevant field in the application.					
3.10	System automatically alerts HR staff that an applicant has completed an application, added information/attachments, etc. to application on one screen that can be customized for various vacancies.					
3.11	Allows HR staff to sort by applicant and by position.					
3.12	Allow system leaders and HR staff to view selected applicant information.					
4.00	Applicant Tracking					
4.01	The system should allow timeline tracking for receipt of information and any correspondence/work performed on an application or with an applicant.					
4.02	The system allows input data for Application (to include position requirements, work history, student teaching, education, certification areas)					

4.03	The system allows input data for Position Referral Source (i.e. advertisement, job fair, employee, etc.)					
4.04	The system allows input data for unlimited References					
4.05	The system allows input data for unlimited Credentials					
4.06	The system allows input data for unlimited Transcripts					
4.07	The system allows input data for unlimited Test Scores					
4.08	The system allows input data for unlimited Certifications					
4.09	The system allows input data for unlimited Correspondence					
4.10	The system allows HR staff to input data for applicant referrals to system leaders. (notifications and results)					
4.11	The system allows input data for Interviews (scheduling and results)					
4.12	The system allows input data for Screening					
4.13	The system allows input data for 1st Round					
4.14	The system allows input data for 2nd Round					
4.15	The system allows input data for Offers					
4.16	The system allows input data for Final Disposition					
4.17	Allow for the printing of the completed application into a hard copy.					
4.18	Allow for the adjustment of font sizes, margins, etc. of printed hard copy and/or the capability to easily print onto commonly used paper sizes.					
4.19	Allow for the deletion/purging of application by HR staff with secure access level as needed					
4.20	Allows HR staff to communicate with applicants through e-mail (mass mailings, customized messages, content, etc.)					
4.21	Allow for the creation of data reports on any field and any combination of fields.					
4.22	Allow for the ability to create graphs on sorted data reports.					
4.23	Allows for identified/sensitive positions to be kept confidential from identified HR staff.					
5.00	Referral Tracking					
5.01	Allow for multiple referrals to include position referred, date referred, to whom referred, date HR staff receives referral response, and referral response. An applicant could be referred to multiple supervisors for one or more positions.					
6.00	Interview Tracking					
6.01	Allow for multiple levels of interviews. An applicant could have multiple hiring supervisor interviews and multiple position interviews.					
6.02	Provide the ability to record the date/time the interview is scheduled, whom the interview is with, what level of interview it is, the position the interview is for, date HR staff received the results, and the results of the interview.					
6.03	Allow for the electronic submission/import of interview data into applicant electronic file.					
7.00	Other Requirements					
7.01	System access should require only an internet browser.					
7.02	Provide support for the following internet browsers: Microsoft Explorer version 6 or greater, Firefox version 2 or greater, Google Chrome, or Safari version 1.2 or greater.					
7.03	Provide notification from the Vendor to school system staff notice of any down time, equipment failure, or any other factor which affects the ability of HR staff to access and manipulate data or the ability of an applicant to submit material or receive a notification acknowledging receipt or status of an application.					
7.04	Provide all required interfaces with School system resources without compromising the integrity of the School system's firewall and network security systems.					
7.05	Provide applicants with user passwords that protect other applicants from viewing their data. Allows for easy retrieval of user names and passwords if forgotten.					
7.06	Provide for current job announcements, applicant profiles, and all other system data to be backed-up on regular basis (at least daily). All back-ups shall be verified and recovery systems tested on a regular basis.					
7.07	Provide access to the raw data on an ad hoc basis in a standard format.					
7.08	Provide notification of any scheduled service outages, longer than two hours in duration, at least two working days prior the outage to School system staff.					
7.09	The data shall be owned by the School system along with the ability to access the data by third party tools.					

7.10	The Vendor shall use an off-site storage facility for back-up data storage and shall provide documentation on the procedures that are followed for backing up and restoring data in the case of an emergency or system failure.					
7.11	Provide step by step instructions on each screen with required areas flagged to insure the information is submitted before allowing the applicant to proceed.					
7.12	Provided for the ability to replicate the application on a laptop to allow applicant entry at job fairs and have the ability to upload this information to the main database.					
7.13	Provide "hover over" help for fields and commands on screens.					
7.14	Error messages at the user level are clear and relate directly to corrective action.					
7.15	Allows for the linkage of help screens with video/graphic representation of how to complete the application.					
7.16	Allows for flexibility of field sizes to accommodate long names, addresses, etc..					
7.17	Provide step by step guide to software user and troubleshooting.					
7.18	Provides online tutorials or other web-based training / demonstrations of software use.					
7.19	Provides comprehensive customizable help.					
7.20	Allow for the flexibility of fields to be customized.					
7.21	Solution must be 508 COMAR Compliant.					
7.22	Provide the ability to interface to the OFAC (http://www.instantofac.com/)					
8.00	Data Management and Reporting					
8.01	Capture and store with limited access the applicants' personal data including name, address, social security number, demographics, EEO data, and positions applied for.					
8.02	The application process must collect Affirmative Action and Adverse Impact statistical data for the HR State Reporting including but not limited to name, job title, race, sex and date of application.					
8.03	Provide the ability to customize data entry screens. These screens should consist of user-defined tables.					
8.04	Data released to the applicant pool and hiring results must be stored for regular reports and ad hoc queries or data downloads by authorized departments and the HR staff.					
8.05	Provide different levels of access for different types of users such as system leader and HR staff by location					
8.06	The system must allow HR staff to generate letters telling all applicants that the position has been filled or cancelled. The system must allow HR staff to generate offer letters and forms for the successful applicant to acknowledge acceptance of the position.					
8.07	Provide the ability to create a database of questions. Specific questions can be coded by task area, position, or job class and accessed for multiple recruitments. System leaders and HR staff can access questions and "click and choose" appropriate questions for each vacancy.					
8.08	Include a full feature reporting capability with a SQL type query tool so that recruitment and applicant data and statistics can be easily retrieved through both standard and ad hoc reports. Data should be available by individual recruitments as well as aggregate statistics by department, analyst, occupation, total, etc.					
8.09	Provide for the storage of at least two years worth of applicant and recruitment data with a customizable timeframe.					
8.10	Provide the ability to report on all fields that exist in the database in any combination.					
8.11	Provide the capability of transferring two years worth of Filemaker Pro and current Sungard Applicant Online and Applicant Tracking data into the Vendor's system in order to provide the capability of creating statistical reports and producing trend analysis.					
9.00	Report Requests					
9.01	Number of applicants from specific educational institutions					
9.02	Number of applicants with specific areas of certifications					
9.03	Number of applicants applying to specific location/position					
9.04	Number of applicants based on education level					
9.05	Based on number of offers - acceptances vs. declines					
9.06	Total number of applicants vs. number qualified by position or overall (this would be a particular status)					
9.07	Track open vs. filled requisitions					
9.08	Track applicants filled by internal or external sources					
9.09	All above requests need demographics in the selection criteria					
9.10	How many applicants interviewed and approved to teach special education, by specific disability area					

9.11	How many applicants applied for each curricular area, by race, ethnicity and gender					
9.12	Other reports based on any combination of data fields.					
10.00	Technical					
10.01	Application uses Graphical User Interface software system accessible through web page compliance (W3) standards					
10.02	Web browser based functionality will not require any additional client-side software to be installed to operate					
10.20	Cross platform compatibility					
10.21	Application is accessible and supported from PC's running Windows 7 & XP					
10.22	Application is accessible and supported from PC's running Windows Vista					
10.23	Application is accessible and supported from Macs running OS X					
10.24	Application is accessible and supported from Macs running Windows via Parallels					
10.25	Application is accessible and supported from Macs running Windows via Bootcamp					
10.26	Application is accessible and supported from Macs running Windows via VMWare Fusion					
10.30	Cross browser compatibility					
10.31	Have cross-browser support (Internet Explorer, Safari, Firefox)					
10.32	Application is supported using Internet Explorer 6 on Windows					
10.33	Application is supported using Internet Explorer 7 on Windows					
10.34	Application is supported using Firefox on Windows					
10.35	Application is supported using Safari on Mac OS X					
10.36	Application is supported using Firefox on Mac OS X					
10.40	OETS technology platform					
10.41	Application is based on modern web technologies, such as Java, .NET, AJAX, XML, etc.					
10.42	Databases supported are either Oracle or SQL Server					
11.00	Security					
11.10	Data security					
11.11	Uses SSL encryption to protect data transmissions					
11.12	Sensitive data such as user passwords will be stored encrypted in the OETS' database					
11.20	Authentication					
11.21	The OETS system will require a user ID and password for authentication					
11.22	The OETS system will allow the client to choose the alpha-numeric unique user ID of our choice for login IDs, from 6 to 10 characters long					
11.23	The OETS system must follow password policies set forth in HCPSS Policy 3040. Refer to the following link for details. http://www.hcpss.org/board/policies/policies_3000.shtml					
11.30	Authorization					
11.31	The OETS system will allow for varied levels of access within the system					
11.32	The OETS system will allow the client to set which users can use functionality					
11.33	The OETS system will allow the client to determine which users can only view data, or view and update, within a functionality					
11.34	The OETS system will allow designated administrator users to access all employee data					
11.35	Role based security is utilized to control access to information within the OETS					
11.36	The OETS system will allow setting certain fields a user has access to as confidential, and only viewable by certain users or user groups					

11.37	The OETS system will allow the creation of user groups, into which multiple users may be placed for account management efficiency					
11.38	The OETS system will allow setting of different access levels to different user groups					
11.40	Directory Services integration					
11.41	Ability to integrate with Active Directory for authentication					
11.42	Ability to integrate with Active Directory for authorization					
11.43	Ability for authorize using districts local Active Directory organizational units, groups, etc					
11.50	Audit logs					
11.51	Ability to log access to system when users login					
11.52	Log to include user account that is logging in					
11.53	Log to include date and time of login					
11.54	Log to include IP address of users					
11.55	Ability to log when users logout of the system					
11.56	Ability to log user session timeouts					
11.57	Ability to log any configuration change					
11.58	Ability to log what users have done and seen in the OETS during a session					
11.59	Ability to log data that has been imported, including which user account did this					
11.510	Ability to log data that has been exported, including which user account did this					
11.511	Ability to log data that has been created, including which user account did this					
11.512	Ability to log data that has been modified, including which user account did this					
11.513	Ability to log data that has been deleted, including which user account did this					
11.514	Ability to log reports that have been run, including which user account did this					
11.515	Ability to log when scoring processes start, including which user account executed this					
11.516	Ability to log when scoring processes complete					
11.517	Ability to log when processes fail, including at what step they failed at					
11.518	Ability to log access to the database directly					
11.519	Audit logs for all transactions (inserts, updates and deletes) to database					
11.60	Business Continuity					
11.61	Vendor has a Disaster Recovery plan (if hosted) or option to provide the function if not hosted					
11.62	Vendor has redundancy in all areas to be able to guarantee 24x7 service, and at least 99.9% uptime (for any hosted components)					
11.63	The OETS has functionality within it to easily facilitate backup and restore processes					
11.64	Vendor has documented backups and restore procedures for HCPSS to follow					
11.70	Support					
11.71	Vendor is able to provide HCPSS with officially published Service Level Agreements					
11.72	Technical support is available to designated district staff for directly contacting Vendor					
11.73	Support will respond within an agreed upon time frame based on severity of incident					
11.74	Software updates and upgrades are implemented on a regular basis and is included at no additional cost as long as HCPSS's software support contract is current. HCPSS will have an opportunity to test updates and upgrades prior to implementation to the live production system.					
11.75	HCPSS has the option to implement upgrades themselves					
11.76	Technical support from Vendor will be available when doing routine software updates, upgrades, at no additional cost					
11.77	Vendor will be available to perform upgrades for HCPSS when requested					
11.78	Detailed release notes are made available to HCPSS prior to the implementation of any update or upgrade					

11.79	A technical support website, managed by the Vendor, with all relevant resources is available					
-------	--	--	--	--	--	--

B. IMPLEMENTATION REQUIREMENTS

For each requirement, indicate with an “X” how the vendor meets each according to the following choices:

	Description	Score
Yes	Vendor will meet requirement as specified	1
No	Vendor will not meet requirement as specified	0

ID	Implementation Requirements	Yes	No	Comments
12.10	Meetings			
12.11	Vendor will attend a kick-off meeting, monthly progress meetings, draft report presentation meeting, and final draft presentation meeting, on site, with the HCPSS OETS Evaluation Committee or designee.			
12.12	Vendor will attend, if requested by HCPSS, report presentations to the Board of Education (Board).			
12.20	Retention of Records			
12.21	Vendor will maintain all records and documents relating to this contract for three (3) years after final payment by the HCPSS and will make them available for inspection and audit by authorized representatives of the HCPSS, including the Purchasing Officer or designee, at all reasonable times.			
12.30	Confidentiality			
12.31	Vendor will ensure the complete confidentiality of any and all information provided by HCPSS, and gathered and developed by vendor in the performance of this contract. The material gathered, used and developed will not be provided to any other party without the expressed written approval of the HCPSS Purchasing Officer.			
12.32	Vendor will comply with HIPPA, FERPA, and other applicable federal and state regulations.			
12.40	Software Customization and Data Conversion			
12.41	Vendor will meet all deadlines as outlined in the agreed upon Implementation Schedule for data conversions and customizations.			
12.42	Vendor will provide a software package that permits HCPSS to develop and customize reports, drop-downs, and tables.			
12.50	Software Implementation			
12.51	Vendor will implement the OETS in pilot phases as described in the Implementation Schedule.			
12.52	Vendor will be completely responsible for installation, testing, and debugging of the OETS.			
12.53	Vendor will inform the HCPSS OETS Project Manager when the product is ready for their testing. Following each pilot installation, HCPSS will conduct a 30-90 day evaluation period to test the system in a real environment. HCPSS will notify Vendor in writing at the end of the evaluation period, whether the pilot is accepted, or whether further modifications are required. If modifications are required, the 30-90 day evaluation period to test the system will repeat.			
12.54	Prior to full implementation of the entire system, Vendor will perform a full load response time test, and provide a final written document on the test results to be reviewed and approved by HCPSS. If further modifications to the OETS are required, it will be done immediately upon written notice by HCPSS. Payments may be withheld until all identified deficiencies are corrected and the system is accepted by HCPSS.			
12.60	Implementation Schedule			
12.61	Vendor will adhere to an agreed upon timeframe for implementation of the OETS assuming day one is the award of contract. Below is a suggested guideline for the implementation schedule. Vendor best practices should be considered. 20 days - Develop implementation schedule 80 days - Develop fit/gap analysis 60 days - Perform Evaluation and testing 40 days - Implement Pilot system with Administrative Positions 40 days - Implement Pilot system with Teaching Positions 40 days - Implement Pilot system with Support Services Positions			
12.70	Project Plan			
12.71	Vendor will provide a project plan to meet the schedule outlined above. Please include on-site and off-site meeting needs. This plan at a minimum must include: - meetings, milestones, deliverables & individuals responsible - fit/gap analysis to determine how well the software meets the requirements with COTS functionality, - vendor supplied project management and coordination,			

	- meeting schedule (kick-off meeting, monthly progress meetings) - hardware installation, - system installation, - data conversion, - system enhancements, - training and - Maintenance.			
12.72	Vendor will provide in the plan specific details how and where each task will be provided.			
12.73	Vendor will identify in the plan the responsible party for the tasks (Vendor, HCPSS, third parties, etc.).			
12.74	Vendor will indicate in the plan that it will start no later than 45 days after award. Start date to be agreed upon by both vendor and HCPSS.			
12.80	Training			
12.81	Vendor will provide on-site training for approximately 20 support staff in the Technology and Human Resources Offices.			
12.82	Vendor will provide for each employee participating in training a comprehensive user manual and instruction booklet for desktop use, and instruction on the use of OETS manual(s) or on-line help.			
12.83	Vendor will provide training by group and if deemed necessary by the HCPSS, on an individual basis with Follow-up training if requested by HCPSS.			
12.84	Vendor will provide training how to operate, maintain and effectively utilize each module of the OETS in the course of their daily activities.			
12.85	Vendor will provide a train-the-trainer model and is appropriately reflected in the Implementation Schedule noted above.			
12.85	Vendor will provide details of what training courses are available, course syllabus, and course locations.			
12.90	Hardware			
12.91	Vendor will provide all required hardware, software and operating systems for the solution, whether hosted at the HCPSS or at the vendor's datacenter.			

C. SUPPORT REQUIREMENTS

For each requirement, indicate with an "X" how the vendor meets each according to the following choices:

	Description	Score
Yes	Vendor will meet requirement as specified	1
No	Vendor will not meet requirement as specified	0

ID	Support Requirements	Yes	No	Comments
13.10	Maintenance and Support.			
13.12	Vendor will provide a copy of their standard maintenance and support agreement			
13.13	Vendor Maintenance will be billed on an annual basis and will include all updates/upgrades required by Federal and Maryland State mandates.			
13.14	Vendor will provide and perform any software fixes or changes to OETS.			
13.15	Vendor will provide and perform all updates/upgrades and fixes to the OETS.			
13.16	Vendor will provide full support for the OETS product for a minimum of six (6) years from the date of final acceptance by HCPSS.			
13.17	Vendor will provide a help desk with toll-free user telephone and email support for designated HCPSS personnel that is toll free and available 24 hours per day seven days per week 365 days per year.			
13.18	Vendor will initiate and coordinate an on-site service call, in the event that the help desk cannot resolve the problem via a telephone call or email.			
13.20	Warranty			
13.21	Vendor will warrant the OETS for the duration of the contract.			
13.22	Vendor will not charge HCPSS for any maintenance and support services during this warranty period.			
13.23	Vendor will warrant the OETS for a minimum of 90 days after upgrades and customizations.			
13.40	Service Level Agreement (SLAs)/ Sustainability			
13.41	Vendor will provide the following information for all services proposed - System up-times over past 12 months for proposed solution; - Description of vendor's ability to provide reports that explain unscheduled system outage and steps to prevent in the future - Description of vendor's solution upgrade philosophy, user effect and lifecycle; - Availability statistics for referenced customers - Description how vendor will minimize disruption to School System operations during implementation; - Description of vendor's High Availability (HA) solution included fault tolerance and fail-over in order to			

	- provide 99% system availability - Description of approach to ensure system and data integrity.			
13.50	Qualifications			
13.51	Vendors will provide confirmation and/or a brief narrative indicating their compliance with the following requirements: - Authorized solution reseller or Vendor - Minimum of 5 years experience with OETS configurations and integrations in a K-12 setting			
13.60	Documentation			
13.61	Vendor will provide software documentation in an electronic format, customizable by the HCPSS, without violating copyright laws.			
13.62	Vendor will provide a best practices document based on input from the Vendor's other clients.			

D. SUBMITTALS

1. BUSINESS PROFILE
 - a) Financial – vendors need only supply one copy of the following with their proposals.
 - (1) Public Companies
 - (a) -annual reports for the last three years
 - (b) -history and description of the company
 - (c) -recent reports from securities analysts
 - (d) -published reports about the company
 - (2) Private Companies
 - (a) -financial statements or tax forms from three years
 - (b) -history and description of the company
 - (c) -published reports about the company, if any
 - b) Credit rating/report, letter from bank, suppliers.
2. PERSONNEL: Provide a list of key technical people in the vendor's organization. Provide the names, resumes and qualifications of personnel who would service HCPSS under this contract.
3. ACCESS TO TECHNICAL STAFF: Detail the procedures by which selected technical personnel from HCPSS will have access to the vendor's technical staff. Vendors will specify the level of assistance that will be provided to HCPSS technical staff to resolve various malicious network activities. Include a toll-free telephone number for helpdesk technical support as listed above.
4. REFERENCES: A list of three references will be submitted with your proposal. These references should be customers your firm has done business with in the past year on projects with a similar scope to this one, see Bid Response Sheet.
5. SYSTEM DESCRIPTION: Provide a description of the system you are proposing including any details in support of you response to all System, Deployment and Support requirements. Include information requested in the Service Level Agreement (SLAs)/ Sustainability Deployment requirements.
6. REQUIREMENTS: The vendor will provide response to all System, Deployment and Support requirements on the RFP Response Sheet. Identify any deviations from acceptance of the RFP terms and conditions.
7. COST PROPOSAL: The vendor will provide costs as specified on the RFP Response Sheet.

ATTACHMENT A
Insurance Requirements

- 3.7.1. The Service Provider will not commence services until the Service Provider has obtained at the Service Provider's own expense all of the insurance as required hereunder and such insurance has been approved by the Board. Approval of insurance required of the Service Provider will be granted only after submission to the Board of original certificates of insurance signed by authorized representatives of the insurers or, at the Board's request, certified copies of the required insurance policies.
- A. Insurance as required hereunder will be in force throughout the term of the Contract and for two years after final payment by Board for services rendered under this Contract in accordance with the insurance requirements below. Original certificates signed by authorized representatives of the insurers or, at the Board's request, certified copies of insurance policies, evidencing that the required insurance is in effect, will be maintained with the Board throughout the term of the Contract and for two years after final payment by Board for services rendered under this Contract.
 - B. The Service Provider will require all Subcontractors to maintain during the term of the Contract all insurance or its equivalent to the same extent required of the Service Provider herein unless any such requirement is expressly waived or amended by the Board in writing. The Service Provider will not allow any Subcontractor to commence services on any subcontract until all insurance required of the Subcontractor has been so obtained and approved by the Service Provider. The Service Provider will furnish Subcontractors' certificates of insurance to the Board immediately upon request.
 - C. All insurance policies required hereunder will be endorsed to provide that the policy is not subject to cancellation, non-renewal or material reduction in coverage until sixty (60) days prior written notice has been given to the Board.
 - D. Therefore, the phrases "endeavor to" and "... but failure to mail such notice will impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.
 - E. No acceptance and/or approval of any insurance by the Board will be construed as relieving or excusing the Service Provider from any liability or obligation imposed upon the Service Provider by the provisions of this Contract.
 - F. If the Service Provider does not meet the insurance requirements of this Contract, the Service Provider will forward a written request to the Board for a waiver in writing of the insurance requirement(s) not met or approval in writing of alternate insurance coverage, self-insurance, or group self-insurance arrangements. If the Board denies the request, the Service Provider must comply with the insurance requirements as specified in this Contract.
 - G. All required insurance coverages must be underwritten by insurers allowed to do business in the State of Maryland and acceptable to the Board. The insurers must also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest evaluation by A. M. Best Company, unless Board grants specific approval for an exception. The Board hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the Injured Workers Insurance Fund of Maryland.
 - H. Any deductibles or retentions in excess of \$10,000 will be disclosed by the Service Provider, and are subject to Board's written approval. Any deductible or retention amounts elected by the Service Provider or imposed by the Service Provider's insurer(s) will be the sole responsibility of the Service Provider.
 - I. Any and all return premiums and/or dividends for insurance or coverage directly charged to the Board by the Service Provider in connection with this Contract will belong to and be payable to the Board.
 - J. If the Board is damaged by the failure or neglect of the Service Provider to purchase and maintain insurance as described and required herein, without so notifying the Board, then the Service Provider will bear all reasonable costs properly attributable thereto.

3.7.2. Service Provider's Liability Insurance

The Service Provider will purchase and maintain the following insurance coverages which will be written for not less than the limits specified below or required by law, whichever is greater.

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

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

This insurance will include coverage for all of the following:

- i. Liability arising from premises and operations;
- ii. Liability arising from the actions of independent contractors;
- iii. Liability arising from products and completed operations;
- iv. Contractual liability including protection for the Service Provider from bodily injury and property damage claims arising out of liability assumed under this Contract; and
- v. Liability arising from injury to patients when caused by other than medical malpractice.

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

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

C. Workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage; employers liability insurance or its equivalent with minimum limits of:

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

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

D. Service Provider's medical professional liability (or errors or omissions liability) insurance or its equivalent with limits totaling at a minimum:

- \$ 3,000,000 each person or claim; and
- \$ 3,000,000 annual aggregate.

E. Individual medical professional liability insurance or its equivalent for the individual professionals arranged by the Service Provider to provide medical services under this Contract with minimum limits of:

- \$ 1,000,000 each person or claim; and
- \$ 3,000,000 annual aggregate.

F. Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

- (\$ 2,000,000)per occurrence;
- (\$ 2,000,000)aggregate for other than products/completed operations and auto liability; and
- (\$ 2,000,000)products/completed operations aggregate and including all of the following coverages on the applicable schedule of underlying insurance:

- i. Commercial general liability;
- ii. Business auto liability; and
- iii. Employer's liability.

3.7.3. The Board of Education of Howard County and the Board's elected and appointed officials, officers, consultants, agents and employees will be named as additional insured on the Service Provider's commercial general liability insurance and the umbrella excess liability or excess liability policies, if required herein, with respect to liability arising out of the services provided under this Contract by Service Provider.

Special Note: ISO forms CG 2009 and CG 2010 entitled "Additional Insured - Owners, Lessees or Contractors – Scheduled Person or Organization" (previously Forms A and B respectively) are NOT ACCEPTABLE. ISO form CG 2026 entitled "Additional Insured - Designated Person or Organization" or a manuscript endorsement with the above wording is required.

- A. Insurance or self-insurance provided to the Board and Board's elected and appointed officials, officers, consultants, agents and employees under any Service Provider's liability insurance or self-insurance required herein, including, but not limited to, umbrella and excess liability or excess liability policies, will apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of insurance or self-insurance. (Any cross suits or cross liability exclusion will be deleted from Service Provider's liability insurance policies required herein.)
- B. Insurance or self-insurance provided to the Board and Board's elected and appointed officials, officers, consultants, agents and employees as specified herein will be primary, and any other insurance, self-insurance, coverage or indemnity available to the Board and Board's elected and appointed officials, officers, consultants, agents and employees will be excess of and non-contributory with insurance or self-insurance provided to the Board and Board's elected and appointed officials, officers, consultants, agents and employees as specified herein.
- C. If any liability insurance purchased by the Service Provider has been issued on a "claims made" basis, the Service Provider must agree to comply with the following additional conditions:
 - i. The Service Provider will maintain each such "claims made" coverage and will provide certificate(s) of insurance evidencing each such "claims made" coverage for a period of two years after final payment for services rendered under the Contract. Such certificate(s) will evidence a retroactive date no later than the beginning of the services provided under this Contract; **or**
 - ii. The Service Provider will purchase an extended (minimum two years) reporting period endorsement for each such "claims made" policy in force as of the date of final acceptance and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself. Such certificate or copy of the endorsement will evidence a retroactive date no later than the beginning of the services provided under this Contract.

3.7.4. Indemnification

To the fullest extent permitted by law, Service Provider agrees to defend, indemnify, pay on behalf of, and save harmless the Board of Education of Howard County, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Service Provider under this Contract.

3.7.5. Waiver of Subrogation

To the fullest extent permitted by law, the Service Provider and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against the Board of Education of Howard County for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the services provided by Service Provider under this Contract. Service Provider specifically waives any right of recovery against the Board and its elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any

resulting loss of income) suffered while working on behalf of the Board as an independent contractor. Such waiver will apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, agents and employees. The Service Provider will advise its insurers of the foregoing.

3.7.6. Acknowledgment of Service Provider's Independent Contractor Status and No Coverage for Service Provider under Board's Workers Compensation Coverage

Service Provider hereby acknowledges its status as an independent contractor while performing services on behalf on the Board and that the Board's workers compensation coverage or self-insurance is not intended to and will not respond to cover any medical or indemnity loss arising out of injury to the Service Provider or its employees during the Service Provider's performance of services for the Board. To the fullest extent permitted by law, the Service Provider specifically waives any right of recovery against the board and its elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any resulting loss of income) suffered during the performance of services as an independent contractor for the Board. Such waiver will apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, agents and employees. The Service Provider will advise its insurers of the foregoing.

3.7.7. Damage to Property of the Service Provider and its Invitees

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

RFP RESPONSE SHEET

Vendor: _____

Date: _____

Mr. Douglas Pindell
Purchasing Office
Howard County Public School System
10910 Route 108
Ellicott City, MD 21042

The undersigned hereby submits a RFP response price to provide all labor, material, equipment, and supervision to complete the services as set forth in RFP #024.12.B1. The entire RFP document including the Terms and Conditions, Specifications, any addenda, drawings, and the RFP response Price will be part of any resulting contract.

1. Costs: Fill in \$ dollar price amount in every empty cell below (use \$0 if no cost).

- | | |
|--|----------------------|
| A. One-Time Cost – includes setup, configuration, development, etc. | \$ _____ |
| B. Ongoing (recurring) Fees – includes annual maintenance, licensing (specify if site or individual license) for up to 25 | \$ _____ |
| C. Add-Ons, if any | \$ _____ |
| D. Hardware/Software platform upgrades, if needed, please specify any 3rd party software as well – itemize if necessary. | \$ _____ |
| E. Training – includes a minimum of 40 hours training | \$ _____/hour |
| F. Annual Maintenance and Support | \$ _____/hour |
| G. Data Migration | \$ _____ |
| H. Consulting services, not included above. | \$ _____ |
| I. Miscellaneous fixed or varied costs associated with going live – attach a separate sheet to itemize. | \$ _____ |
|
TOTAL COST of Ownership: |
\$ _____ |

REFERENCES: Please provide at least 3 K-12 institution references where your company has provided this software. HCPSS will contact these references so please provide contact information.

1. Company Name: _____

Address: _____

Contact Name:

Telephone:

Email address:

2. Company Name:

Address:

Contact Name:

Telephone:

Email address:

3. Company Name:

Address:

Contact Name:

Telephone:

Email address:

VENDOR INFORMATION:

Name of vendor

Years in business

Street Address

City, State, Zip

Telephone#

Fax #

Web Page

VENDOR CONTACT FOR CONTRACT ADMINISTRATION:

In the event your firm receives a contract as a result of this Invitation for RFP response, please designate an employee whom HCPSS may contact during the period of the contract for contract administration issues or questions.

Name

Title

Address

Phone

e-mail

Fax

Cell

RECEIPT OF ADDENDA:

Addendum: _____	Dated: _____	Received: ☐
Addendum: _____	Dated: _____	Received: ☐
Addendum: _____	Dated: _____	Received: ☐

VERIFICATION OF SUBMITTAL INFORMATION:

See SECTION III, REQUIREMENTS, Item D. SUBMITTALS for information to be included in Vendor response.

RFP SIGNATURE SHEET

VENDOR'S CERTIFICATION

1. I/we hereby propose to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this RFP response is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a RFP response for the same supplies, materials, or equipment and is in all respects fair and without collusion or fraud.
2. I/we certify that this RFP response is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.
3. I/we certify that this RFP response is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived and agreed, directly or indirectly, with any vendor or person to put in a sham RFP response or to refrain from responding to this RFP and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the RFP response prices of the affidavit or any other vendor, or to fix any overhead, profit or cost element of said RFP response price, or that of any vendor, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or RFP response are true.
4. I/we affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.
5. I hereby certify that I am authorized to sign for the vendor.

VENDOR/VENDOR DISQUALIFICATION - BRIBERY

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a RFP response or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by: _____

(printed name of person authorized to sign RFP responses)

(title of person authorized to sign RFP responses)

(signature of person authorized to sign RFP responses)

(date)