

**BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY
PURCHASING OFFICE
CONTRACT NO. 11-114
TITLE: Testing Equipment & Forms Loaner Program**

This Agreement entered into this day of January, 2011, by and between the Board of Education of Anne Arundel County, also called Anne Arundel County Public Schools (hereinafter "Board"), and Scantron Corporation (hereinafter "Scantron").

WHEREAS, the Board requires the outside services of Scantron to provide testing equipment & related scannable forms under an equipment loaner program.

WHEREAS, Scantron has agreed to enter into this agreement with the Board to provide the services described.

NOW THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the mutual covenants contained herein and other good and valuable considerations, be it agreed by and between the parties as follows:

1. Scope: The Board requires the services of Scantron to provide a Testing Equipment & Forms Loaner Program. The Program covers the provision of the necessary testing equipment for schools to process and score student testing in an automated fashion that is both efficient and accurate. Equipment needs shall be evaluated on the basis of student population and forms requirements as more fully described herein and below.

- a. Attachment #1 is included by reference and stipulates the discount structure based on the net annual TSM forms purchased on a school district basis.
- b. Attachment #2 is included by reference and is the current Scantron Test Scoring Machine Loaner Program Forms Price List – US from which the discount structure is based.
- c. In areas of conflicting language, neither Attachment #1 or #2 shall serve to modify or supercede the terms and conditions contained herein.

2. Scantron's Responsibilities:

1. Scantron shall furnish and deliver the necessary Test Scoring Machines at no cost to Board. Shipping shall be FOB Destination, Freight Included. Customer shall assume all delivery costs associated with the return of equipment at the natural expiration of this agreement.
2. Scantron shall provide use of the Test Scoring Machines, technical support, and maintenance for all loaned Test Scoring Machines at no cost to Board.
 - a. Technical support includes Scantron's toll free customer service line for technical support. Support shall minimally be available Monday through Friday from 8:30am – 7:30pm EST.

- b. Repair maintenance services shall be provided as needed, when needed. If equipment repairs are needed and cannot be made in sufficient time to accommodate testing requirements, then Scantron shall provide a replacement piece of equipment to meet the testing needs of the affected school, at no expense to the Board.
3. Training is required when a school receives its first or an additional Scantron Test Scoring Machine. Training for new Scantron Score™ scanners will be delivered free of cost through scheduled online webinars for which schools can register at <http://www.scantron.com/webinar/>. Schools requiring or desiring training for existing model 888 series Scantron Test Scoring Machines can request, via email, a recorded version of the training which will be provided by Scantron at no cost to the school..
4. Scantron shall provide forms as needed, when needed by the Board. The Board will place orders with a valid purchase order. The price list in affect at this time is the September 2008 Test Scoring Machine Forms Price List – US for Loan Program Customers), This price list shall be effective through June 2011 at which time, Scantron may update their price lists in their normal course of business providing such changes do not occur more than once per year.

 - a. Forms shall be delivered FOB Destination Freight Included for all orders of \$5,000 or greater. This is applicable to ground shipping only.
 - b. Forms shall be delivered FOB Destination Freight and Handling Added for all orders under \$5,000.
 - c. All orders for which expedited shipping is required shall be delivered FOB Destination Freight Added.
5. Except as provided in the Uniform Commercial Code, section 2-715(2), IN NO EVENT SHALL SCANTRON BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES (INCLUDING ANY DAMAGES FOR LOSS OF DATA, GOODWILL, BUSINESS INTERRUPTION OR THE LIKE), EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL SCANTRON'S AGGREGATE LIABILITY FOR ANY CAUSE OF ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL AMOUNT ACTUALLY PAID BY BOARD FOR THE PRODUCTS DURING THE TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE EARLIEST DATE ON WHICH THE EVENTS GIVING RISE TO THE LIABILITY OCCURRED.THE FOREGOING LIMITATIONS SHALL APPLY REGARDLESS OF THE CAUSE OR THE FORM OF ACTION (WHETHER BASED IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, WARRANTY OR OTHERWISE) AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THIS LIMITATION IS CUMULATIVE, WITH ALL PAYMENTS FOR CLAIMS OR DAMAGES HEREUNDER BEING AGGREGATED TO DETERMINE SATISFACTION OF THE LIMIT. THE EXISTENCE OF ONE OR MORE CLAIMS WILL NOT ENLARGE THIS LIMITATION ON AMOUNT.
6. Scantron shall extend all of the terms, conditions, specifications, and units or other prices of this contract to the following schools districts: Alexandria PS, Baltimore City

PS, Baltimore County PS, Carroll County PS, Charles County PS, Frederick County PS and Howard County PS. This is conditioned upon mutual agreement of both parties pursuant to special requirements, which may be appended thereto. Scantron will contract separately with the issuing body of the above mentioned entities that wish to use this contract and will also provide usage information, which may be requested by that school district.

- a. The Board assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may use this contract. All purchases and payment transactions will be made directly between Scantron and the requesting entity.

3. Responsibilities of Board:

Board agrees to purchase the annual commitment minimum (the "Minimum Purchase") as stated in Section 5, Quantities, (excluding shipping, handling, applicable taxes) in Test Scoring Machine forms ("TSM forms") from Scantron's approved Test Scoring Machine Loaner Program Forms Price List *each* fiscal year (July 1 to June 30) for *each* Test Scoring Machine delivered under the terms and conditions of this Agreement.

1. Board agrees to use only TSM forms that are purchased directly from Scantron for use on the Test Scoring Machine. Use of any other forms with any of the Test Scoring Machines, will be in violation of this Agreement, and Scantron has the right to immediately terminate this Agreement.
2. Board acknowledges that Scantron's TSM forms may be subject to US copyright and patent protection. The reproduction or copying of TSM forms is strictly prohibited.
3. Title to and ownership of the Test Scoring Machines is and shall remain with Scantron. Board is entitled to only temporary possession and use of the Test Scoring Machines. Board agrees to protect Scantron's title from all persons or encumbrances and agrees not to pledge the Test Scoring Machines as security or encumber them in any way. Board agrees not to remove, damage, or cover any labels or stickers that Scantron has placed on the Test Scoring Machines.
4. Within 30 days after execution of this Agreement, Board's staff and others who you wish to use the Test Scoring Machines (your "Users") and have not already received training, shall participate in a free training webinar on the Test Scoring Machine. With 10 or more participants at one time, Board may request a private webinar. Visit www.scantron.com/webinar for training dates and to register.
5. Board agrees to place the Test Scoring Machine in an area accessible to its users, and designate an on-site "contact person" for service calls, deliveries and other logistics.
6. Board agrees to accept all liability for, and to indemnify Scantron against, any property damage, personal injury or other loss which arises from Board's use or possession of the Test Scoring Machines.

7. For the Scantron Score™ Test Scoring Machine, two (2) ink cartridges are included with the initial scanner shipment. Board agrees to purchase additional ink cartridges for future use. The purchase price will count towards the Minimum Purchase.
8. Board agrees to perform routine cleaning tasks on the Test Scoring Machines and, as directed by Scantron, install any necessary firmware updates.

4. Fort George G. Meade

Heightened Security has gone into effect at Fort Meade. The Anne Arundel County Schools which are located at Fort Meade are:

1. Manor View Elementary School
2900 MacArthur Road
Fort George G. Meade, MD 20755
410-222-6504
2. Pershing Hill Elementary School
7600 29th Division Road
Fort George G. Meade, MD 20755
410-222-6519
3. West Meade Elementary School
7722 Ray Street
Fort George G. Meade, MD 20755
4. MacArthur Middle School
3500 Rockenbach Road
Fort George G. Meade, MD 20755
410-674-0032

Contractors who work on Fort Meade or who would require access to facilities during emergency conditions or periods of restricted access are required to register your vehicle(s). To register call the **Visitor Control Center at 301-677-1063**. All vehicles must be registered to gain entry onto Fort Meade. To register you must show: an ID showing government affiliation; a valid driver's license and valid registration as well as proof of insurance. If the vehicle is not owned by the registrant, the owner must authorize the registration with either a power of attorney or a notarized letter. These services will be available from 7:30 A.M. to 3:30 P.M., Monday through Friday at the Visitor's Center. The Provost Marshal encourages registration during OFF-PEAK (non-rush hour) times. Decals issued by other military installations ARE honored on Fort Meade.

Vehicle Registration is located in the Visitor Control Center, adjacent to the Reece Road and Route 175 Entrance. Entry for deliveries to Schools on Fort George G. Meade must be made through the entrance at Route 32 and Mapes Road.

Security measures may change and as they do, contractors are solely responsible for any expense and to keep updated on all new procedures by visiting Fort Meade's website at <http://www.ftmeade.army.mil> and/or by calling the Visitor Control Center at 301-677-1063, and for compliance therewith.

Please also be aware that the Department of Defense has instituted a new policy on the use of cell phones which specifically prohibits cell phone use while driving on Fort Meade properties. Violators will be fined.

5. Quantities

Board reserves the right to increase or decrease (other than the minimum below) the quantity of equipment and forms as required. Quantities are approximate and unit prices bid shall apply regardless of any increase or decrease in the estimated quantities shown herein. Further, the Board agrees to commit to the following minimum form order per year on a per machine basis in order to receive the free loaner equipment.

TEST SCORING MACHINES & ANNUAL COMMITMENT

Test Scoring Machine Model	Annual Commitment
888P+	750.00/year
Scantron Score™	750.00/year

Attachment #3 represents the current Scantron Machine History for the Board as of the execution of the contract.

6. Duration of Contract

Once awarded, the Contract shall remain in force and effect for a period of two years from the date of award. Upon completion of the initial term, the Board reserves the right to a)reopen negotiations; b)re-bid; or c) upon mutual agreement between the parties, extend the contract for two additional one-year terms.

7. Termination

1. **TERMINATION FOR DEFAULT:** In the event that either party believes that the other party materially has breached any obligations under this Agreement, such party will notify the breaching party in writing. The breaching party shall have thirty (30) days from the notice to cure the alleged breach. If the breach is not cured within thirty (30) days, then the non-breaching party shall have the right to terminate the Agreement.
2. **TERMINATION FOR CONVENIENCE:** The performance of work under this Contract may be terminated by BOARD in accordance with this clause in whole, or from time to time in part, whenever BOARD shall determine that such termination is in the best interest of BOARD. BOARD will pay all reasonable costs associated with the Contract that the Scantron has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; provided, however, that the Scantron shall

not be reimbursed for any anticipatory profits that have not been earned as of the date of termination.

3. **NONAVAILABILITY OF FUNDING:** If the County Council fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either Board's rights or the Scantron's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Scantron and BOARD from future performance of the contract, but not from their rights and obligations existing at the time of termination.
4. Within 45 days of early termination of this Agreement for any reason, Board shall return to Scantron all of the Test Scoring Machines in good condition (normal wear and tear excepted) at Board's expense. If a Test Scoring Machine is not returned in good condition within 45 days, Board agrees to pay Scantron the then-current value of such Test Scoring Machine.

8. Assignment

The assignment of this Contract to successors, associated companies or any other parties by the Scantron for any reason, without prior written consent by BOARD, is hereby specifically prohibited.

9. Indemnification of Anne Arundel County Public Schools

Scantron shall indemnify and save harmless BOARD, its agents, and employees, against and from all suits, actions, claims, demands, damages, losses, expenses and/or costs of every kind and description to which BOARD may be subjected for bodily injury (including death) to persons or damage to tangible personal property, resulting from Scantron's negligence while performing the work specified herein or performed under this Contract, except that Scantron shall not indemnify and save harmless BOARD, its agents and employees, against and from all suits, actions, claims, demands, damages, losses, expenses and/or costs arising from or due to the negligence of BOARD or its agents and employees. The whole or so much of the moneys due, or to become due the Scantron under the Contract, as may be considered necessary by the Purchasing Officer, may be retained by BOARD until such suits or claims for damages shall have been settled, or otherwise disposed of, and satisfactory evidence to that effect furnished to the Purchasing Officer.

10. Insurance Requirements

Unless otherwise required in these specifications, or elsewhere, if a Contract is awarded, Scantron shall be required to purchase and maintain during the life of the Contract, Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than those set forth below. Scantron shall require similar coverage from any of its subcontractors.

Commercial General Liability

At least \$1,000,000 combined single limit coverage written on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. **The general aggregate limit is to apply per project.** On all Commercial General Liability Insurance policies the **Board of Education of Anne Arundel County (the BOARD) AKA Anne Arundel County Public Schools (AACPS) and all of its agents and employees** will be provided as an additional insured under blanket endorsement, which shall be shown on the insurance certificates furnished to AACPS under this Section.

Business Automobile Liability Insurance

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

Workers' Compensation Insurance

Statutory benefits as required by Maryland law and/or, when required, the U.S. Longshoremen's and Harbor Workers' Compensation Act including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

Scantron shall provide AACPS with a Certificate of Insurance evidencing the coverage required above within ten (10) days of the date of the notice of award. Such certificate shall provide that AACPS be given at least thirty (30) days prior written notice of any cancellation of, intention to not renew, or any material change in such coverage that directly affects the services being performed under this Agreement.. Scantron shall provide Certificates of Insurance before commencing work in connection with the Contract. .

Providing any insurance required herein does not relieve Scantron of any of the responsibilities or obligations assumed by Scantron in any resulting Contract or for which Scantron may be liable by law or otherwise.

Failure to provide and continue in force such insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

11. Respondent's Agent

The Contract must be signed by an owner, partner, or in the case of the corporation, the President, Vice President, Secretary, or other corporate officer. To be signed by any other official, a Power of Attorney must be attached to the proposal. If respondent is a corporation, then it must be registered in accord with the Corporations and Associations Article of the Annotated Code of Maryland.

12. Intellectual Property

Scantron agrees to indemnify and save harmless BOARD, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or

copyright violation arising out of purchase or materials, supplies, equipment or services covered by this contract. Further, Scantron shall not share, exchange, or release AACPS's data to any other party without the express written consent from the Superintendent or his/her designee of AACPS.

13. Legal Compliance

Scantron shall comply in all respect with Federal, State (including Maryland Motor Vehicle laws) and Local Regulations, including laws regarding eligibility to work in the United States. The provisions of this Contract shall be governed by the laws of Maryland. Any disputes, legal cases or other controversies shall be pursued in Maryland Courts consistent with and subject to Maryland State Law. Additionally, if applicable, all materials, supplies, equipment, or services supplied, as a result of this Contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act Standards.

1. Further, this contract shall be subject to the provision of the Board of Education of Anne Arundel County Policies and Regulations Manual, Code DE - DEC, which includes among other things, vendor protest procedures. A copy of which is attached as Exhibit A.

14. Sex Offender Notification

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

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

Each contractor shall screen their work-forces to ensure that a Registered Sex Offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "work force" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it used to perform the work. Violations of this provision may cause AACPS to take action against the contractor up to and including termination of the contract.

To assist you in identifying Registered Sex Offenders, the Purchasing Office has the list of Registered Sex Offenders, which you are welcome to view. The AACPS Office of School Security maintains this list and distributes updates to us as new offenders are identified.

15. Contract Representatives

BOARD: William Hubbard, Lead Buyer
 Anne Arundel County Public Schools
 2644 Riva Road
 Annapolis, MD 21401
 410-222-5165
wmhubbard@aacps.org

Scantron: Ms. Mary Ellen Morris
 Scantron Corporation
 1313 Lone Oak Road
 Eagan, MN 55121
 800-722-6876 x7760

Simultaneous copy to:
 Legal Department
 1313 Lone Oak Road
 Eagan, MN 55121

16. Payment

Subject to the performance of the work and the acceptance by the Board, Scantron may invoice the Board for all appropriate charges for services performed and products delivered during the billing period. The Board will promptly inspect and accept or reject the products and/or services upon delivery. Absent the Board's earlier written acceptance, the products and/or services are accepted within thirty (30) days following delivery. All such charges shall be derived in accordance with the prices quoted on Attachment #1 and Attachment #2, attached hereto and made a part hereof. In the event that Scantron is not in default of any of the contract terms and conditions, then the Board shall cause said invoice to be paid. Invoices shall be paid within thirty (30) days of receipt without deduction, withholding or offset. Scantron may suspend Services provided under this Agreement until payments are brought current. Scantron may at any time change fees for Products, Services, or other items respecting future orders

17. Total Value

The total value of this Agreement is estimated at \$75,000 per year for the Board and is contingent on usage. The total value over the two year initial term for the Board is estimated at \$150,000. Estimated value if all eligible school districts referenced in Section 2.6 participate in this Agreement (through the piggy-back clause) is \$300,000 per year and is contingent upon participation and usage.

18. WHOLE AGREEMENT

This Agreement supersedes any and all prior agreements between the parties relating to any Test Scoring Machines and any other services or items provided hereunder. Scantron will not be bound by the terms of an issued purchase order or other document unless Scantron expressly agrees to such terms in writing.

This is the whole agreement between the parties. There are no other promises, terms, conditions or obligations, whether tendered verbally or in writing, which shall be recognized beyond that which is specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have cause this Agreement to be executed by their duly authorized representatives as of the day and year first above written.

Approved: Scantron Corporation

Bruce A. Kraft DATE: 1/18/11

Approved: Board of Education of Anne Arundel County

Deborah S. Groat DATE: 1/3/11
Deborah S. Groat, Supervisor of Purchasing



**Proposed Pricing for
Maryland / Northern Virginia School District Consortium**

November 19, 2010

Scantron is currently supplying Model 888 Series test scoring machines (Models 888P/P+) to schools in the districts indicated below. These stand-alone machines are provided free of cost under a Loan Program and included, also at no charge, are the following benefits: machine service, replacement units, technical support and training. In exchange for the provisions of the Loan Program, the schools and anyone purchasing on their behalf, agree to buy all forms for the loaned units exclusively from Scantron Corporation and to purchase an annual minimum of \$750.00 in forms per machine.

- ▶ Alexandria Public Schools
- ▶ Anne Arundel County Public Schools
- ▶ Baltimore City Public Schools
- ▶ Baltimore County Public Schools
- ▶ Carroll County Public Schools
- ▶ Charles County Public Schools
- ▶ Frederick County Public Schools
- ▶ Howard County Public Schools

In appreciation of our long-term business relationship, Scantron proposes extending to these school districts a special negotiated discount schedule that will apply to the purchase of Scantron Genuine Forms compatible with the Model 888 Series test scoring machines. These forms are commonly referred to as Scantron Test Scoring Machine Forms or Scantron TSM forms.

- ▶ Discounts are off of Scantron's most current Loan Program price list at the time of order. These discounts apply separately to each school district.
- ▶ This discount schedule is valid through June 30, 2011 and is subject to annual review and renewal by Scantron Corporation.
- ▶ Discounts through June 30, 2011 for each district will be based on the district's combined value of net purchases in Scantron TSM forms from July 1, 2009 to June 30, 2010.
- ▶ In future years, Scantron's intent is that applicable discounts will be set starting on July 1 for each district and will be based on the district's combined value of net purchases of Scantron TSM forms from the previous 12 months (July through June).
- ▶ Discounts will initiate when a mutually agreeable legal document is co-signed by representatives from the school district and Scantron Corporation.
- ▶ Discounts do not apply to shipping and handling which will be prepaid and added.

Proposed Discount Schedule
(Discounts from Scantron's Loan Program Price List)

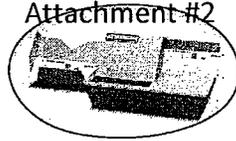
Tier	Discount	Net Annual TSM Forms Purchases by School District
1	5%	Up to \$9,999
2	10%	\$10,000 - \$24,999
3	15%	\$25,000 - \$44,999
4	22.5%	\$45,000 - \$64,999
5	32.5%	\$65,000 +

Scantron Model 888P+ Features

- ▶ Scores up to 100 test items
- ▶ Allows up to 163 Subjective Score points*
- ▶ Scores up to 35 tests per minute
- ▶ Prints Error Marks or Correct Answers
- ▶ Prints Raw Scores and Percent Scores
- ▶ Prints an Item Analysis
- ▶ Count Ballots and Surveys
- ▶ Engineered to Self-Calibrate **

* The Subjective Score feature is unique to Scantron stand-alone test scoring machine products. A Subjective Score, representing points earned for written items, lab results, etc, are entered on the students' Scantron answer sheets. During the scoring process, the machine combines the objective and subjective scores and prints a single combined score on each student's test form.

**Scantron Model 888 Series test scoring machines continuously *self-calibrate*. The benefit to the end user is no intervention is required to insure that marks are read consistently and accurately.



TO ORDER ONLINE: www.scantronforms.com

Test Answer Sheets

Quizzstrip™ Quiz Answer Sheets (Questions 10-25)

Form #	Description	Qty/Pkg	Price
810-4-6	QZ; 10 Q x 4 A; 1/S	500	\$34.95
810-K-5	QZ; 10 Q x 4 A; 1/S; LB	500	\$34.95
815-E	QZ; 15 Q x 5 A; 1/S	500	\$36.95
825-E	QZ; 25 Q x 5 A; 2/S; SA; LB	500	\$40.50
9090-OPS	QZ; 20 Q x 2 A; LB; Happy/Sad Face	500	\$40.50
Teacher Item Analysis For Up to 25 Questions			
9725	Item Analysis; 50 Q; S1=1-25; S2=1-25	50	\$9.95

50 Question Forms

Form #	Description	Qty/Pkg	Price
881-E	100 Q x 5 A; 2/S (1-50)	500	\$59.95
882-4-6-E	50 Q x 4 A; 1/S	500	\$57.95
883-E	50 Q x 5 A; 15 Q x 15 MT; 10 SA	500	\$57.95
889-E	50 Q x 5 A; LB	500	\$59.95
895-E	50 Q x 4 A; LB	500	\$59.95
899-E	F; 50 Q x 5 A; WA; LB	500	\$57.95
Teacher Item Analysis 50 Questions			
9702	Item Analysis; 50 Q; S1=1-25; S2=26-50	75	\$11.95
For Use With Test Scoring Machines and/or 48 Column Readers			
X-101874	F; 50 Q x 5 A; SSN; Special Codes; 1/S	500	\$68.95

100 Question Forms

Form #	Description	Qty/Pkg	Price
882-E	100 Q x 5 A	500	\$59.95
882-E-LOVAS	100 Q x 5 A; LV	500	\$59.95
882-N-E	100 Q x 5 N	500	\$57.95
885-E	F; 100 Q x 5 A; 30 Q x 15 N; 10 SA	500	\$69.50
886-E	F; 100 Q x 5 A; 4 Essay Pgs	250	\$40.50
886-E-LOVAS	F; 100 Q x 5 A; 4 Essay Pgs; LV	250	\$41.50
888-E	F; 100 Q x 5 A; WA	500	\$59.50
890-E	100 Q x 4 A	500	\$59.95
Teacher Item Analysis 100 Questions			
9700	F; Item Analysis; 100 Q	75	\$13.95
For Use With Test Scoring Machines and/or 48 Column Readers			
X-101889	F; 100 Q x 5 A; SSN; Special Codes	500	\$59.95

100 Question Forms - Alternate Choice Options

Form #	Description	Qty/Pkg	Price
850-E	100 Q X 4 A; LB (A-D, F-G-H-J)	500	\$57.95
865-E	100 Q X 5 A; LB (A-E, F-J)	500	\$57.95
875-E	100 Q X 5 A; LB (A-E, F-G-H-J-K)	500	\$57.95

200 Question Form

Form #	Description	Qty/Pkg	Price
884-E	F; 200 Q X 5 A	500	\$69.50
Teacher Item Analysis 100 Questions *requires 2			
9700	Item Analysis; 100 Q	75	\$13.95

Bookstore Bagged Forms

Standard Bag (1,000 bags per carton)

Form #	Description	Forms/Bag	Price/Carton
882-E-BAG	100 Q X 5 A	6	\$850.95
882-E-LOVAS-BAG	100 Q X 5 A	6	\$850.95
2052-BAG	100 Q x 5 A	6	\$925.95

Essay Form Bag (250 bags per carton)

Form #	Description	Forms/Bag	Price/Carton
886-E-BAG	100 Q X 5 A	5	\$250.00

Quizzstrip™ Bag (500 bags per carton)

Form #	Description	Forms/Bag	Price/Carton
815-E-BAG	QZ; 15 Q X 5 A; 1/S	10	\$475.95
2020-BAG	QZ; 20 Q X 5 A; 1/S	10	\$425.95

Election Ballots and Tally Sheet

Form #	Description	Qty/Pkg	Price
100-B	100-Candidate Ballot	500	\$56.95
115-B	1/4 pg; 15-Candidate Ballot	500	\$37.50
151-B	F; 100-Candidate Ballot; Blank Space for Writing Candidate Names	500	\$67.50
Ballot Tally *required to tally results			
9871	100-Candidate Election Results Tally Sheet	50	\$13.95

Survey and Tally Sheet

Form #	Description	Qty/Pkg	Price
20-S	20 Q x 5 A	500	\$57.95
20-S-WS	F; 20 Q x 5 A; WA	500	\$67.50
40-S	F; 40 Q x 5 A	500	\$69.50
Survey Tally *required to tally results			
9870	F; 40 Q Survey Results Tally Sheet	50	\$13.95

FREE ONLINE SEMINARS AVAILABLE THROUGHOUT THE YEAR

Register ONLINE today: www.scantron.com/webinar under "Test Scoring Machine"

ORDER TERMS	SHIPPING	All forms shipped FOB from Scantron warehouse. Shipping costs will be invoiced to the customer.	RETURN POLICY	No returns will be accepted after 90 days of invoice date.
	HANDLING	A handling charge of \$10.00 will be added to each new order and to any order that is changed. A \$14.00 charge will be added to any order that is expedited.		A restocking fee of 15% will be charged. Customer will be liable for return freight.
	STANDARD TERMS	Net 30		Only unopened packages will be accepted.
	PRICES	Scantron reserves the right to change prices or discontinue forms at any time without prior notice.		All returns must be accompanied by an RMA number issued by Scantron. To receive an RMA number, please call Scantron: (800) 722-6876, Customer Service.

MACHINE MAINTENANCE & SERVICE	<p>Harland Technology Services</p> <p>2020 South 156th Circle Omaha, NE 68130-2585 U.S. Phone: (800) 824-2023 U.S. Fax: (402) 330-7852 Email: omaha.service@harlandts.com</p> <p>Note: Please identify your problem; provide your machine serial number, contact name, telephone number, and address.</p>
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Order online to be eligible for special discounts and promotions.
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Scantron's Loan Program

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KEY: F=Full Page; QZ=Quizzstrip™; A=Alpha; N=Numeric; X/S=# of sides;
 Q=Questions; MT=Matching; SA=Short Answers; WA=Work Area;
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School or Site Name	Address 1	City	State	Zip Code	Model	Serial Number	Description	ECNTYP
BROOKLYN PARK LINDALE JU	200 HAMMONDS LN	BALTIMORE	MD	21225363	8882.01	K-32437	SCANTRON SCANNER, 888P/P+, TSM	Owned
BROOKLYN PARK LINDALE JU	200 HAMMONDS LN	BALTIMORE	MD	21225363	8882.01	K-36460	SCANTRON SCANNER, 888P/P+, TSM	Owned
BROOKLYN PARK LINDALE JU	200 HAMMONDS LN	BALTIMORE	MD	21225363	8882.01	K-37353	SCANTRON SCANNER, 888P/P+, TSM	Owned
CHESAPEAKE SR HIGH SCH	4798 MOUNTAIN RD	PASADENA	MD	21122581	2050L	01332	2050 LOANER SCANNER	LX
CHESAPEAKE SR HIGH SCH	4798 MOUNTAIN RD	PASADENA	MD	21122581	2050L	01333	2050 LOANER SCANNER	LX
CHESAPEAKE SR HIGH SCH	4798 MOUNTAIN RD	PASADENA	MD	21122581	2050L	100172A	2050 LOANER SCANNER	LX
CHESAPEAKE SR HIGH SCH	4798 MOUNTAIN RD	PASADENA	MD	21122581	2050L	109360	2050 LOANER SCANNER	LX
CHESAPEAKE SR HIGH SCH	4798 MOUNTAIN RD	PASADENA	MD	21122581	2050L	QSS00000180422	2050 LOANER SCANNER	LX
CHESAPEAKE SR HIGH SCH	4798 MOUNTAIN RD	PASADENA	MD	21122581	2050L	04437	2050 LOANER SCANNER	LX
CORRAN MS	7600 QUARTERFIELD	GLEN BURIE	MD	21061394	2050L	01355	2050 LOANER SCANNER	LX
LINDALE MS	200 HAMMONDS LN	GLEN BURIE	MD	21061	2050L	01396	2050 LOANER SCANNER	LX
LINDALE MS	200 HAMMONDS LN	GLEN BURIE	MD	21061	2050L	01397	2050 LOANER SCANNER	LX
SEVERN RIVER MS	241 PENINSULA FA	ARNOLD	MD	21012	2050L	01399	2050 LOANER SCANNER	LX
SEVERN RIVER MS	241 PENINSULA FA	ARNOLD	MD	21012	2050L	01400	2050 LOANER SCANNER	LX
SEVERN RIVER MS	241 PENINSULA FA	ARNOLD	MD	21012	2050L	107606	2050 LOANER SCANNER	LX
RIPPLING WOODS ELEMENTARY	530 NOLFIELD DR	GLEN BURIE	MD	21061531	2050	01723	SENTRY 2050 OPTICAL MARK READ	LX
CHESAPEAKE BAY MIDDLE SCH	4804 MOUNTAIN RD	PASADENA	MD	21122581	8883.01	3-6018	SCANTRON SCANNER, 888MP, TSM	LM
CHESAPEAKE BAY MIDDLE SCH	4804 MOUNTAIN RD	PASADENA	MD	21122581	8883.01	3-3913	SCANTRON SCANNER, 888MP, TSM	LM
HILLTOP ELEMENTARY SCH	415 MELROSE AVE	GLEN BURIE	MD	21061209	8883.01	3-8540	SCANTRON SCANNER, 888MP, TSM	LM
MAGOTHY RIVER MIDDLE SCH	241 PENINSULA FA	ARNOLD	MD	21012101	8883.01	3-4401	SCANTRON SCANNER, 888MP, TSM	LM
MARLEY MIDDLE SCHOOL	10 DAVIS COURT	GLEN BURIE	MD	21060000	8883.01	3-3224	SCANTRON SCANNER, 888MP, TSM	LM
MEADE MIDDLE SCHOOL	1103 26TH ST	FORT MEADE	MD	20755125	8883.01	3-3500	SCANTRON SCANNER, 888MP, TSM	LM
MEADE SENIOR HIGH	1100 CLARK RD	FORT MEADE	MD	20755989	8883.01	3-9102	SCANTRON SCANNER, 888MP, TSM	LM
SOUTHERN MIDDLE SCHOOL	5235 SOLOMONS IS	LOTHIAN	MD	20711979	8883.01	3-5290	SCANTRON SCANNER, 888MP, TSM	LM
ARUNDEL MIDDLE SCHOOL	1179 HAMMOND LN	ODENTON	MD	21113201	8882.01	K-13646	SCANTRON SCANNER, 888P/P+, TSM	LM
ARUNDEL MIDDLE SCHOOL	1179 HAMMOND LN	ODENTON	MD	21113201	8882.01	K-16229	SCANTRON SCANNER, 888P/P+, TSM	LM
ARUNDEL SENIOR HIGH	1001 ANNAPOLIS R	GAMBRILLS	MD	21054103	8882.01	K-4915	SCANTRON SCANNER, 888P/P+, TSM	LM
ARUNDEL SENIOR HIGH	1001 ANNAPOLIS R	GAMBRILLS	MD	21054103	8882.01	K-15852	SCANTRON SCANNER, 888P/P+, TSM	LM
ARUNDEL SENIOR HIGH	1001 ANNAPOLIS R	GAMBRILLS	MD	21054103	8882.01	K-44930	SCANTRON SCANNER, 888P/P+, TSM	LM
ARUNDEL SENIOR HIGH	1001 ANNAPOLIS R	GAMBRILLS	MD	21054103	8882.01	K-44934	SCANTRON SCANNER, 888P/P+, TSM	LM
ARUNDEL SENIOR HIGH	1001 ANNAPOLIS R	GAMBRILLS	MD	21054103	8882.01	K-1333	SCANTRON SCANNER, 888P/P+, TSM	LM
BROOKLYN PARK MIDDLE SCH	415 ANDOVER RD	LINTHICUM	MD	21090300	8882.01	K-11097	SCANTRON SCANNER, 888P/P+, TSM	LM
CENTER OF APPLIED TECH NC	800 STEVENSON R	SEVERN	MD	21144220	8882.01	K-6514	SCANTRON SCANNER, 888P/P+, TSM	LM
CENTER OF APPLIED TECH NC	800 STEVENSON R	SEVERN	MD	21144220	8882.01	K-9787	SCANTRON SCANNER, 888P/P+, TSM	LM
CENTRAL MIDDLE SCHOOL	221 CENTRAL AVE	EDGEWATER	MD	21037280	8882.01	K-16547	SCANTRON SCANNER, 888P/P+, TSM	LM
CENTRAL MIDDLE SCHOOL	221 CENTRAL AVE	EDGEWATER	MD	21037280	8882.01	K-33264	SCANTRON SCANNER, 888P/P+, TSM	LM
CHESAPEAKE BAY MIDDLE SC	4804 MOUNTAIN RD	PASADENA	MD	21122581	8882.01	K-3205	SCANTRON SCANNER, 888P/P+, TSM	LM
CHESAPEAKE SENIOR HIGH	4798 MOUNTAIN RD	PASADENA	MD	21122581	8882.01	K-10129	SCANTRON SCANNER, 888P/P+, TSM	LM
CHESAPEAKE SENIOR HIGH	4798 MOUNTAIN RD	PASADENA	MD	21122581	8882.01	K-21279	SCANTRON SCANNER, 888P/P+, TSM	LM

CORKRAN MIDDLE SCHOOL	7600 QUARTERFIE	GLEN BURNIE	MD	21061394	8882.01	K-19351	SCANTRON SCANNER, 888P/P+, TSM	LM
CORKRAN MIDDLE SCHOOL	7600 QUARTERFIE	GLEN BURNIE	MD	21061394	8882.01	K-4339	SCANTRON SCANNER, 888P/P+, TSM	LM
CROFTON MIDDLE SCHOOL	2301 DAVIDSONVIL	CROFTON	MD	21114160	8882.01	K-16742	SCANTRON SCANNER, 888P/P+, TSM	LM
CROFTON MIDDLE SCHOOL	2301 DAVIDSONVIL	CROFTON	MD	21114160	8882.01	K-15887	SCANTRON SCANNER, 888P/P+, TSM	LM
GEORGE FOX MIDDLE SCHOOL	7922 OUTING AVE.	PASADENA	MD	21122149	8882.01	K-11836	SCANTRON SCANNER, 888P/P+, TSM	LM
GLEN BURNIE SENIOR HIGH	7550 BALTIMORE &	GLEN BURNIE	MD	21061000	8882.01	K-37473	SCANTRON SCANNER, 888P/P+, TSM	LM
GLEN BURNIE SENIOR HIGH	7550 BALTIMORE &	GLEN BURNIE	MD	21061000	8882.01	K-20759	SCANTRON SCANNER, 888P/P+, TSM	LM
LINTHICUM ELEMENTARY	101 SCHOOL LN	LINTHICUM HE	MD	21090259	8882.01	K-12974	SCANTRON SCANNER, 888P/P+, TSM	LM
MACARTHUR MIDDLE SCHOOL	3500 ROCKENBACH	FORT MEADE	MD	20755129	8882.01	K-3702	SCANTRON SCANNER, 888P/P+, TSM	LM
MACARTHUR MIDDLE SCHOOL	3500 ROCKENBACH	FORT MEADE	MD	20755129	8882.01	K-16394	SCANTRON SCANNER, 888P/P+, TSM	LM
MAGOTHY RIVER MIDDLE SCH	241 PENINSULA FA	ARNOLD	MD	21012101	8882.01	K-32216	SCANTRON SCANNER, 888P/P+, TSM	LM
MAGOTHY RIVER MIDDLE SCH	241 PENINSULA FA	ARNOLD	MD	21012101	8882.01	K-4375	SCANTRON SCANNER, 888P/P+, TSM	LM
MARLEY MIDDLE SCHOOL	10 DAVIS COURT	GLEN BURNIE	MD	21060000	8882.01	K-19385	SCANTRON SCANNER, 888P/P+, TSM	LM
MEADE SENIOR HIGH	1100 CLARK RD	FORT MEADE	MD	20755989	8882.01	K-11005	SCANTRON SCANNER, 888P/P+, TSM	LM
MEADE SENIOR HIGH	1100 CLARK RD	FORT MEADE	MD	20755989	8882.01	K-11312	SCANTRON SCANNER, 888P/P+, TSM	LM
MEADE SENIOR HIGH	1100 CLARK RD	FORT MEADE	MD	20755989	8882.01	K-36496	SCANTRON SCANNER, 888P/P+, TSM	LM
NORTH COUNTY SENIOR HIGH	10 EAST 1ST AVE	GLEN BURNIE	MD	21061000	8882.01	K-11481	SCANTRON SCANNER, 888P/P+, TSM	LM
NORTH COUNTY SENIOR HIGH	10 EAST 1ST AVE	GLEN BURNIE	MD	21061000	8882.01	K-17753	SCANTRON SCANNER, 888P/P+, TSM	LM
NORTH COUNTY SENIOR HIGH	10 EAST 1ST AVE	GLEN BURNIE	MD	21061000	8882.01	K-44708	SCANTRON SCANNER, 888P/P+, TSM	LM
NORTH GLEN ELEMENTARY	615 W FURNACE BL	GLEN BURNIE	MD	21061221	8882.01	K-17604	SCANTRON SCANNER, 888P/P+, TSM	LM
NORTHEAST SR HIGH SCH	1121 DUVALL HIGH	PASADENA	MD	21122000	8882.01	K-41786	SCANTRON SCANNER, 888P/P+, TSM	LM
NORTHEAST SR HIGH SCH	1121 DUVALL HIGH	PASADENA	MD	21122000	8882.01	K-8466	SCANTRON SCANNER, 888P/P+, TSM	LM
ODENTON ELEMENTARY	1290 ODENTON RD	ODENTON	MD	21113169	8882.01	K-12174	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL MIDDLE SCHOOL	610 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-25297	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL MIDDLE SCHOOL	610 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-16640	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL SENIOR	600 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-17851	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL SENIOR	600 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-1194	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL SENIOR	600 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-3346	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL SENIOR	600 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-5295	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL SENIOR	600 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-43353	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL SENIOR	600 PATRIOT LN	MILLERSVILLE	MD	21108135	8882.01	K-43354	SCANTRON SCANNER, 888P/P+, TSM	LM
RIDGEWAY ELEMENTARY SCH	1440 EVERGREEN	SEVERN	MD	21144261	8882.01	K-39696	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERN RIVER JUNIOR HIGH	241 PENINSULA FA	ARNOLD	MD	21012101	8882.01	K-1674	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERN RIVER JUNIOR HIGH	241 PENINSULA FA	ARNOLD	MD	21012101	8882.01	K-2228	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERNA PARK MIDDLE SCH	450 JUMPERS HOL	SEVERNA PAR	MD	21146168	8882.01	K-6789	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERNA PARK MIDDLE SCH	450 JUMPERS HOL	SEVERNA PAR	MD	21146168	8882.01	K-8238	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERNA PARK MIDDLE SCH	450 JUMPERS HOL	SEVERNA PAR	MD	21146168	8882.01	K-19305	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERNA PARK SENIOR HIGH	60 ROBINSON RD	SEVERNA PAR	MD	21146289	8882.01	K-5903	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERNA PARK SENIOR HIGH	60 ROBINSON RD	SEVERNA PAR	MD	21146289	8882.01	K-46834	SCANTRON SCANNER, 888P/P+, TSM	LM
SEVERNA PARK SR HIGH SCH	60 ROBINSON RD	SEVERNA PAR	MD	21146289	8882.01	K-46684	SCANTRON SCANNER, 888P/P+, TSM	LM

SOUTH RIVER SENIOR HIGH	201 CENTRAL AVE	EDGEWATER	MD	210372802	8882.01	K-7929	SCANTRON SCANNER, 888P/P+, TSM	LM
SOUTH RIVER SENIOR HIGH	201 CENTRAL AVE	EDGEWATER	MD	210372802	8882.01	K-12675	SCANTRON SCANNER, 888P/P+, TSM	LM
SOUTH RIVER SENIOR HIGH	201 CENTRAL AVE	EDGEWATER	MD	210372802	8882.01	K-38785	SCANTRON SCANNER, 888P/P+, TSM	LM
SOUTHERN HIGH SCHOOL	4400 SOLOMONS ISHARWOOD		MD	207769504	8882.01	K-5992	SCANTRON SCANNER, 888P/P+, TSM	LM
SOUTHERN HIGH SCHOOL	4400 SOLOMONS ISHARWOOD		MD	207769504	8882.01	K-6418	SCANTRON SCANNER, 888P/P+, TSM	LM
OLD MILL SR HIGH SCH	600 PATRIOT LN	MILLERSVILLE	MD	211081351	IN4/1802	5202316	IN4/18 DUAL, 166B, OMR	
GEORGE FOX MS	7922 OUTING AVE	PASADENA	MD	211221414	3/151	0318622	OP3/15 DUAL PENCIL, 166 BUBBLE	
ARUNDEL MIDDLE SCHOOL	1179 HAMMOND LN	ODENTON	MD	211132014	3/151	0317241	OP3/15 SGL PENCIL, 166 BUB	
ARUNDEL SR HIGH SCH	1001 ANNAPOLIS R	GAMBRILLS	MD	210541033	3/151	0317235	OP3/15 SGL PENCIL, 166 BUB	
BROOKLYN PARK MS	200 HAMMONDS LN	BALTIMORE	MD	212253634	3/151	0317186	OP3/15 SGL PENCIL, 166 BUB	
CENTRAL MS	221 E CENTRAL AV	EDGEWATER	MD	210372802	3/151	0317225	OP3/15 SGL PENCIL, 166 BUB	
CHESAPEAKE BAY MS	4804 MOUNTAIN RD	PASADENA	MD	211225814	3/151	0317242	OP3/15 SGL PENCIL, 166 BUB	
CHESAPEAKE SR HIGH SCH	4798 MOUNTAIN RD	PASADENA	MD	211225814	3/151	0317236	OP3/15 SGL PENCIL, 166 BUB	
CORKRAN MS	7600 QUARTERFIELD	GLEN BURNIE	MD	210613947	3/151	0317245	OP3/15 SGL PENCIL, 166 BUB	
CROFTON MS	2301 DAVIDSONVIL	CROFTON	MD	211141603	3/151	0317270	OP3/15 SGL PENCIL, 166 BUB	
GEORGE FOX MS	7922 OUTING AVE	PASADENA	MD	211221414	3/151	04046209	OP3/15 SGL PENCIL, 166 BUB	
GLEN BURNIE SR HIGH SCH	7550 BALTIMORE A	GLEN BURNIE	MD	21061	3/151	D0317309D	OP3/15 SGL PENCIL, 166 BUB	
GLEN BURNIE SUMMER SCH	7550 BALTIMORE A	GLEN BURNIE	MD	21061	3/151	0317228	OP3/15 SGL PENCIL, 166 BUB	
LINDALE BROOKLYN PARK MS	4415 ANDOVER RD	LINTHICUM	MD	210903000	3/151	0317288	OP3/15 SGL PENCIL, 166 BUB	
MACARTHUR MS	3500 ROCKENBACH	FORT MEADE	MD	207551220	3/151	D0319708D	OP3/15 SGL PENCIL, 166 BUB	
MAGOTHY RIVER MS	241 PENINSULA FA	ARNOLD	MD	210121051	3/151	0317272	OP3/15 SGL PENCIL, 166 BUB	
MARLEY MS	730 BALTIMORE A	GLEN BURNIE	MD	21060762	3/151	0317244	OP3/15 SGL PENCIL, 166 BUB	
MEADE MS	1103 26TH ST	FORT MEADE	MD	207551251	3/151	0317283	OP3/15 SGL PENCIL, 166 BUB	
MEADE SR HIGH SCH	1100 CLARK RD	FORT MEADE	MD	207551200	3/151	0317258	OP3/15 SGL PENCIL, 166 BUB	
NORTH COUNTY HS	10 E FIRST AVE	GLEN BURNIE	MD	21061	3/151	0317260	OP3/15 SGL PENCIL, 166 BUB	
NORTHEAST SR HIGH SCH	1121 DUVALL HWY	PASADENA	MD	211221947	3/151	0317262	OP3/15 SGL PENCIL, 166 BUB	
OLD MILL MS NORTH	610 PATRIOT LN	MILLERSVILLE	MD	211081351	3/151	0317265	OP3/15 SGL PENCIL, 166 BUB	
OLD MILL MS SOUTH	620 PATRIOT LN	MILLERSVILLE	MD	211081351	3/151	0317266	OP3/15 SGL PENCIL, 166 BUB	
OLD MILL SR HIGH SCH	600 PATRIOT LN	MILLERSVILLE	MD	211081351	3/151	0317269	OP3/15 SGL PENCIL, 166 BUB	
SEVERN RIVER MS	241 PENINSULA FA	ARNOLD	MD	21012	3/151	0317267	OP3/15 SGL PENCIL, 166 BUB	
SEVERNA PARK EVENING SCH	60 ROBINSON RD	SEVERNA PAR	MD	211462899	3/151	0317306	OP3/15 SGL PENCIL, 166 BUB	
SEVERNA PARK MS	450 JUMPERS HOL	SEVERNA PAR	MD	211461683	3/151	0317226	OP3/15 SGL PENCIL, 166 BUB	
SEVERNA PARK SR HIGH SCH	60 ROBINSON RD	SEVERNA PAR	MD	211462899	3/151	0317229	OP3/15 SGL PENCIL, 166 BUB	
SOUTH RIVER EVENING HS	201 CENTRAL AVE	EDGEWATER	MD	21037	3/151	0317307	OP3/15 SGL PENCIL, 166 BUB	
SOUTH RIVER SR HIGH SCH	201 CENTRAL AVE	EDGEWATER	MD	210372802	3/151	0317227	OP3/15 SGL PENCIL, 166 BUB	
SOUTHERN SR HIGH SCH	4400 SOLOMONS ISHARWOOD		MD	207769504	3/151	0317240	OP3/15 SGL PENCIL, 166 BUB	
SOUTHERN SR HIGH SCH	4400 SOLOMONS ISHARWOOD		MD	207769504	3/151	0317257	OP3/15 SGL PENCIL, 166 BUB	
ANNE ARUNDEL COUNTY SD	WAREHOUSE	MILLERSVILLE	MD	21108	4U/182	4405487	OP4U/18, DUAL, 166B, PENCIL	
ANNE ARUNDEL COUNTY SD	WAREHOUSE	MILLERSVILLE	MD	21108	4U/182	4405488	OP4U/18, DUAL, 166B, PENCIL	
ANNE ARUNDEL COUNTY SD	WAREHOUSE	MILLERSVILLE	MD	21108	4U/182	4405875	OP4U/18, DUAL, 166B, PENCIL	

ANNE ARUNDEL COUNTY SD	WAREHOUSE	MILLERSVILLE	MD	21108	4U/182	4405881	OP4U/18,DUAL.166B,PENCIL
ANNE ARUNDEL COUNTY SD	WAREHOUSE	MILLERSVILLE	MD	21108	4U/182	4405882	OP4U/18,DUAL.166B,PENCIL
ANNE ARUNDEL COUNTY SD	CTR FOR APPLIED	SEVERN	MD	21144	5/352	0522244	OP5 MDL35 DUAL REFL READHEAD
MEADE SR HIGH SCH	1100 CLARK RD	FORT MEADE	MD	20755120	6/362	0604697	OP6 MDL36 DUAL REFL READ HEAD

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: 405
Responsible Office: PURCHASING OFFICE

Purchasing Authority

A. PURPOSE

To provide policy to guide purchasing activities within Anne Arundel County Public Schools.

B. ISSUE

Anne Arundel County Public Schools is a public organization that is responsible for numerous purchasing activities. This policy establishes the authority and responsibility governing those purchasing activities.

C. POSITION

The Board of Education delegates authority to the Superintendent to develop clear lines of authority and regulations for the delivery of purchasing services. The Superintendent shall designate a purchasing officer to carry out the responsibilities of all purchasing activities. The Superintendent or the Superintendent's designee as purchasing officer, shall approve in writing all contracts for the procurement of goods and services for the Anne Arundel County Public Schools. No contract entered into by the Anne Arundel County Public Schools will be valid without the written approval of the Superintendent or the Superintendent's designee.

D. IMPLEMENTATION STRATEGIES

The Superintendent will develop and publish regulations for the implementation of this policy.

Policy History: Adopted 5/18/05

Note previous history: Replaces Policy 405 and 405.01, adopted 11/5/97

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy DE, Policy 405, AR405
Responsible Office: SUPERVISOR OF PURCHASING

PURCHASING AUTHORITY

A. Purchasing Officer

- a. The Supervisor of Purchasing shall be the Superintendent's designated Purchasing Officer and may approve in writing all contracts for the procurement of goods and services for the Anne Arundel County Public Schools.
- b. No contract entered into by the Anne Arundel County Public Schools will be valid without the written approval of the Superintendent or the Supervisor of Purchasing.

B. Purchasing Office

- a. The Purchasing Office is vested with the responsibility and exclusive authority to act as the agent for the Anne Arundel County Public Schools in the procurement of goods and services including but not limited to materials, supplies, equipment, maintenance services, construction services and construction related services, professional services, and other services.
- b. The Purchasing Office is responsible for the review, modification, and approval of all solicitations for the purpose of clarity, open competition, development of least restrictive specifications and all matters that encourage an open, fair and competitive procurement environment.

Regulation History: *Developed by Superintendent 5/11/05*
 Reviewed by Board of Education 5/18/05
 Issued 5/23/05

Note previous history: *New regulation.*

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: 405.01
Responsible Office: PURCHASING OFFICE

PURCHASING PROCEDURES

A. PURPOSE

The purpose of this policy is to establish procedures for the appropriate performance of the purchasing function. The applicability of this policy covers the use of all funds under the responsibility of the Board of Education.

B. ISSUE

Centralized purchasing operations are essential to control purchasing activities within Anne Arundel County Public Schools. Additionally, economy of aggregation, standardization and simplification shall be achieved through centralized purchasing activities. Purchasing procedures shall be developed that are in compliance with the Education Article as it pertains to purchasing activities and sound business practices that support the efficient, effective and ethical use of fiscal resources.

C. POSITION

Purchasing procedures shall recognize the importance of a highly competitive bidding environment, and encourage active participation from all segments of the business community, thereby attracting best pricing, high quality, timely delivery, and innovative solutions. Purchasing procedures shall include a variety of purchasing approaches in order to maximize the use of fiscal and human resources. Purchasing procedures shall include quotations, requests for bids, requests for proposals, cooperative purchasing agreements, master agreements, e-commerce and others that comply with this policy. The purchasing procedures should be easy to understand and appropriately communicated to ensure open competition on the products and services being procured by Anne Arundel County Public Schools.

The purchasing procedures shall comply with the following requirements.

1. All contracts exceeding \$100,000 in value, and any contract exceeding \$25,000 that does not comply with the Bidding Procedures Regulations will be reported to the Board for their award approval.

2. All contracts exceeding \$25,000, commodities, and non-competitive procurements, that are in compliance with the Bidding Procedures Regulations, will be approved by the Purchasing Officer and reported to the Board for their review. The Superintendent is directed to obtain Board concurrence with non-competitive additions.
3. The Purchasing Officer will approve all contracts for less than or equal to \$25,000 without reporting to the Board.
4. When determined to be in the best interest of Anne Arundel County Public Schools, The Board and/or Superintendent or designee have the right to reject any and all bids.

Policy History: Adopted on 5/2/2007

Note previous history: Replaces 405, 405.02, 405.04, 405.06, adopted 11/05/97.

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: 405.02
Responsible Office: PURCHASING OFFICE

BIDDING PROCEDURES

A. PURPOSE

The purpose of this policy is to develop criteria and procedures for competitively procuring goods and services for Anne Arundel County Public Schools.

B. ISSUE

The procurement of goods and services for Anne Arundel County Public Schools should ensure the least restrictive bidding procedures that support the efficient and effective use of available fiscal and human resources, and are legally compliant, are used at all times.

C. POSITION

Bidding procedures used by Anne Arundel County Public Schools should encourage a highly competitive procurement environment that will attract active participation from all segments of the business community, thereby achieving best pricing, high quality, timely delivery of all goods and services. Bidding procedures should recognize the need for a competitive procurement environment, yet maintain a balance with the efficient and effective use of fiscal and human resources for the purchase of goods and services.

D. DESIRED OUTCOME

To ensure that all purchases for goods and services are made in the most effective, efficient and prudent manner possible, the most appropriate bidding procedure for the goods or services being procured should be used. All bidding procedures should be clear and complete, appropriately advertised and timely disseminated, include reasonable submission requirements and fairly evaluated. It is desirable that all bidding procedures are easy to understand and appropriately communicated to ensure open competition for the products and services being procured.

E. IMPLEMENTATION STRATEGIES

The Superintendent will develop Bidding Procedures Regulations that are consistent with the intent of all of the approved purchasing and purchasing related policies.

*Policy History: Adopted on 5/18/05.
Note previous history: Replaces 405.03, 405.06 -.08, adopted 11/5/97.*

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy DEB, Policy 405.02, AR405.02
Responsible Office: SUPERVISOR OF PURCHASING

BIDDING PROCEDURES

1. The Supervisor of Purchasing shall determine whether it is in the best interest of the Anne Arundel County Public Schools to utilize available surplus property, cooperative agreements, warehouse supplies, agreements with other government entities, and existing master agreements prior to expending resources for bidding or other competitive solicitation procedures.
2. The Purchasing Office shall obtain as much competition as is reasonable following the thresholds listed below:
 - a. All requirements less than \$5,000 – competition is at the discretion of the authorized buyer;
 - b. All requirements between \$5,000 and the competitive bidding limit established in §5-112 of the Education Article – three written or oral quotes shall be obtained; and
 - c. All requirements of like items, singly or combined exceeding the competitive bidding limit established in §5-112 of the Education Article shall use the public bidding procedure approved by the Supervisor of Purchasing.
3. With the approval of the Supervisor of Purchasing, the following may be procured or occur in accordance with the requirement for competition is at the discretion of the authorized buyer.
 - a. Contracts for the purchase of books and other materials of instruction as defined in the State Department of Education Financial Reporting Manual;
 - b. Participation in cooperative agreements for goods or commodities that are awarded by other government entities or by intergovernmental purchasing organizations if the lead agency for the contract follows public bidding procedures.
 - c. When the length of time of the bidding cycle would adversely affect the educational process;
 - d. When negotiations will best serve the public interest and Anne Arundel County Public Schools;
 - e. When the length of time of the bidding cycle may result in price increases;
 - f. When a grant identifies a named partner in the grant from which materials and/or services are to be acquired;
 - g. When an item is purchased for resale;
 - h. When an item or service is purchased from another governmental entity;
 - i. When maintenance support is needed for software licensed in perpetuity;
 - j. When utility services are purchased from a public utility;
 - k. When a bona-fide emergency exists.

4. With the approval of the Supervisor of Purchasing, the following may be procured or occur in accordance with 2.a above regardless of the dollar amount.
 - a. When a sole source procurement exists; and
 - b. When professional services, including educational and legal consulting, are required and are unique to Anne Arundel County Public Schools requirements or otherwise not subject to competition;

5. The Purchasing Office will advertise for all procurements over the competitive limit established in §5-112 of the Education Article, except the procurement of books, materials of instruction, documentable sole source and emergency requirements, and when it is impractical or inefficient or impossible to do so.
 - a. The Purchasing Office is responsible for the selection of appropriate advertisement sources, which will achieve increased participation in solicitations and provide adequate public notice.
 - b. The Human Resources Office is responsible for the selection of appropriate advertisement sources, which will achieve increased participation in recruitment of personnel.

6. Definitions of Relevant Purchasing Terms
 - a. "Architectural Services" means professional or creative work that is performed in connection with the design and supervision of construction or landscaping, and that requires architectural education, training, and experience. This includes consultation, research, investigation, evaluation, planning, architectural design and preparation of related documents, and coordination of services furnished by structural, civil, mechanical, and electrical engineers and other consultants.
 - b. "Bidder" means a person, supplier or contractor that provides a offer in response to a Request for Bid or Request for Proposal.
 - c. "Bid List" means a list of active suppliers and contractors interested in doing business with Anne Arundel County Public Schools that is maintained by the Purchasing Office.
 - d. "Board" means the Board of Education of Anne Arundel County.
 - e. "Construction" means the process of building, altering, repairing, improving, or demolishing any structure, building or other improvement to real property. It does not include the maintenance or routine operation of an existing improvement to real property, or activities related to an energy performance contract.
 - f. "Contract" means an agreement entered into by Anne Arundel County Public Schools for the lease of real or personal property or the acquisition of supplies, services, construction, construction related services, architectural services or engineering services.
 - g. "Contractor" means any person having a contract with Anne Arundel County Public Schools. Contractor does not include an employee with an employment contract, or an employee organization with a collective bargaining agreement.
 - h. "Cooperative Purchasing Agreements": means the coordinating and combining of like requirements for goods and services with other government entities, and/or making purchases from their open-ended contracts.
 - i. "E-commerce" means the act of communicating and transmitting business transactions electronically. E-commerce procurement transactions must comply with the laws of the State of Maryland.
 - j. "Equipment" means personal property of a durable nature that retains its identity throughout its useful life, but doesn't include commodities, or information technology equipment (hardware and software).

- k. "Emergency" means the existence of one or more of the following conditions 1) a sudden and unexpected occurrence or condition which was unforeseen and that requires an action to avoid or to mitigate serious damage to public health, safety, or welfare; 2) When goods and services are needed that the absence of which could interrupt the educational program; 3) When the occurrence or condition must be satisfied with immediate action that does not provide sufficient time to follow policy and regulations for competition and award.
- l. "Engineering Services" means professional or creative work that is performed in connection with utilities, structures, buildings, machines, equipment, and processes, and that requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences. This includes consultation, investigation, evaluation, planning, design, and inspection of construction for the purpose of interpreting and assuring compliance with specifications and design within the scope of inspection services. It does not include inspection of construction not requiring engineering training, and services provided in connection with an energy performance contract.
- m. "Goods and Services" means all purchasing requirements needed to operate and develop the Anne Arundel County Public Schools' school district.
- n. "Grant" means the bestowing of a power, money, privilege, property, or other item of value that may be conditional, although without other consideration, by the Grantor upon another party. A grant as defined here is not a contract for purposes of these procedures.
- o. "Impossible" means not capable of existing or taking place: unlikely to happen or be done.
- p. "Impractical" means unwise to put into effect: not sensible or prudent.
- q. "Inefficient" means not producing the desired effect: wasteful of time, energy, or materials.
- r. "Intellectual Property" means original creative works that have economic value and are protected by law.
- s. "Maintenance" means any work necessary for the continued operation or upkeep of a facility, structure, building, grounds, or building system, including built-in equipment or an in-ground system, that is not included within the definition of construction.
- t. "Master Agreements" means indefinite quantity pricing agreements secured by the Purchasing Office.
- u. "Materials of Instruction" shall be consistent, in accordance with the Education Article, §5-112, with the definition contained in the State Department of Education Financial Reporting Manual.
- v. "Quotations" means informal oral or written price offers.
- w. "Request for Bids" means any documents, whether attached or incorporated by reference, used for soliciting bids under procurement by competitive sealed bidding. Selection for award is based upon the lowest responsive and responsible bidder.
- x. "Request for Proposals" means any document, whether attached or incorporated by reference, used for soliciting proposals from offerors under any method allowed under this Regulation excluding competitive sealed bidding. Selection for award is based upon the highest evaluated firm in accordance with the weighted evaluation considering the technical and financial merits of the requirement.
- y. "Responsible" means a person or entity which has the capability in all respects to perform fully the contract requirements, and the integrity, ability, reliability and

- proven record of performance, in the sole discretion of the Supervisor of Purchasing, to assure acceptable performance.
- z. "Responsive" means a bid submitted in response to an invitation for bids that conforms in all material respects to the requirements contained in the invitation for bids.
 - aa. "Service" means the rendering of time, effort, or work, rather than the furnishing of a specific physical product other than reports incidental to the required performance. It includes, but is not limited to, the professional, personal, and/or contractual services provided by architects, engineers, attorneys, accountants, physicians, consultants, appraisers, land surveyors, and where services is associated with the provision of expertise or labor, or both.
 - bb. "Simplification" means reducing the excessive variety of types of material and equipment.
 - cc. "Sole Source" means compliance with one or more of the following: 1) when only a single source exists that meets the requirements; 2) when the compatibility of equipment, accessories or replacement parts is the paramount consideration; 3) When a sole supplier's item is needed for trial use or testing; 4) when a sole supplier's item is needed for resale; 5) when certain public utility services are to be procured and only one source exists; and/or 6) when, in the case of an instructional related service, staff has determined to the satisfaction of the Supervisor of Purchasing that it would be impractical to seek or utilize another source for that service when the requirement is only available from a single supplier or contractor.
 - dd. "Solicitation" means request for bids, request for proposals, or any other method or instrument used to communicate to potential bidders or offerors procurement need.
 - ee. "Standardization" means the procurement of standard, off-the-shelf, readily available items, rather than items manufactured to meet specifications of a particular user.
 - ff. "Supervisor of Purchasing" means the person authorized to manage and supervise the Purchasing Office and to formulate, enter into, or administer contracts or make written determinations and findings with respect to them. The term also includes a designee of the Supervisor of Purchasing acting with written authority from the Supervisor to perform functions specifically delineated in the writing.
 - gg. "Supplier" means a person who desires to enter into a contract with Anne Arundel County Public Schools.
 - hh. "Supplies" means all tangible personal property, including equipment, leases of equipment, insurance, including necessarily associated services, and printing, but excluding interest in real property or tangible personal property acquired or used in connection with an energy performance contract.

Regulation History: *Developed by Superintendent 5/11/05*
 Reviewed by Board of Education 5/18 /04
 Issued 5/23/05

Note previous history: *New regulation.*

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: 405.03

Responsible Office: PURCHASING OFFICE

VENDOR RELATIONS

A. PURPOSE

The purpose of this policy is to ensure appropriate relations between Anne Arundel County Public Schools staff, Board of Education members and vendor representatives.

B. ISSUE

The Board of Education understands the need to conduct educational and business activities with the business community on a variety of levels. The Board desires to ensure that the integrity of the purchasing policies and business partnerships are maintained for the benefit of the business community as well as Anne Arundel County Public Schools and at the highest ethical level possible. Additionally, the Board of Education recognizes that “time-on-task” for the learning process is one of the most important components for successful student performance and that sales activity can be disruptive to this process. Therefore, the need for clear Board of Education member, staff and vendor relations guidelines is imperative to protect the integrity of the procurement procedures, to foster good business partnerships, and to limit disruption to the learning process.

C. POSITION

The Board of Education requires that the relationships developed between vendors, Anne Arundel County Public Schools staff and the Board of Education be supportive and fair to any and all qualified participants. To this end, the Board directs the Superintendent to develop regulations to ensure appropriate relations between Anne Arundel County Public Schools staff, the Board of Education members, and vendor representatives.

D. IMPLEMENTATION STRATEGIES

The Superintendent will develop Bidding Procedures Regulations that are consistent with the intent of all of the approved purchasing and purchasing related policies.

Policy History: Adopted on 5/18/05.

Note previous history: Replaces Policy 405.10-.12, 405.17, adopted 11/05/97.

Regulation ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy DEC, Policy 405.03, AR405.03
Responsible Office: SUPERVISOR OF PURCHASING

VENDOR RELATIONS

1. The Supervisor of Purchasing will contract with responsible contractors who give the assurance of delivery, reliable products, maximum value for dollars spent, and other advantages. It is the responsibility of the Purchasing Office to appraise suppliers and contractors on these bases.
2. The Purchasing Office will develop an appropriate mechanism to inform suppliers and contractors of bidding opportunities with Anne Arundel County Public Schools.
3. The Supervisor of Purchasing has the authority, for good cause, to suspend for up to three years or debar for a period of time in excess of three years, suppliers and contractors from bidding on Board business.
4. With the exception of suppliers and contractors that have an appointment with the principal or staff, solicitation by suppliers and contractors during school hours is prohibited.
5. It is not permissible for staff to favor any particular individual or firm with the purchase of supplies or services or to give those submitting bids or quotations information that would give one advantage over others seeking Board business, except as otherwise provided in policy or regulations.
6. Board members and employees of the Anne Arundel County Public Schools may not accept gifts, entertainment, gratuities, travel, living expense, fees or honoraria from suppliers or contractors for any reason, including for addresses or papers given before supplier audiences.
 - a. Unsolicited gifts that are perishable or otherwise useful in the operations of Anne Arundel County Public Schools may be donated in the name of the supplier or contractor through the 21st Century Foundation for reallocation within the school system. A letter of explanation will be sent to the supplier or contractor notifying them of this action and the appropriate method to make donations.
 - b. Suppliers and contractors will be notified that the giving or offering of a gift or series of gifts to a Board official or employee is improper and may

result in disqualification from future work on the grounds that the donor/offeror is no longer a responsible supplier or contractor.

- c. For purposes of this policy a gift is defined as a single gift or series of gifts that exceed \$25 in value in a calendar year from any person, entity, or employee of an entity that is under the authority of the school system or has or is negotiating a contract with the school system, except where such gift would not present a conflict or interest as determined by the Anne Arundel County Public Schools' Ethics Panel. Gifts include the transfer of any service or thing of economic value regardless of form without adequate and lawful consideration. This section does not include anything that may be received during scheduled events that are part of a program for professional conferences that are offered or sponsored equally to all members and/or participants.
7. Board members and employees of the Anne Arundel County Public Schools may not purchase materials, supplies or equipment for their private use, or the private use of others, through the resources of the Purchasing Office.
 8. The Purchasing Office will resolve contract and procurement disputes as set forth here in unless there is another process set forth in a contract to which The Board is a party.
 - a. Suppliers and contractors shall formalize the dispute in writing and send it to the applicable buyer or the Supervisor of Purchasing within 10 calendar days following the date that the decision on the matter being disputed is made or becomes known to the supplier or contractor. Any dispute that is not sent to the applicable buyer or the Supervisor of Purchasing within 10 calendar days will be considered untimely and dismissed.
 - b. The Supervisor of Purchasing has the authority to resolve disputes through negotiations when necessary. Disputes that cannot be resolved shall be addressed in the Protest Procedures as described below.
 - i. A supplier or contractor may protest a decision involving a contract dispute or any matter relative to the methods, practices or decisions made by the Purchasing Office in accordance with these procedures. Matters that are not communicated by the supplier or contractor within the deadlines set will be considered to be untimely and will be dismissed.
 - ii. The response at this initial level of the protest will be made by the Supervisor of Purchasing, who will respond to the supplier or contractor within 20 calendar days after receipt of the written protest. The response of the Supervisor of Purchasing will outline the findings and resulting disposition of the protest, and will advise the supplier or contractor of the right to appeal the decision to the Superintendent. An appeal to the Superintendent shall be sent within 10 calendar days after the supplier or contractor receives a copy of the Supervisor's decision.

- iii. The Superintendent or designee will respond to the supplier or contractor within 20 calendar days after receipt of the written appeal. The response of the Superintendent or designee will outline the findings and resulting disposition of the appeal, and will advise the supplier or contractor of the right to appeal the decision to the Board of Education. An appeal to The Board shall be sent within 30 calendar days after the supplier or contractor receives a copy of the Superintendent's or designee's decision.
 - iv. An appeal to the Board will be processed in accordance with the provisions regarding Administrative Appeals Under Section 4-205 (c) as found in the Board's Rules of Procedure for Appeals and Hearings.
 - c. If the decision being protested was made by a buyer in the Purchasing Office or by the Supervisor of Purchasing, the protest shall be filed with the buyer or the Supervisor. If the decision being protested was made by the Superintendent or designee, the protest shall be filed with the Superintendent or designee. If the decision being protested was made by the Board of Education, the protest shall be filed with the Board. Suppliers and contractors shall formalize a protest in writing and shall send it to the buyer, Supervisor of Purchasing, Superintendent, designee, or Board, as appropriate, within 10 calendar days following the date that the decision on the matter being disputed was made or became know to the supplier or contractor.
9. Board members and employees of the Anne Arundel County Public Schools may not, in any private purchase, use their position in an effort to obtain a price or service consideration better than that offered to the general public.
10. Staff who have any interest which may conflict or appear to conflict with the interest of Anne Arundel County Public Schools will report such interest in writing to the Superintendent. Such notice shall include the nature of the conflict of interest including but not limited to the name of the supplier or contractor. The Business and Management Services Department will review the matter before placing any future orders.
11. The Superintendent supports the Association of School Business Official's Standards of Conduct for School Business Officials.

Regulation History:

*Developed by Superintendent 5/11/05
Reviewed by Board of Education 5/18/05
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Note previous history:

New regulation.

