

BALTIMORE COUNTY PUBLIC SCHOOLS

Division of Business Services; Department of Fiscal Services; Office of Purchasing
1940 Greenspring Drive, Suite G
Timonium, MD 21093

SPECIFICATION AND PROPOSAL

FOR

CONTRACTED INFORMATION TECHNOLOGY STAFFING SERVICES

PRE-BID: None

RETURN TO: BALTIMORE COUNTY PUBLIC SCHOOLS
OFFICE OF PURCHASING
JMI-623-13 Attn: Jeffery Miller
1940 Greenspring Drive, Suite G
Timonium, MD 21093

BID NUMBER: JMI-623-13

BID ISSUED DATE: **February 28, 2013**

DUE DATE: **March 21, 2013**

DUE TIME: 2:00 P.M. (Eastern Time Zone)

PUBLIC OPENING: Same Date, (10 minutes after due time)
Conference Room
1940 Greenspring Drive, Suite G
Timonium, MD 21093

For updated bid information please call the "Bidder's Hotline" at 410-887-7819 or visit our website
www.bcps.org/offices/purchasing/bidboard/

Baltimore County Public Schools reserves the right to waive informalities, to reject all bids, and to reissue this bid at its option, and does not make an obligation to purchase by issuing this bid.

Failure to plainly identify your submission as a "SEALED BID" on the outside of the return envelope may result in premature opening of the envelope and bid.

Jeffery Miller, C.P.M. Email: Jmiller14@bcps.org

FAX: (410) 887-7831 Phone: (410) 887-4334

BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent

6901 Charles Street Towson, Maryland 21204-3711

INVITATION FOR BIDS:

The Board of Education of Baltimore County invites firms to bid on **CONTRACTED INFORMATION TECHNOLOGY STAFFING SERVICES**, for Baltimore County Public Schools, **Solicitation Number: JMI-623-13**. Procurement questions can be emailed to Jeffery J. Miller at Jmiller14@bcps.org. You must identify the solicitation number, within your email message. Verbal questions will not be taken.

Firms proposing to bid may secure a set of solicitation documents after 2:00 P.M. (EST), on or after **February 28, 2013**. Solicitation documents can be obtained electronically by emailing request to: Jmiller14@bcps.org. Email requests **MUST** include bidders' corporate address, phone number, fax number, and representatives contact name. Additionally, hard copy documents are available for pickup at the Office of Purchasing, 1940 Greenspring Drive, Suite G, Timonium, MD, 21093. There is no cost for the solicitation.

A pre-bid meeting is not scheduled for this solicitation.

Sealed bids will be received until **March 21, 2013**, no later than 2:00 P.M. (Eastern Time Zone) in the Office of Purchasing at Baltimore County Public Schools Office of Purchasing, located at 1940 Greenspring Drive, Suite G, Timonium, MD 21093.

This solicitation is being offered to select a supplier(s) to provide "Consulting Services - Computer Software" (Commodity Code: 918-29).

The contractor or suppliers who provide materials, supplies, equipment, and/or services for the above bid shall attempt to achieve 14% participation of Minority Business and/or Small Business Enterprise organizations in response to the Board of Education's goal for economic development. Certified Minority Business Enterprises and Small Business Enterprises are encouraged to respond to these solicitations.

Bidders shall include minority and small business enterprise material as provided herein with their proposal. Bidders failing to submit the minority and small business enterprise material as provided herein, including the Small and Minority Business Enterprise Utilization Affidavit may result in the bid being determined non-responsive.

The Board of Education of Baltimore County reserves the right to reject any or all proposals and to waive informalities.

By Order of the Board of Education of Baltimore County
Richard Gay, Manager, Office of Purchasing

BALTIMORE COUNTY PUBLIC SCHOOLS**PART I: GENERAL TERMS AND CONDITIONS****TABLE OF CONTENTS**

ITEM#	AREA
1.	AN INVITATION TO BID
2.	BID PREPARATION, PROPOSAL SHEET, BID OPENING
3.	BONDING
4.	COMPLIANCE WITH SPECIFICATIONS
5.	DEVIATIONS TO SPECIFICATIONS
6.	BID PRICES
7.	SAMPLES, CATALOGS AND CATALOG CUTS
8.	BIDDING PROCEDURE AND BID AWARDS
9.	ANNULMENTS AND RESERVATIONS
10.	APPEAL PROCESS
11.	DELIVERY REQUIREMENTS
12.	INSPECTIONS
13.	GUARANTEE AND WARRANTIES
14.	BILLING AND PAYMENT DISCOUNTS
15.	LAWS, REGULATIONS AND PERMITS
16.	INSURANCE
17.	SAFETY REQUIREMENTS
18.	SUB-CONTRACTORS
19.	LIQUIDATED DAMAGES
20.	TERMINATIONS OF CONTRACT
21.	GOVERNING LAW
22.	WAIVER OF JURY TRIAL
23.	ADDENDA
24.	INDEMNIFICATION
25.	LIMITED LIABILITY
26.	CONFLICT OF INTEREST, LOBBYING, & ETHICS
27.	MULTI-AGENCY PARTICIPATION
28.	INCLEMENT WEATHER
29.	ILLEGAL IMMIGRANT LABOR
30.	FOREIGN LANGUAGE TRANSLATOR REQUIREMENT
31.	EMPLOYMENT OF CHILD SEX OFFENDERS
32.	FORCE MAJEURE
33.	ASSIGNMENT
34.	DRUG, TOBACCO, AND ALCOHOL

**BALTIMORE COUNTY PUBLIC SCHOOLS
PART I: GENERAL TERMS AND CONDITIONS**

1. AN INVITATION TO BID

- a. Baltimore County Public Schools (BCPS) invites all interested and qualified bidders to bid on all proposals in accordance with directions available in the Office of Purchasing, Timonium Business Park, 1940 Greenspring Drive, Suite G, Timonium, Maryland 21093.
- b. In accordance with State law, all bids having a potential award value of \$25,000 or more shall be advertised for at least two (2) weeks before bids are to be filed.
- c. For the purpose and clarity of this document only, "BCPS" will mean the Baltimore County Public Schools and/or the Board of Education of Baltimore County. Also, for the purpose and clarity of this document the word "Bidder" will mean any reliable and interested broker, vendor, contractor and/or manufacturer who want to bid this contract.
- d. Only authorized dealers may bid on requested equipment. At the discretion of BCPS, a certificate, executed by the manufacturer, may be requested stating that the bidder is an authorized agent of the manufacturer and is duly authorized to service and maintain the equipment
- e. These specifications are intended to cover the various types of purchases of equipment, materials, supplies or services as shown to any or to each of the various public schools, or to any designated warehouse or warehouses in Baltimore County, Maryland whichever is specified, in quantities to be determined subsequent to the bid opening. There are approximately 200 schools and offices in BCPS.
- f. The Bidder will not be allowed to offer more than one price on each item even though he may feel that he has two or more types or styles that will meet specifications. Bidder must determine which to offer. IF SAID BIDDER SHOULD SUBMIT MORE THAN ONE PRICE ON ANY ITEM, ALL PRICES FOR THAT WILL BE REJECTED.
- g. Where provision is made on the proposal form for bidding items on an individual, group or aggregate basis, the award will be made on whichever basis is in the best interest of the BCPS. When an aggregate bid is requested, the unit prices for each item shall be identified on the proposal sheet for accounting purposes. The unit prices in an aggregate bid should be consistent with the total quoted price for an aggregate bid. No bid on a combination of items will be permitted except as provided for on the proposal sheet and/or in Part II, Specifications.
- h. BCPS shall receive sealed proposals until date and time indicated on bid cover. Bids must be delivered to the Office of Purchasing at the above address where they will be opened and publicly read at a stated time. Bids must be delivered in sealed opaque envelopes and clearly marked on the outside: Name of Bidder, Due Date and Time, Bid Number and Bid Title.

- i. Brand name and model numbers are offered as a reference for bidders as to the style, size, weight, and other characteristics of the item(s) in the specifications. The use of such brand names should not be interpreted as the exclusive brand desired unless so stated. The determination of the acceptability and/or the criteria for acceptability, of an alternate is solely the responsibility of the Office of Purchasing. (Refer to Part II, Specifications.)
- j. The product offered by the bidder shall be new, not used, and the latest version of the product. Should a product be discontinued and/or upgraded during the course of the contract, the bidder shall offer to BCPS a new alternate product meeting and/or exceeding the established specifications, under the same terms, conditions and prices as the originally offered item.
- k. The successful bidder, after award and before manufacture and/or shipment, may be required to submit working drawings or detailed descriptive data identified as acceptable to BCPS, which provide sufficient data to enable BCPS to judge the vendor's compliance with the specifications.

2. **BID PREPARATION, PROPOSAL SHEET, BID OPENING**

- a. Bidder must submit one (1) original, with original signatures, of their proposal using BCPS proposal forms, unless otherwise directed. The bidder shall retain one (1) copy of the bid for their files. Bids must be signed and submitted by an authorized representative of the company. Each bidder may attach a letter of explanation to the bid, if so desired, to provide an explanation of any detail(s) in the bid.
- b. Signed bids should be returned in a sealed envelope. BCPS shall not accept any facsimile transmission to agents, representatives or employees as meeting the requirement of the sealed bid. A facsimile document shall not be considered a valid response to the bid specification.
 - 1. Each bid must show the full business address, telephone number, and fax number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including Notice of Award, copy of Contract, and Purchase Order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder or vendor to the contrary.
 - 2. Bids by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership.
 - 3. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of their authority to do so.

4. Award Bidders shall be required under Article 56, Section 270(4), Annotated Code of Maryland, to provide proof of Certificate of Registry and must be licensed to do business in the State of Maryland and must provide a tax certification number. Visit the following website to ensure compliance: <http://www.dat.state.md.us/sdatweb/charter.html>
- c. All bidders shall be required to complete the certificates and/or affidavits, which are, incorporated into the proposal pages of this specification. Such documents are required by local, state or federal funding agencies of BCPS as part of the bidding process. The documents may include: Anti-Bribery Affidavit, Debarment Certificate, Sales Tax Certification, Small Business Enterprise and Certified Minority Business Enterprise Utilization Affidavit and when applicable, Asbestos Free Certification.
- d. Bid Opening
 1. At the public opening of the bids, the bidder's names and their prices will be read and posted.
 2. Complete evaluation of the proposals will not take place at the bid opening and no indication of award will be made. BCPS reserves the right to review all responses and analyze the results of the bidding process. A final recommendation(s) shall be prepared for review and approval by the Board of Education of Baltimore County.
 3. The recommended award will be available in the Office of Purchasing after the completed evaluation.
 4. Proposals will be available for review by the general public after Award of Contract by the Board of Education of Baltimore County. Upon acceptance and approval of the bid(s) by the Board of Education, a binding contract shall be established between BCPS and the bidder(s). Bidders may contact the Office of Purchasing to arrange a date and time to review bid documents.
- e. Bid Preparation Fees: BCPS will not be responsible for any costs incurred by a bidder in preparing and submitting a proposal in response to this bid request.

3. **BONDING**

- a. Bid Bonds may be required. Refer to Part II: Specifications--General Requirements.
- b. Performance Bonds and/or payment bonds are required on all bids meeting the following conditions. The successful bidder(s) of this contract may be required to submit either one or both of the following two (2) bonds to the Office of Purchasing within ten (10) days of receipt of the Notice of Award and in accordance with the terms stated below. The cost of the performance bond and/or payment bond will be borne by the bidder(s) in all instances. Bonds shall be made out in the name of the "**Board of Education of Baltimore County**".

They shall be provided to the **Office of Purchasing, Contracting Assistant, 1940 Greenspring Drive, Suite G, Timonium, MD 21093.**

1. Performance Bond shall be required for contracts and/or awards over \$30,000 and all construction contracts in the amount of 100% of the contract price to cover faithful performance of the contract.
 2. Payment Bond (construction contracts only) shall be required for contracts and/or awards over \$30,000 and shall be required in the amount of 100% of the contract price as security for the payment of all persons performing labor and furnishing materials in connection therewith.
- c. Certified checks in the amounts stated above will be accepted in lieu of the performance bond and payment bond only upon prior approval of the Manager, Office of Purchasing. If checks are approved for acceptance in lieu of either bond, they should be in the same amount as these bonds; be separate checks; and should clearly designate the purpose - i.e., performance of payment.
1. Certified checks, if submitted, will be deposited in the BCPS bank account(s). Upon successful completion of the contract, check(s) will be drawn upon the Board's bank account(s) for the full amounts of both certified checks. Certified checks shall be made out in the name of the **"Board of Education of Baltimore County"**. They shall be provided to the **Office of Purchasing, Contracting Assistant, 1940 Greenspring Drive, Suite G, Timonium, MD 21093.**
- d. Bonds must be approved by surety companies, which are in the most current Circular 570 "Surety Companies Acceptable on Federal Bonds" as issued by the U.S. Treasury, Bureau of Government Finance Operations, Division of Banking and Cash Management, Washington, D.C. 20011.
1. If a bonding company is used that is not on the most current Circular 570, the vendor will be contacted to obtain a bond from an approved surety company, and resubmit it to the Office of Purchasing within ten (10) working days after the contract.
- e. Upon receipt and approval of the performance bond and/or payment bond or the certified checks, an official purchase order will be issued and the contract initiated.
- f. A letter of credit drawn on a bank with a local branch may be used in place of bonds. Letters of credit shall be made out in the name of the **"Board of Education of Baltimore County"**. They shall be provided to the **Office of Purchasing, Contracting Assistant, 1940 Greenspring Drive, Suite G, Timonium, MD 21093.**

4. COMPLIANCE WITH SPECIFICATIONS

- a. The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully

complete every part as the true intent and meaning of the drawings and specifications, as decided by the Controller, Division of Business Services.

- b. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's code, A.S.M.E. regulations, or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.
- c. Where the requirements of the specifications call for higher grade and are not in conflict with the laws, ordinances, etc., the specifications shall govern.
- d. Where the requirements of the laws, ordinances, etc., are mandatory, they shall govern.
- e. In case of any apparent conflict between the specifications and such laws, ordinances, etc., the vendor shall call the attention of the Purchasing Manager/Agent to such conflict for a decision before proceeding with any work.

5. DEVIATIONS TO SPECIFICATIONS

Any deviation from the specifications must be noted in detail by the bidder, in writing, at the time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to BCPS to the specification as written. Any deviation by the vendor from the specifications, without prior documented approval, will be grounds for rejection of the goods and/or equipment when delivered.

6. BID PRICES

- a. Any bidder may withdraw his bid submission prior to the bid opening date and time specified. After this date and time, BCPS has a period of one-hundred twenty (120) calendar days to issue a Purchase Order or have the award of contract approved by the Board of Education, upon which, the bidder agrees to retain all prices and requirements of the bid until the completion of the contract period.
- b. Unit Prices must be rounded off to no more than two (2) decimal places unless so specified in Part II, Specifications.
- c. All unit prices on items bid shall be completed on the proposal sheet(s). A "NO BID" notation must be completed for each item not being bid. In case of error in extension of prices in the bid, the unit price shall govern.
- d. All prices bid shall include all delivery charges.
- e. Cash discounts will not be taken into consideration in determining a contract award. ALL DISCOUNTS, OTHER THAN PROMPT PAYMENT, TO BE INCLUDED IN BID PRICE.

- f. BCPS reserves the right to accept price reductions from the award vendor during the term of this contract to occur no less than thirty (30) days after award of contract.
- g. TAXES: BCPS is exempt from the payment of the Maryland Sales Tax and Federal Excise Tax. Prices quoted shall not include State Sales and Use Tax or Federal Excise Tax. Exemption certificates will be furnished upon request
 - 1. BCPS Tax Exempt Number is 30001110.

7. SAMPLES, CATALOGS AND CATALOG CUTS

- a. Upon request, a properly tagged sample shall be submitted by each bidder before the time of the bid opening. The tag on the sample shall indicate the item number, the name of the company submitting the sample and the bid number.
- b. BCPS will not be responsible for any samples not picked up within 30 days of the notification of bidders to do so. Samples may be retained by BCPS until bidders are notified to remove them. Bidders agree that BCPS will incur no liability for samples which are damaged, destroyed, or consumed in testing processes. Requested samples are to be delivered to the address given on the bid cover.
- c. SPECIAL SAMPLES WITH CERTIFIED APPROVAL: Some successful bidders shall be required to furnish two (2) samples of each product awarded with an affidavit stating that the chemical composition of the sample submitted is identical with the composition tested prior to the bid and all remain unchanged during the period of the contract. This requirement shall be part of the specifications of the product or products requested.
- d. Catalogue cuts and descriptive data shall be attached to the original copy of the bid, where applicable.
- e. Failure to submit the above information is sufficient grounds for rejection of the bid.

8. BIDDING PROCEDURE AND BID AWARDS

- a. The bid specifications shall vary with each individual bid issued and the award shall be made in accordance with the specifications in Part II, which identify an individual line item, group bid or an aggregate basis.
- b. Wherever BCPS indicates the unit of measure required for bidding purposes, BCPS shall not recalculate the bidder's price(s) if it is based on a different unit of measure than that indicated in the contract. All bids for the item(s) will be rejected if this requirement is not met. However, in the best interest of BCPS, the Manager, Office of Purchasing may have the option and latitude to recalculate the bids.
- c. BCPS will not accept any proposals with bidder escalator clauses, unbalanced figures or irregular features.

- d. While these specifications are intended to describe the principal features of the items bid, bidders are notified that the proposed items will be evaluated for compliance with detailed specifications, and also for other factors such as serviceability, functional suitability, workmanship, safety in use and overall product quality where acceptability may be determined on the basis of professional judgment and educational application. All bids shall be evaluated on all factors involved, i.e., quality and service.
- e. BCPS reserves the right to reject any or all proposals and re-advertise for other bids. Bids shall be awarded to the lowest responsive bidder with consideration of the quantities, delivery schedule, purpose of the goods/services, competency and responsibility of the bidder and the ability of the bidder to perform satisfactorily.
- f. In the event of tie bids, where all other factors such as past performance on purchases/contracts or bidder's service or delivery record are considered comparable, the award(s) shall be made to one of the tie bidders in the following order of preference: the Baltimore County based Minority and/or Small Business vendor, the Baltimore County based vendor, the out-of-county but Maryland based Minority and/or Small Business vendor, the out of county but Maryland based vendor, the out-of-state based Minority and/or Small Business vendor and the out-of state based vendor in that order of preference. In the event a tie bid still exists, the Coordinator of Purchasing or their designee shall conduct a coin toss for selection of the potential Award Bidder(s) or seek a geographical, proportional or divided award of contract whichever is in the best interest of the school system.
- g. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids: failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors of omission or commission on the part of bidders.
- h. The bidder shall refer to "Part II: Specifications" for details regarding the Term of Contract.
- i. Upon evaluation of all responses, a recommendation for the award of contract will be presented to the Board of Education of Baltimore County for approval. Upon approval of the award of contract, the bidder(s) shall be notified either by mail, telephone, facsimile or purchase order of their award(s). When applicable, a BCPS contract document shall also be issued.
- j. American Disabilities Act: The Office of Purchasing routinely opens all sealed bids in a public setting identified within the language of each specification. If a prospective bidder has special needs, the bidder shall contact the Office of Purchasing at least seventy-two (72) hours in advance of the published bid opening date and time to arrange for such services.
 - 1. The Office of Purchasing is located in the BCPS, Division of Fiscal Services Building, 1940-G Greenspring Drive, Timonium, MD, 21093, which is accessible to the disabled.

9. **ANNULMENTS AND RESERVATIONS**

- a. BCPS reserves the right to reject bids for any and all of the items and/or to waive technical defects, if in its judgment, the interest of BCPS shall so require.
- b. BCPS reserves the right to order the said equipment, materials, supplies or services as described within the specifications, and also reserves the right not to order any items(s) within the specification.
- c. BCPS reserves the right to annul any contract, if in its opinion there shall be a failure, at any time, to perform faithfully any of its stipulations, or in case of any willful attempt to impose upon BCPS, materials, products and/or workmanship inferior to that required by the vendor, and any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of BCPS to damages for the breach of any covenant of the contract by the Award Bidder(s).
- d. Should the Award Bidder(s) fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, except for circumstances beyond their control, including but not limited to Act of GOD, war, flood, governmental restrictions or the inability to obtain transportation, BCPS reserves the right to purchase the required articles in the open market, or to complete the required work at the expense of the Award Bidder(s).
- e. Should the Award Bidder be prevented from furnishing any item or items, or from completing the required work included in the contract, by reason of such failures caused by circumstances beyond their control, including but not limited to Act of GOD, war, flood, governmental action or the inability to obtain transportation, BCPS reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities.

10. **APPEAL PROCESS**

- a. The BCPS Office of Purchasing intends the appeal process to resolve contract disputes in a manner consistent with the effort to promote fair and open competition. Any bidder objecting to the recommendation for award or award of contract may appeal the action to the Office of Purchasing by formally notifying the designated Purchasing Agent no later than seven days after the basis for appeal is known. The bidder shall have an opportunity to meet with the Purchasing Agent to present the issues. A formal written response to the appeal shall be issued by the Purchasing Agent in a timely manner.
 1. For an appeal of recommendation of award of contract, the decision of the Purchasing Agent shall be reviewed by the Manager, Office of Purchasing. The Manager, Office of Purchasing may approve, modify or disapprove the decision of the Purchasing Agent. In disapproving the decision, the appeal will be remanded to the Purchasing Agent for resolution. In all other cases, the decision of the Manager, Office of Purchasing is the final action by BCPS. The decision shall include a statement of the decision, with supporting material. Bidders receiving a

decision on an appeal of recommendation of award shall forfeit the right to continue the appeal process of the award of contract.

2. In the event a bidder determines cause to appeal an award of contract which has been approved by the Board of Education of Baltimore County, said action must be filed in writing to the Executive Director, Business Services. This action shall occur not later than seven days from the date of award of contract. The Executive Director, Business Services reserves the right to meet with the Bidder as part of the appeal investigation. A formal written decision will be issued by the Executive Director, Business Services in a timely manner.
- b. Should the Bidder wish to pursue the appeal of award of contract further, administrative procedures have been established for such action, which will be outlined at the time of the event.
- c. Appeal of Termination for Non-Appropriation of Funds of for loss of Appropriated Funds: NONE
- d. Any costs incurred in the appeal process will be borne by the bidder(s) in all instances.

11. **DELIVERY REQUIREMENTS**

- a. All materials, supplies and equipment for BCPS shall be delivered F.O.B. Destination. See Part 1, Specifications: "Section 6, Bid Prices", and "Section 14, Billing and Payment Discounts".
- b. All school deliveries shall be made during the hours of 8:30 A.M. and 3:00 P.M. local time and only on regular school days, except where noted by Purchasing Office.
- c. All warehouse deliveries shall be made during the hours of 8:00 A.M. to 3:00 P.M. on all regular scheduled school days, except where noted by Purchasing Office.
- d. All deliveries shall be made inside school, warehouse and office buildings.
 1. Special Instructions for: delivery dates, delivery of heavy equipment, materials or machinery requiring special handling, to schools/sites under construction and/or renovation, or refrigerated goods will be defined in "Part II, Specifications" of each bid.
- e. The Award Bidder(s) shall be held responsible for and shall be required to make good at their expense, any and all damage done or caused by their employees in the execution of the contract.
- f. The Award Bidder(s) shall be held responsible for clean-up and removal of all packing cartons, boxes, crates, packing materials, etc., from the premises after delivery and set up of any furniture and equipment.

- g. **PACKING:**
1. All materials must be securely packed in accordance with accepted trade practices.
 2. BCPS purchase order number must be plainly visible on the exterior of each container.
 3. A packing slip and/or delivery ticket shall be included in each shipment. This ticket shall contain the following information: Purchase Order Number, Vendor Name, Name of the Article, Item Number, Quantity and Delivery Location, (Example: ABC Elementary School Library). Failure to comply with this condition may be considered sufficient reason to refuse to accept the goods.

12. **INSPECTIONS**

- a. The Coordinator of Purchasing/Purchasing Agent reserves the right to have inspectors on the premises of the manufacturer during the process of manufacture of any products being furnished under this contract for as long as may be considered necessary by BCPS. All expenses of the inspectors shall be borne by BCPS.
- b. The presence of the inspectors at the site of manufacture of the products shall not relieve the vendors of responsibility for faulty workmanship of materials which may be discovered at any time after delivery and prior to final acceptance in accordance with the specifications. In case of factory inspection of items being manufactured for BCPS, every facility shall be afforded inspectors by the manufacturers for the prosecution of their work.

13. **GUARANTEE AND WARRANTIES**

- a. The vendor shall unconditionally guarantee the materials and workmanship of all equipment, furniture and materials furnished by the vendor, its subcontractors or suppliers for a period of at least TWO (2) YEARS from the date of acceptance and/or substantial completion of the installation by BCPS. If the manufacturer warrants equipment for a period longer than two years the vendor shall pass through this time frame to BCPS. All warranty work shall be accomplished to the satisfaction of the owner within SEVENTY TWO (72) HOURS of notification of the work to be done.
 1. **Furniture and Equipment:** If, within the guaranteed period, any defects or signs of deterioration are noted, which in the opinion of BCPS are due to faulty design and installation, workmanship or materials upon notification, the vendor, at their expense, shall repair or adjust the equipment or parts to correct the condition, or he shall replace the part or entire unit to the complete satisfaction of BCPS. These repairs and/or replacement shall be made at such times as will be designated by BCPS to avoid any interruption to the instructional programs.

2. Office Equipment: Physical service response time by Award Bidder for all service calls shall not be greater than four (4) working hours from when request is made by BCPS. "Service response time" shall be defined as the number of working hours it takes the on-site technician to begin actual work on the equipment from the time that the service request is made by BCPS. Loaner equipment shall be supplied; free of charge, during the warranty period if the office equipment cannot be repaired within three working days.
- b. Certain pieces of equipment, machinery, and refrigeration will require guarantees other than detailed above. Refer to Part II, Specifications for requirements on specific equipment.
- c. The vendor must act as the manufacturer's agent for all warranty claims.
- d. In the event the vendor fails to repair, replace, adjust, rectify, remedy, correct or complete the items, defects, deterioration, faulty design or installation and/or unworkmanlike performance, then BCPS may have the right to secure the services of another vendor to correct the work or complete the performance required by the award of this bid. The vendor shall be solely responsible for any and all cost, expenses and monies due the new contractor plus ten percent (10%) for BCPS to reimburse the Board for the expenses of obtaining a new contractor.

14. BILLING AND PAYMENT DISCOUNTS

- a. All invoices are to be submitted in duplicate and mailed in accordance with instructions as shown on purchase order (unless otherwise noted). A third copy (Delivery Ticket) shall be sent with the material to the appropriate location at the time of delivery.

 Invoice Mailing Address:
 Baltimore County Public Schools
 Office of Accounting
 1940 Greenspring Drive, Suite G
 Timonium, Maryland 21093
- b. Invoices will be returned for correction unless they contain the following information: Item Numbers; Description of Item; Quantity; Unit Price extensions and total. Each invoice shall identify the BCPS Purchase Order Number, and the items shall be listed in the same order as on the Proposal and/or Purchase Order.
- c. Payment in full will only be made upon final acceptance of items as shown on Purchase Order. Partial payments may be paid if partial shipments have been made.
- d. Standard BCPS payment terms are net 30 days. Payments made directly by BCPS will be made within 30 days from invoice date or receipt of goods, whichever is later. Payments made by any other agency may not meet these terms.

- e. BCPS will not pay freight bills. Delivery shall be F.O.B., to the destination(s) as noted on Purchase Order.

15. LAWS, REGULATIONS AND PERMITS

- a. The bidder shall comply with all Federal, State, and local laws, ordinances and regulations pertaining to work under their charge, and shall, at their expense, procure any permits which may be required.
- b. The bidder shall comply with the national safety standards as detailed in Section 17.
- c. The bidder certifies that their firm adheres to or follows non-discriminatory practices with respect to the employment and promotion of personnel without regard to color, creed, race, sex, or national origin.

16. INSURANCE

- a. In the event the vendor, as part of the award is responsible for installation and/or product demonstration, the vendor will be responsible for hiring personnel to perform such services at their own costs. Such personnel will be considered employees of the vendor and are under their control and direction. The vendor shall maintain Worker's Compensation in the statutory amount in accordance with the laws of the state in which the work of this contract is to be performed.
- b. The vendor shall also maintain Employer's Liability Insurance with a limit of at least \$100,000 for each occurrence to cover diseases and injuries excluded under the Worker's Compensation Act.
- c. Prior to the commencement of any work, the vendor may be required to submit a certificate of insurance evidencing Worker's Compensation and Employer Liability Insurance in the amounts required above. This certificate will indicate the amounts of insurance carried by the vendor of the following types: Comprehensive General Liability Insurance, Comprehensive Automobile Insurance, Excess Liability Insurance, and any other insurance coverage maintained by the vendor. The Certificates of Insurance will state that such insurance is in force and cannot be canceled or released except upon thirty (30) days prior written notice to the Board of Education of Baltimore County.
 - 1. The Certificate of Insurance must name the Board of Education of Baltimore County as an additional insured.
- d. All required insurance coverage 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 AB@ or better, and a financial size of AClass VII@ or better in the latest evaluation by A.M. Best Company. The Board hereby grants specific approval for the acquisition of workers compensation and employer's liability insurance from the Injured Worker's Insurance Fund of Maryland.

17. SAFETY REQUIREMENTS

- a. The bidder/vendor shall provide all equipment and machinery furnished and delivered to BCPS complying with the Safety regulations as required by OSHA and the Maryland State Safety Health Act known as MOSHA.
- b. The vendor shall sign the safety section if attached in the bid proposal certifying the regulations for the type equipment furnished shall meet all regulations applying to this type equipment meeting the CFR-1910 MOSHA Standard.
- c. The vendor shall submit Material Safety Data Sheets (MSDS) for all items awarded to that vendor provided under the terms of this proposal in accordance with OSHA Communication Standard 29 CFR 1910.101, 29 CFR 1910.1200 and 29 CFR 1926.58 or any other applicable state, federal, or local regulation. Prior to delivery of the items awarded, the vendor must submit MSDS sheets to:

Baltimore County Public Schools
Office of Environmental Services
9610 Pulaski Park Drive
Baltimore, MD 21220

- d. No materials shall contain asbestos or lead.
- e. No new, replacement or restoration materials shall contain asbestos or asbestiform minerals in an amount greater than 0.0% as determined by polarized light microscopy (PLM) as prescribed in Federal Regulation 40 CFR 763.87. For ceiling tile and materials that are tightly bound (e.g. floor tile, roofing asphalt and felts, adhesive/mastic, caulk, glaze, etc.) and for which PLM analysis is not conclusive, transmission electron microscopy must be used for analysis. If no commercially available material meets this criterion, written authorization for use of the material shall be obtained from the BCPS Project Manager. All materials delivered to or used on BCPS property must be accompanied by a manufacturer's certification to be asbestos free, based upon criterion above. The Material Safety Data Sheet may not be used for this purpose.

18. SUB-CONTRACTORS

- a. The Award Bidder(s) shall give their constant personal attention to the faithful execution of this contract, shall keep the same under their own control, and shall not assign by power of attorney or otherwise, the work or any part thereof without the previous written consent of Purchasing Manager. The Award Bidder(s) shall provide the name of the sub-contractor(s) he intends employing, the portion of the materials/labor to be furnished, their place of business, and such other information as requested by the bid specifications and/or Purchasing Agent/Manager. The information may be used in considering the potential performance capabilities of the sub-contractor(s).
- b. The Award Bidder(s) shall not, without prior written consent of BCPS, assign any of the moneys payable under the contract.

19. **LIQUIDATED DAMAGES**

In the event the Award Bidder(s) fails to deliver the goods or services of the contract in accordance with the specifications, BCPS reserve the right to purchase the goods/services on the open market in sufficient quantities to assure the continued operation of BCPS. All additional expenses incurred by BCPS as a result of such purchases will be deducted from the moneys owed or moneys which may become due.

20. **TERMINATIONS OF CONTRACT**

- a. Termination for Non-Appropriation of Funds: BCPS may terminate this contract, in whole or in part due to insufficient funding with written notice to the vendor. BCPS shall pay for all of the purchases, if any, incurred up to the date of the termination notice.
- b. Termination for Default: When the vendor has not performed or has unsatisfactorily performed the contract payment shall be withheld at the discretion of BCPS. Failure on the part of a vendor to fulfill contractual obligations shall be considered just cause for termination of the contract, and the vendor is not entitled to any costs incurred by vendor up to the date of termination.
- c. Termination for Convenience: BCPS has the right to withdraw from the terms of the contract, without showing cause, by providing thirty (30) calendar days written notice to the vendor. BCPS shall pay all reasonable costs incurred by the vendor up to the date of termination. The vendor shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination. The Award Bidder agrees that the Award Bidder does not have a right to termination for convenience.
- d. Each participating jurisdiction and/or local education agency (LEA)/public school district has the right to withdraw from the terms of the contract, without showing cause, by providing thirty (30) calendar days written notice to the vendor(s). The participating jurisdiction/ LEA shall pay all reasonable costs incurred by the vendor(s) up to the date of termination. The vendor(s) shall not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

Language to support Termination for Convenience by the vendor(s) shall be so stipulated in the contract document between jurisdiction/ LEA and the vendor(s). Such language, when included, shall take precedence over the language of this specification.

21. **GOVERNING LAW AND VENUE**

The bid shall be construed in accordance with, and interpreted under, the laws of the State of Maryland. Any lawsuits arising out of such bid shall be filed in the appropriate State Court of competent jurisdiction located in Baltimore County, Maryland.

22. WAIVER OF JURY TRIAL

The Vendor and board hereby waive trial by jury in any action or proceeding to which the board and/or the Vendor are parties arising out of or in any way pertaining to this agreement. It is agreed and understood that this waiver constitutes a waiver of trial by jury of all claims against all parties to such actions or proceedings, including claims against parties who are not parties to this agreement. This waiver is knowingly, willingly and voluntarily made by the board and the Vendor and the board and the Vendor hereby represent and warrant that no representations of fact or opinion have been made by an individual to induce this waiver of trial by jury or to in any way modify or nullify its effect. The board and the Vendor further represent and warrant that they have been represented or have had the opportunity to be represented, in the signing of this agreement and in the making of this waiver by legal counsel, selected of their own free will, and that they have had the opportunity to discuss this waiver with counsel.

23. ADDENDA

- a. All changes to the bid specification will be made through the appropriate addenda issued from the Office of Purchasing.
- b. Addenda will be available to all who are known by the Office of Purchasing to have received a complete set of Bid Documents.
- c. Copies of Addenda will be made available for inspection wherever Bid Documents are on file.
- d. All changes to the bid documents will be made through the appropriate addenda. Any and all such interpretations and any supplemental instructions will be available to all bidders listed on the BCPS vendor listing. Addenda will be issued a minimum of five (5) business days prior to the date fixed for the opening of bids, excluding date of bid opening, unless the addendum issued extends the due date of the bid.
- e. Each Bidder shall ascertain prior to submitting a Bid that they have received all Addenda issued and the Bidder shall acknowledge their receipt on the Addenda Affidavit Form. The Addenda Affidavit Form shall be completed and returned with the bid proposal response. Failure to return the Addenda Affidavit Form may be reason for rejection of the bid. Failure of any bidder to receive any addenda or interpretation shall not relieve that bidder from any obligations under this bid and as amended by all addenda. All addenda so issued shall become a part of the award and contract documents.

24. INDEMNIFICATION

The Award Bidder(s) will, at its sole cost and expense, indemnify and hold the Board, its agents, employees, attorneys and representatives harmless from all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including, but not limited to attorney's fees) under the terms of this contract.

25. LIMITED LIABILITY

The Board of Education of Baltimore County is subject to the provisions of Md. Code Ann., Educ. '4-105 and Md. Code Ann., Cts. & Jud. Proc. '5-518 limiting liability to \$100,000.00. Pursuant to the provisions of the aforementioned statutes, the Board of Education of Baltimore County is a member of the Maryland Association of Boards of Education Group Insurance Pool for comprehensive liability coverage to \$100,000.00.

26. CONFLICT OF INTEREST, LOBBYING, AND ETHICS REVIEW PANEL

- a. In accordance with ' 15-811 through 15-815 of the State Government Article of the Annotated Code of Maryland, the Board of Education of Baltimore County has promulgated Ethics Policies, which cover conflict of interest, financial disclosure and lobbying. All bidders are expected to comply with any and all Board Ethics Policies that may apply to them individually or as a business entity.
- b. All bidders should review carefully the conflict of interest policies. Specific attention should be accorded to the Board Ethics Policies (Board Policy 8363) prohibiting Baltimore County Public Schools employees from benefiting from business with the school system.
- c. All bidders are placed on notice that all questions/interpretations concerning the Board Ethics Policies may be submitted to the Ethics Review Panel in accordance with Board Policy 8366.

27. MULTI-AGENCY PARTICIPATION

- 27.1 BCPS 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 it's territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.
- 27.2 Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. BCPS does not assume any responsibility other than to obtain pricing for the specifications provided.

28. **INCLEMENT WEATHER**

- 28.1 **PRE-BID:** If Baltimore County Schools are **closed** (either the "schools" and/or "offices") on the day a pre-bid is scheduled, **"THE PRE-BID IS CANCELLED"** and **will not be rescheduled unless an addendum is issued.** Bidders are advised that they are to email or FAX questions to the purchasing agent by the date and time required within this solicitation.
- 28.2 **BID OPENING:** If Baltimore County Schools "**offices**" are closed on the day a bid is "DUE", or prior to the due time, that bid will be due at the same time the next day that the Baltimore County Schools "**offices**" are open. The bid opening shall not be impacted if Baltimore County Schools "**schools**" are closed.
- 28.3 If Baltimore County Schools (either the "schools" and/or "offices") open late, due to inclement weather, the Bid Due Date and Time of Opening will be conducted AS SCHEDULED. If Baltimore County Schools "**offices**" close early, due to inclement weather, the Bid Due Date and Time of Opening will be conducted at the same time the next day that the Baltimore County Schools "**offices**" are open. If Baltimore County Schools "**schools**" close early, due to inclement weather, the Bid Due Date and Time of Opening will be conducted AS SCHEDULED.

29. **ILLEGAL IMMIGRANT LABOR**

The use of illegal immigrant labor to fulfill contracts solicited by BCPS is in violation of the law and is strictly prohibited. Contractors and subcontractors must verify employment eligibility of workers in order to assure that they are not violating Federal/State/Local laws regarding illegal immigration. A compliance audit may be conducted.

30. **FOREIGN LANGUAGE TRANSLATOR REQUIREMENT**

- 30.1 BCPS requires an Award Bidder that has an employee on site that does not speak English to have on site, full time, an interpreter that is fluent in speaking and understanding that employee's native language.
- 30.2 Failure of an Award Bidder to have on site, full time, an interpreter that is fluent in speaking and understanding an employee's native language for those employees that do not speak English is reason for immediate termination of the contract for cause.

31. **EMPLOYMENT OF CHILD SEX OFFENDERS**

Maryland Law requires certain child sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work and/or attend school. Section 11-722(c) of the Criminal Procedure Article of the Annotated code of Maryland states, "A person who enters into a contract with a County Board of Education or a non-public school may not knowingly employ an individual to work at a school if the individual is a registrant. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding five years or a fine not

exceeding \$5,000 or both.” If a child sex offender, as determined by the definitions contained in the Criminal Law Article of the Annotated Code of Maryland, is employed by the Award Bidder, the Award Bidder is prohibited from assigning that employee to perform management, delivery, installation, repair, construction or any other type of services on any BCPS property, including the project property. Violation of this provision may result in Termination for Cause.

32. FORCE MAJEURE

Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. If either party is delayed by force majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition. BCPS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay. BCPS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against BCPS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure as defined herein.

33. ASSIGNMENT

The Award Bidder shall not assign or transfer the Award Bidder's interest or obligation under this Agreement to any third party, without the prior written consent of the Board. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer, elected official of the Board, nor shall this Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.

34. DRUG, TOBACCO, AND ALCOHOL

34.1 All Baltimore County Board of Education and BCPS properties are "drug, tobacco, and alcohol free zones" as designated by federal, state and local laws and by Board of Education policy. Neither the Contractor nor any of the Contractor's employees, subcontractors or agents will be permitted to have any illegal drugs; tobacco products; or alcohol products while performing their duties under this Contract and while working on Board of Education and BCPS property. Use or possession of illegal drugs, tobacco products, or alcohol products on school property will result in immediate removal of the offending individual(s). BCPS reserves the right to issue, at a minimum, a verbal directive to the offending individual(s) to comply with this prohibition and to cease use. The Contractor will be notified in writing of any violation(s).

34.2 Any subsequent offense by any individual or individuals may result in a permanent ban from the project for the offender(s), with appropriate formal notice to the Contractor. BCPS reserves the right to document any offenses in the Contractor's file maintained by the Office of Purchasing. BCPS further reserves

the right to address any substance use infraction by any means it deems necessary, up to and including termination of the Contract. In the event that a Contract is terminated as a result of a substance abuse infraction, BCPS will provide an “unsatisfactory” reference when references are requested.

END OF PART I: GENERAL TERMS AND CONDITIONS

BALTIMORE COUNTY PUBLIC SCHOOLS

DIVISION OF BUSINESS SERVICES
DEPARTMENT OF FISCAL SERVICES
OFFICE OF PURCHASING

1940 GREENSPRING DRIVE, SUITE G
TIMONIUM, MARYLAND 21093
PHONE: 410-887-4334 FAX: 410-887-7831

TABLE OF CONTENTS

PART II: SPECIFICATIONS--GENERAL REQUIREMENTS

SECTION

- 1.0 General Scope & Services
- 2.0 Incorporation of Specifications
- 3.0 Qualification of Bidder
- 4.0 Term of Contract
- 5.0 Award of Contract
- 6.0 Bid Opening
- 7.0 Waiver of Jury Trial
- 8.0 Inquiries
- 9.0 Addenda and/or Explanation of Bid Documents
- 10.0 Bonding and Certificates of Insurance
- 11.0 Small Business and/or Certified Minority Business Enterprises
- 12.0 Bid Submission
- 13.0 Bidder Information

PART II: SPECIFICATIONS--GENERAL REQUIREMENTS

(If there is a discrepancy between specifications of Part I: General Terms and Conditions **and** Part II: Specifications--General Requirements, or, Part III: Technical Specifications; **Part II and Part III specifications shall prevail.**)

1.0 General Scope & Services

- 1.1 The intent of this specification is to select award bidders to provide Information Technology Contracted Staffing Services on an as needed basis for school system programs for the Baltimore County Public Schools (BCPS). Technical personnel assigned under this solicitation shall work under BCPS direction, control, and supervision. The Award Bidder(s) shall provide services per the requirements as specified within "ATTACHMENT A, SKILL SET REQUIREMENTS".
- 1.2 This is an indefinite quantities contract. The services intended for purchase are based upon future needs of the system, and, are pending allocation of funds and approval of award by the Board of Education of Baltimore County. BCPS reserves the right to authorize services as may be required during the contract period and, also, reserves the right to not authorize/order any. BCPS offers no guarantee to award bidders(s) that a specific dollar amount will be inherent with an award of contract.
- 1.3 All proposals shall be submitted on the proposal form provided by BCPS. All blank spaces shall be filled in, in ink and properly signed.
- 1.4 This bid may be withdrawn at any time prior to the actual opening of the bids. The Bidders agree to hold their prices, under the same terms and conditions, for a period of one-hundred eighty (180) from the date of the bid opening.
- 1.5 At the time of the opening of bids, each Bidder will be presumed to have read and to be thoroughly familiar with the specifications and related documents (including all Addenda). The failure or omission of any Bidder to receive or examine any form, instrument, or document, shall in no way relieve any Bidder from any obligation in respect of his bid. It is the Bidder's responsibility to verify that they have received all addenda that have been issued prior to submission of their proposal.
- 1.6 Any omissions, errors, conflicts, or discrepancies in this document shall be called to the attention of the BCPS immediately.
- 1.7 Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.
- 1.8 Bidder's are solely responsible for their expenses, if any, in preparing a response to this solicitation.
- 1.9 Bidders providing incomplete and/or inaccurate information to BCPS are subject to immediate termination of contract and/or rejection of their bid as non-responsive.

2.0 Incorporation of Specifications

- 2.1 BCPS contractual terms and conditions shall govern. Conditional proposals will not be accepted.
- 2.2 The right to reject any or all proposals is expressly reserved. BCPS will enter into contract preparation activities with the apparent Award Bidder. If these activities are judged to be ineffective or unacceptable, BCPS may cease activities and begin preparation with the next most favorably ranked bidder.
- 2.3 The following order of precedence shall apply:
 - .1 Part II: Specifications--General Requirements;
 - .2 Part III: Technical Specifications;
 - .3 Part I: General Terms and Conditions;
 - .4 Any BCPS Purchase Order

3.0 Qualification of Bidder

- 3.1 All Bidders submitting a proposal shall include evidence that they maintain a permanent place of business and copies of any and all appropriate licenses necessary to perform this work with their proposal.
- 3.2 BCPS may conduct any necessary investigation to determine the ability of the bidder to perform the work, and the bidder shall furnish to BCPS all such information and data requested. BCPS reserves the right to reject any proposal if the evidence submitted by the bidder or investigation of such bidder fails to satisfy BCPS that such bidder is properly qualified to carry out the obligations of the contract and to complete all requirements contemplated therein.
- 3.3 In determining the qualifications of a bidder, BCPS will consider the bidder's record and performance of any prior contracts with BCPS, Federal Departments or agencies, or with other public bodies. BCPS expressly reserves the right to reject the proposal of any bidders if the investigation discloses that this bid, in the opinion of BCPS, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills or has otherwise disregarded their obligations to subcontractors, material suppliers or employees.
- 3.4 Bidders shall complete and provide the attached "REFERENCES" form with the return of their bid. Bidders shall have successfully completed at least three (3) similar sized and scope contracts within the past three (3) years. You may include BCPS as one (1) of the three required references. These are the references that should be supplied on the attached "REFERENCES" form.
- 3.5 All Bidders shall complete and return the "Assigned Worker Form" for each separate skill set with their proposal. Bidders shall:
 - 3.5.1 Provide the name of each worker on the referenced form.

- 3.5.2 Sign the form affirming that the workers listed are properly trained, experienced, and certified.
- 3.5.3 Include with the submission of the SECTION 00400 "FORM OF PROPOSAL", in one sealed envelope, a resume for each individual identified on the "Assigned Worker Form". The resume must specify how the proposed candidate's skill sets are a match to those required by BCPS within "ATTACHMENT A, SKILL SET REQUIREMENTS". Bidders shall elaborate on their candidate's compatibility with BCPS requirements in an organized, intuitive manner.
- 3.5.4 Proposals that fail to document candidate's ability to meet BCPS required competencies shall be rejected as non-responsive.
- 3.6 Candidates provided by Bidders within the Form of Proposal will provide BCPS with an opportunity to evaluate Bidder capabilities. BCPS understands that individuals provided on the "Assigned Worker Form" may not be available when BCPS identifies a specific need for a skill set.

4.0 Term of Contract

- 4.1 The term of the contract shall commence from the day of signing of the contract after the Board of Education of Baltimore County's approval, and all terms and conditions shall remain in effect through July 31, 2018.
- 4.2 BCPS reserves the option to extend this contract for an additional period upon mutual agreement and under the same terms, conditions, and pricing.
- 4.3 BCPS reserves the right to terminate the contract for convenience at any time by providing the Award Bidder thirty (30) days prior written notice. The Award Bidder does not have a right to termination for convenience.
- 4.4 Award Bidder shall be granted the option to request an adjustment to hourly rates once per calendar year. All rate adjustment requests must be made in writing to the Office of Purchasing and in accord with the conditions outlined herein.
 - 4.4.1 Award Bidder(s) shall submit a request for a Consumer Price Index (CPI) adjustment which may be applied to submitted bid rates. For calculating the CPI adjustment, the Office of Purchasing shall follow the instructions below:
 - .1 Access the U.S. Bureau of Labor Statistics website at the following internet address: <http://www.bls.gov/cpi/home.htm>
 - .2 Select "Get Detailed CPI Statistics", then select "Most Requested Statistics" for "Consumer Price Index-All Urban Consumers (Current Series)".
 - .3 Select from list "U.S. All items, 1982-84=100 - CUUR0000SA0". Select "Retrieve data".

- .4 Select "More Formatting Options". Select "12 Months Percent Change". Click "Retrieve Data"
 - .5 Use the chart: 12 Months Percent Change, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100
 - .6 Adjustment shall be based on the average of the 12 months percentage change published by the U.S. Bureau of Labor Statistics at the time of request. For example, an adjustment request is submitted by Award Bidder to BCPS on November 5, 2004. The contract anniversary date is November 1. The U.S. Bureau of Labor Statistics has published data up to September 2004. Price adjustment would be based on the average from October 2003 to September 2004. This calculation shall include monthly U.S. Bureau of Labor Statistics data labeled as "Preliminary".
- 4.4.2 The CPI adjustment is NOT automatic. BCPS reserves the right to accept or reject the adjustment request within sixty (60) days of receipt of request.
- .1 If the request is rejected, the contract for that item shall be terminated thirty (30) days from the date of BCPS rejection letter.
 - .2 If adjustment request is rejected, BCPS reserves the right to purchase services from the next most favorable responsive and responsible bidder, as the requested adjustment may change the award position. If the next most favorable responsive and responsible bidder(s) does not have service available within the requested timeframe, BCPS reserves the right to purchase from any source.
 - .3 Award Bidder whose price adjustment has been rejected by BCPS shall be granted the right of first refusal, and shall be given an opportunity to match the item pricing of next most favorably ranked responsive and responsible bidder within ten (10) days of receipt of BCPS rejection notification.
- 4.4.3 BCPS reserves the right to decrease rate, if such downward adjustment is reflected within CPI data.
- 4.4.4 BCPS reserves the right to cap pricing adjustments. Increases shall not exceed ten percent (10%) of the price for the immediately preceding year.
- 4.4.5 If Award Bidder requests a force majeure pricing adjustment, BCPS shall either accept or reject such on a case by case basis. Any such request must be made in writing (on corporate letterhead) to the Office of Purchasing and substantially justified.

- 4.5 This is a multi-year contract and is subject to periodic performance reviews. If BCPS determines insufficiencies in contract performance, the award bidder shall meet with BCPS representatives to review the concerns and issues, and develop a mutually agreed period of time for correction of service deficits. Failure to resolve service deviations shall result in cancellation of contract.

5.0 Award of Contract

- 5.1 BCPS reserves the right to award to bidder(s) receiving the most favorable proposal evaluation and providing best in class, overall value to BCPS per ITEM.
- 5.2 Successful bidder(s) must be able to document their ability to service an account of this size.
- 5.3 BCPS reserves the right to make awards of contract to multiple bidders.
- 5.4 BCPS reserves the right to add award vendors to this contract if the initial award vendors can not fulfill all of the requirements.
- 5.5 BCPS reserves the right to reject all bids and to re-bid for services at its discretion.

6.0 Bid Opening

- 6.1 At the bid opening the bidders' names only will be read and their prices will be posted at a later date and time. Each participating bidder shall be emailed a copy of the posting of prices upon verification of prices by BCPS. This process will take several days (or longer depending upon the number of bidders).
- 6.2 Complete evaluation of the bids will not take place at the opening and no indication of award will be made at the opening. The recommended award(s) will be available in the Office of Purchasing after the completed evaluation.
- 6.3 Bids will not be available for review by bidders at the bid opening. BCPS reserves the right to review all materials and present a recommendation to the Board of Education prior to bids being available for review. Bid documents will only be available for review after approval of the contract by the Board. Bidders may call the Office of Purchasing to set up a date and time for reviewing bid documents.

7.0 Waiver of Jury Trial

The Vendor and board hereby waive trial by jury in any action or proceeding to which the board and/or the Vendor are parties arising out of or in any way pertaining to this agreement. It is agreed and understood that this waiver constitutes a waiver of trial by jury of all claims against all parties to such actions or proceedings, including claims against parties who are not parties to this agreement. This waiver is knowingly, willingly and voluntarily made by the board and the Vendor and the board and the Vendor hereby represent and warrant that no representations of fact or opinion have been made by an individual to induce this waiver of trial by jury or to in any way modify or nullify its effect. The board and the Vendor further represent and warrant that they have been

represented or have had the opportunity to be represented, in the signing of this agreement and in the making of this waiver by legal counsel, selected of their own free will, and that they have had the opportunity to discuss this waiver with counsel.

8.0 Inquiries

- 8.1 No interpretation of the meaning of the plans, specifications, or other contract documents will be made to any bidder orally. To be given consideration, inquiries must be received at least seven (7) business days prior to the date fixed for the opening of bids, so that they may be responded to in a timely fashion.
- 8.2 Any inquiries regarding the "SPECIFICATIONS" and/or the "BID DOCUMENT" shall be IN WRITING and directed to Jeffery Miller, C.P.M. at FAX: (410) 887-7831 and receipt verified by calling Phone: (410) 887-4334, e-mail: Jmiller14@bcps.org
- 8.3 Any inquiries regarding the "MBE PARTICIPATION" in this bid shall be directed to Melanie Webster at FAX: (410) 887-7831 and receipt verified by calling Phone: (410) 887-4334, e-mail: mwebster@bcps.org

9.0 Addenda and/or Explanation of Bid Documents

- 9.1 All changes to the bid specifications and/or drawings will be made through the appropriate addenda. Any and all such interpretations and any supplemental instructions will be available to all bidders who pick up a copy of the bid. Addenda will be issued at least five (5) business days prior to the date fixed for the opening of bids, unless the addendum issued extends the due date of the bid.
- 9.2 It is the bidders responsibility to verify receipt of all addenda. Failure of any bidder to receive any addenda or interpretation shall not relieve that bidder from any obligations under this bid and as amended by all addenda. All addenda so issued shall become a part of the award and contract documents.

10.0 Bonding and Certificates of Insurance

- 10.1 Performance Bonds and/or payment bonds are NOT required for this solicitation.
- 10.2 A Bid Bond is NOT required for this solicitation
- 10.3 CERTIFICATES OF INSURANCE
- 10.3.1 Certificates of insurance will be provided by Award Bidder(s) only. Certificates shall be made out in the name of the "Board of Education of Baltimore County". The notification of any change in status of the insurance shall be provided to the Contracting Assistant, 1940 Greenspring Drive, Suite G, Timonium, MD 21093.
- .1 Send or have delivered all certificates of insurance, to the attention of:

Baltimore County Public Schools
 Patricia Onheiser, Purchasing/Contracting Assistant
 1940 Greenspring Drive, Suite G
 Timonium, MD 21093

.2 The Insurance Certificate must name the "Board of Education of Baltimore County" as the "additional insured".

.3 The Certificates of Insurance cancellation notice shall read:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company shall mail thirty (30) days in advance of the cancellation date notice to the certificate holder."

NOTE: ALL other wording shall be deleted.

10.3.2 Cost of Insurance shall be included in the bid amount.

10.3.3 If Award Bidder fails to execute and deliver the signed Contract and Certificates of Insurance within ten (10) business days from receipt of the Contract, BCPS reserves the right to rescind award.

10.3.4 Award Bidder(s) shall comply with insurance requirements as stipulated within: PART I: GENERAL TERMS AND CONDITIONS, SECTION 16 INSURANCE.

11.0 Small Business and/or Certified Minority Business Enterprises

11.1 It is the intent of BCPS to achieve a minimum of fourteen percent (14%) of the total dollar value of the contracts resulting from this solicitation to be made to Small Business and/or certified Minority Business Enterprises either directly or indirectly.

11.1.1 Definitions:

.1 Minority Business: Any legal entity, other than a joint venture, organized to engage in commercial transactions and which is (1) at least 51% owned and/or controlled by one or more minority interest persons, or (2) a non-profit entity organized to promote the interests of the physically or mentally disabled. Minority Groups identified are:

African Americans
 Asians
 Hispanics
 American Indians
 Women
 Physically or Mentally Disabled Individuals

- .2 Certified MBE: A minority business that holds a certification issued by the Maryland State Department of Transportation (MDOT) or other recognized municipalities or minority associations.
 - .3 Small Business: A business with fewer than fifty (50) employees which generates an annual revenue less than \$10 million dollars. BCPS reserves the right to request tax documents to support such a claim.
- 11.2 Each bid submitted, including a submittal from a certified minority business enterprise, in response to this solicitation shall be accompanied by a completed Small and Minority Business Enterprise Utilization Affidavit.
- 11.3 The following documentation shall be considered as part of the contract, and shall be furnished **at the time of bid**:
- 11.11.1 Small and Minority Business Enterprise and Prime Contractors Statement of Intent: A separate form completed and signed by the prime contractor and each SBE/MBE firm.
 - 11.11.2 A Request for Waiver (if necessary) with supporting documentation, which represents a good faith effort by the bidder to obtain the SBE/MBE participation goal but it was unable to be obtained, or was unable to be obtained at a reasonable price, and that the public interest is served by a waiver. If the bidder is unable to achieve the contract goal of 14 percent for SBE/MBE participation, they may submit a written request for a waiver by completing the Request for which shall include the following:
 - .1 A detailed statement of the efforts made by the bidder to identify and select portions of the work proposed to be performed by subcontractors in order to increase the likelihood of achieving the stated goal;
 - .2 A detailed statement of the efforts made by the bidder at least 10 days before the bid opening to solicit small and minority business enterprises through written notices that describe the categories of work for which subcontracting is being solicited, the type of work to be performed, and specific instructions on how to submit a bid;
 - .3 A detailed statement of the bidder's efforts to make personal contact with SBE/MBE firms identified for item (2) above;
 - .4 A record of the name, address, telephone number, and dates contacted for each SBE/MBE identified under items (2) and (3) above;
 - .5 A description of the information provided to SBE/MBEs regarding the plans, specifications, and the anticipated time schedule for portions of the work to be performed;

- .6 Information on activities to assist SBE/MBE's to fulfill bonding requirements, or to obtain a waiver of these requirements;
 - .7 Information on activities to publicize contracting opportunities to small and minority business enterprises, attendance at pre-bid meetings, or other meetings scheduled by the MBE Liaison or designated representative;
 - .8 As to each SBE/MBE that placed a subcontract quotation which the bidder considers not to be acceptable, a detailed statement of reasons for this conclusion; and
 - .9 A list of small and certified minority subcontractors found to be unavailable. This shall be accompanied by a Small and Minority Subcontractor Unavailability Certificate signed by the small and/or minority business enterprise or from the bidder indicating that the small and/or minority business did not provide the written certification.
- 11.4 The MBE Liaison will review and accept or reject the SBE/MBE material that is submitted, and may obtain legal advice or assistance from its attorney.
- 11.5 The MBE Liaison may assist the apparent low bidder in identifying certified minority businesses that could participate in the contract.

12.0 Bid Submission

- 12.1 Return of bids to: BALTIMORE COUNTY PUBLIC SCHOOLS
OFFICE OF PURCHASING
JMI-623-13 Attn: Jeff Miller
1940 Greenspring Drive, Suite G
Timonium, MD 21093
- 12.1.1 Bids must have the Bid Due Date and Time, bidder's name, and the above address on the OUTSIDE of the return envelope. Plainly print the words "SEALED BID" on the outside of the envelope to avoid premature opening of the bid.
- 12.1.2 All bids must be delivered to the above address by the specified due date and time. Bids returned to any other address will not be considered.
- 12.2 Proposals shall include all of the following, as outlined within "SECTION 00400-FORM OF PROPOSAL":
- 12.2.1 Section 00400-1: Cover Page
 - 12.2.2 Section 00400-2: Price Proposal Instructions
 - 12.2.3 Section 00400-3-6: Price Proposal Page

- 12.2.4 Section 00400-7 - 13: Assigned Worker Form
- 12.2.5 Section 00400-14: References
- 12.2.6 Section 00400-15: Addenda
- 12.2.7 Section 00400-16: Proposal Sheet
- 12.2.8 Section 00400-17: State of Maryland Anti-Bribery Affidavit & Tax Certification
- 12.2.9 Section 00400-18: Certification Regarding U.S. Government Debarment
- 12.2.10 Section 00400-19: Board of Directors - Diversity Affidavit
- 12.2.11 Section 00400-20: Small Business Enterprise Affidavit. If not considered a SBE, indicate "N/A".
- 12.2.12 Section 00400-21: Small and Minority Business Enterprise Utilization Affidavit. This form MUST be notarized.
- 12.2.13 Section 00400-22: No Bid Page. This page should only be returned if not participating in the bid.
- 12.2.14 All other information and/or forms and/or affidavits specified within solicitation, specifications, and/or Addenda issued.
- 12.3 All proposals shall be "original". No proposal copies or duplication shall be provided to BCPS at time of bid. Submit one complete original proposal only.
- 12.4 Proposals received after the published due date/due time will be rejected as non-responsive.
- 12.5 Proposals submitted improperly and/or incomplete may be deemed as non-responsive.

13.0 Bidder Information

- 13.1 Bidders are invited to register on the BCPS "Vendor Self-Service" (VSS). Award Bidder(s) are required to register. Please follow the registration instructions below:
 - 13.1.1 Go to our website at www.bcps.org
 - 13.1.2 Scroll to bottom of web-page and click the link for: "Do business with BCPS" (under the "How do I?" section).
 - 13.1.3 In the middle of the Office of Purchasing web-page, click the link: "Visit our Vendor Self Service Center"
 - 13.1.4 Select "Creating A New Account" for detailed instructions. Print these instructions for reference, and then return to the VSS welcome page.

- 13.1.5 Click onto "Register" from the VSS welcome page and follow the instructions you printed.
- 13.1.6 Complete the application. Record your UserID and Password for future use.
- 13.2 Bidders are advised that if you do not have access to the website through your home or business, that the BCPS has two computers available for your use in our Office of Purchasing located at 1940 Greenspring Drive, Suite G, Timonium, MD 21093. The VSS is accessible to all interested bidders at this location. Assistance is also available for making the proper connections.
- 13.3 By your entering the required information into the VSS site, you are taking the first step towards doing business with BCPS. If you have already done business with BCPS in the past, much of your information may already be present. You may only have to confirm or update the existing information.
- 13.4 BCPS has a bidder's Hotline in place that is updated weekly to inform interested parties of bids that have been issued. For information regarding bids, please call 410-887-7819 OR: Go to our website at www.bcps.org and scroll to the bottom of web-page; Click the link: "Do business with BCPS" (under the "How do I?" section); Click onto "Bid Board"; Click onto "Invitation to Bid".

END OF SECTION

PART II: SPECIFICATIONS--GENERAL REQUIREMENTS

BALTIMORE COUNTY PUBLIC SCHOOLS

DIVISION OF BUSINESS SERVICES
DEPARTMENT OF FISCAL SERVICES
OFFICE OF PURCHASING

1940 Greenspring Drive, Suite G
TIMONIUM, MARYLAND 21093
PHONE: 410-887-4334 FAX: 410-887-7831

TABLE OF CONTENTS

PART III: TECHNICAL SPECIFICATIONS

Section

- 1.0 General Scope & Services
- 2.0 Award Bidder(s) Responsibilities
- 3.0 Assignment of Work
- 4.0 Professionalism
- 5.0 Invoicing and Payment

ATTACHMENT A: SKILL SET REQUIREMENTS

PART III: TECHNICAL SPECIFICATIONS

1.0 General Scope & Services

The intent of this specification is to select award bidders to provide Information Technology Contracted Staffing Services on an as needed basis for school system programs for the Baltimore County Public Schools (BCPS). Technical personnel assigned under this solicitation shall work under BCPS direction, control, and supervision. The Award Bidder(s) shall provide services per the requirements as specified within "ATTACHMENT A: SKILL SET REQUIREMENTS".

2.0 Award Bidder(s) Responsibilities

2.1 Award Bidder(s) responsibilities shall include but not be limited to the following:

- .1 Maintaining personnel and payroll records
- .2 Calculating and paying wages
- .3 Withholding and remitting payroll taxes and other government-mandated charges
- .4 Hiring, assigning, reassigning, counseling, disciplining, and discharging
- .5 Handling employee work-related claims and complaints
- .6 Maintain all necessary, proper and lawful records for assigned workers (both for U.S. Citizens and Non-U.S. Citizens)

2.2 BCPS may review any assigned worker's employment records to confirm that Award Bidder(s) are fulfilling obligations as listed within above paragraph. Such review shall be subject to good cause and to applicable privacy laws and on reasonable notice.

2.3 Award Bidder(s) shall guarantee the performance of any assigned worker. If BCPS becomes dissatisfied with an assigned worker, BCPS may cancel their assignment. BCPS shall notify Award Bidder(s) of such intent in writing.

2.4 Award Bidder(s) shall permit BCPS to permanently hire, as a full-time or regular employee, any assigned worker, upon completion of 2,000 hours of service. BCPS shall not pay any fees related to such "temp to hire" option.

2.5 On a designated basis (i.e. minimum of a weekly report), the award bidder(s) and/or designee shall meet with BCPS representative to provide a status report.

2.6 Award bidder(s) shall provide a single point of contact for services requests covered under the contract. An alternate representative shall also be identified in cases where the primary contact person is not available.

- 2.7 BCPS shall establish the schedule for contracted services. Services shall be provided on a weekday basis, during normal work hours of 8:30 AM to 5:00 PM. Overtime rates are **not** authorized. Award bidder(s) shall adjust its work schedule and/or personnel assignments to comply with an eight (8) hour day, forty (40) hour week.
- 2.8 BCPS shall inform the Award Bidder(s) if the work is to be performed during normal working hours or a combination of normal and after work hours (i.e., in an emergency or crisis management situation). BCPS shall honor no increase in the Hourly Rate, or any additional charges, should other hours be required.
- 2.9 Award Bidder(s) shall immediately notify the BCPS in the event that circumstances prevent the completion of work in a timely manner. Any changes shall be authorized by BCPS Supervisor (or designee).
- 2.10 All questions, concerns or correspondence regarding assigned work shall be addressed to the BCPS hiring manager (or designee).
- 2.11 Hourly rates shall include all travel time to and from the original job site. Inter-site travel, if necessary and approved in writing by BCPS, is reimbursable to the award bidder(s) at IRS allowable rates.
- 2.12 Award Bidder(s) may be compensated at an Hourly Rate not to exceed 20% above the Base Hourly Rate(s) submitted. The Hourly Rate agreed to by BCPS and Award Bidder(s) shall be based upon experience/qualification of the assigned candidate. For example, BCPS may accept an Hourly Rate of up to \$48 from an Award Bidder who had submitted \$40 for ITEM 1 "BASE HOURLY RATE".

3.0 Assignment of Work

- 3.1 Assignment of work through this solicitation shall proceed as follows:
 1. BCPS shall identify specific need(s) for skill set(s) outlined within this solicitation.
 2. BCPS shall notify (via phone, fax or email) Award Bidder's of requirement(s).
 3. Award Bidders shall provide (by the required due date/time stipulated by BCPS) candidate resumes. Proposed candidates may or may not be those submitted on the JMI-623-13 "Assigned Worker Form". Award Bidders, however, must **not** provide perspective candidates whose Hourly Rate exceeds the range as specified within this solicitation (20% above the Base Hourly Rate).
 4. Award Bidder(s) shall respond to EVERY request for candidate. If an Award Bidder is unable to provide a quote for ANY reason, they may submit a "NO QUOTE" response. FAILURE to respond to three or more requests for candidate by the required due date/time (as stipulated by

BCPS), may result in termination of the contract with that Award Bidder. Time is of the essence.

5. Award Bidder's who repeatedly, on a regular basis, fail to submit candidates to BCPS that do not meet the skill set requirements or present candidates that are clearly unqualified for the assignment, may result in termination of the contract with that Award Bidder.
- 3.2 BCPS shall approve all assignments through personal interviews, review of resumes or another method as agreed.
- 3.3 BCPS will select candidate(s) who, in BCPS' estimation, is the "best value" from those presented (in a reasonable time) by the Award Bidders, as determined using criteria developed by BCPS and not necessarily industry standards.

4.0 Professionalism

- 4.1 BCPS requires all assigned workers to perform in a professional manner. BCPS shall very closely monitor and examine the services provided by assigned worker. The following infractions may result in termination of the contract with that Award Bidder:
 - 4.1.1 Failure of the Award Bidders assigned workers to complete projects/assignments in a timely fashion.
 - 4.1.2 Failure of the Award Bidders to provide properly trained and experienced assigned worker to perform services as specified.
 - 4.1.3 Failure of the Award Bidders assigned worker to refrain from any comments and/or gestures to staff and/or students that could be interpreted as inappropriate and/or obscene.
 - 4.1.4 Failure of the Award Bidders assigned worker to dress appropriately for work within a professional environment.
 - 4.1.5 Failure of the Award Bidders assigned worker to abide the BCPS no smoking policy.
- 4.2 Termination of an Award Bidder for violating any of the above policies will result in that Award Bidder being unable to bid for any BCPS service for up to twelve (12) months from the date of termination.

5.0 Invoicing and Payment

BCPS shall authorize all services under the terms of this contract by means of a Purchase Order (PO) document issued by the BCPS Office of Purchasing. The "scope of work," and payment thereof, shall be limited to that which is delineated on the individual PO document. Award Bidders shall not assign workers under this contract and no work shall be performed by Award Bidder employees until receipt of PO from the BCPS Office of Purchasing. If Award Bidder submits an invoice for services that does not reference a valid BCPS PO number, payment for services may not be honored by BCPS.

- .1 All invoices submitted by Award Bidder(s) must reference PO number.
- .2 Invoice(s) must be prepared in duplicate, an original and one (1) copy.
- .3 Based upon the projected duration of a given project, BCPS reserves the right to make payment in full upon completion of the project, or to establish intervals for "payment of services to date," i.e., weekly, monthly, etc.
- .4 All invoices shall be submitted to the "Bill To" address as indicated on the PO.

END OF SECTION

PART III: TECHNICAL SPECIFICATIONS

ATTACHMENT A: SKILL SET REQUIREMENTS

ITEM 1 SKILL SET:	Business Intelligence Reporting Analyst/Developer
ITEM 2 SKILL SET:	MS Exchange Engineer
ITEM 3 SKILL SET:	Enterprise Systems Engineer
ITEM 4 SKILL SET:	Field Network Technician
ITEM 5 SKILL SET:	System Architect
ITEM 6 SKILL SET:	Applications Developer (C# .NET)
ITEM 7 SKILL SET:	Applications Developer (Java)
ITEM 8 SKILL SET:	SQL Server DBA
ITEM 9 SKILL SET:	IT Business Systems Analyst / Project Manager
ITEM 10 SKILL SET:	Quality Assurance Tester
ITEM 11 SKILL SET:	COGNOS/ Developer
ITEM 12 SKILL SET:	Data Warehouse Developer
ITEM 13 SKILL SET:	Visual Basic Developer

ITEM 1 SKILL SET: Business Intelligence Reporting Analyst/Developer**Responsibilities:**

- Provides requested information to the business clients utilizing advanced reporting tools. Leverages analysis techniques to develop comprehensive reporting solutions.
- Devises and builds data processing jobs for the creation and maintenance of tables, views, data marts.
- Develops SSIS ETL packages, data mining algorithms, SSRS reports, T-SQL stored procedures in support of OLAP cubes.
- Manages the logical and physical design of BI data warehouse, creation of tables, views, procedures, packages and other database objects in support of SSAS cubes for analytics and Production Reporting.
- Designs Data Warehouse components for solutions that take into consideration the value of performance, scalability, operability, flexibility, affordability, and ability to be audited.
- Designs and develops dimensional data models, etc. ETL/ELT frameworks and processing, metadata management, operational data integration, master data definition and quality, data auditing, data profiling and reporting solutions.

Required Skills for BI Developer Job:

- Ability to solve problems, listen effectively, and use of technology.
- Ability to:
 - Document reporting requirements interpret
 - Work with users to analyze needs and suggest options
 - Provide timely and accurate reports
- Significant prior experience in database design and development including working with stored procedures, indexes and views
- Microsoft SQL Server 2008 R2 and higher
- SQL Server Integration Services (SSIS) 2008 and higher
- SQL Server Reporting Services (SSRS) 2008 and higher
- Must be a methodical and pragmatic problem-solver
- Excellent written, verbal and interpersonal skills.

Desired Skills for BI Developer Job:

- .Net Development (VB.Net, ASP.Net, C#)
- Crystal Reports 2011
- Business Objects XI
- Business Objects Web Intelligence
- SQL
- Microsoft SQL Server Reporting Services (SSRS)
- Microsoft SQL Server Analytical Services (SSAS)
- Microsoft Sharepoint 2010 Integration
- Dimensional Modeling technique

ITEM 2 SKILL SET: MS Exchange Engineer

The ideal candidate should have the following:

Bachelor's Degree with at least 5 years of experience in Network Administration with an emphasis on Microsoft Exchange email system administration, design, troubleshooting, and maintenance.

Design & Managing Task

- Active Directory Design and troubleshooting (2003/2008 or higher)
- Exchange 2008 and higher
- VMWare Cluster environment design and installation

Operating Systems Worked-on and Managed

- Windows 2003/Windows 2008 or higher Active Directory
- MAC 8.6, X
- Android
- Apple IOS

Software

- Exchange 2007 or higher
- Share Point Team Portal 2003 or higher
- WUS- Beta /SUS update servers
- Configuration & Maintenance of Microsoft IIS 6.0 or higher
- Design and management of DNS, Radius, DHCP, TCP/IP Protocols, SNMP
- Citrix Metaframe
- VMWare
- Microsoft Hyper-V
- Microsoft ForeFront for Exchange Spam filtering system
- Symantec Enterprise Vault for archiving/legal discovery
- Commvault backup systems
- Blackberry Server

Databases Expertise and Administration

- MS SQL Server 2008 and above

Networking Equipment

- Cisco VPN Access Router
- Cisco Routers/Switches
- Cisco ASA Firewall
- Dell/Force10 Switches
- Extreme Networks switches

ITEM 2 SKILL SET: MS Exchange Engineer (CONTINUED)

Computers Hardware

- Dell EMC2 SAN
- Dell Compellent SAN
- Dell Power Edge Series – both blade and rack mount
- Dell workstations/Laptops
- Apple Mac laptops and workstations
- Apple iPads and iPhones
- Android type devices

Monitoring Software

- Whats Up Gold
- SolarWinds
- PRTG

Programming Skills

- Network Management related scripting in Visual Basic (VBScripts) & ASP on WSH, ADSI & WMI Platforms
- PowerShell

ITEM 3 SKILL SET: Enterprise Systems Engineer

The ideal candidate should have the following:

- Bachelor's Degree with at least 5 years of experience in Network Administration.
- Hands on experience with day to day operations within a very large enterprise that includes multiple data centers, multiple large remote sites, and at least 14,000 users within Active Directory.

Design & Managing Task

- Active Directory Design (2003/2008 or higher)
- Exchange 2007 or higher
- MS SQL 2008 or higher Database Design & Administration
- Wireless and switch Setup with security (RADIUS)
- Design for Citrix Farm
- Design for VMWare farm/cluster

Operating Systems Worked-on and Managed

- Windows Server 2008r2 or higher, both standard and enterprise
- Windows 2008 or higher Active Directory
- Windows 7 and higher
- MAC 8.6, X or higher
- Android
- Apple IOS

Software

- Exchange 2007 or higher
- Web filtering systems – LightSpeed preferred
- MS Share Point 2003 or higher
- MS WSUS update servers
- Configuration & Maintenance of Microsoft IIS 6.0 or higher
- Design and management of DNS, Radius, DHCP, TCP/IP Protocols, SNMP, LDAP
- Citrix Metaframe
- VMWare ESX in a cluster/farm environment
- Microsoft Hyper-V

Database Experience and Administration

- MS SQL Server 2008 or higher

Networking Equipment Experience With

- Cisco VPN Access Router
- Juniper VPN system
- Cisco Routers/Switches
- Cisco ASA Firewall
- Extreme Networks Switches
- Dell/Force10 Switches
- Aruba Wireless
- Aerohive Wireless

ITEM 3 SKILL SET: Enterprise Systems Engineer (CONTINUED)

Computers Hardware

- Dell EMC2 SAN
- Dell Compellent SAN
- Dell Power Edge servers – blades and rack mount
- Dell workstations/Laptops/netbooks
- Apple Mac laptops and workstations
- Apple iPads and iPhones
- Android type devices

Monitoring Software

- Whats Up Gold
- SolarWinds
- PRTG/MRTG

Programming Skills

- PowerShell
- Network Management related scripting in Visual Basic (VBScripts) & ASP on WSH, ADSI & WMI Platforms

ITEM 4 SKILL SET: Field Network Technician

The ideal candidate should have the following:

- Associates Degree with at least 5 years of experience in field network troubleshooting, installations, and maintenance.
- Hands on experience with day to day operations within a very large enterprise that includes multiple data centers, multiple large remote sites, and various types of network switches, routers, and servers.
- Ability to provide own transportation from main office to remote sites within Baltimore County.

Design & Managing Task

- Understanding of Active Directory troubleshooting (2003/2008 or higher)
- Wireless and switch Setup with security (RADIUS)
- Ability to read and understand site plans, blueprints, and technical documents relating to network cable installations and operations of data network

Operating Systems Worked-on and Managed

- Windows Server 2008r2 or higher, both standard and enterprise
- Windows 2008 or higher Active Directory
- Windows Hyper-V
- Windows 7 and higher
- MAC 8.6, X or higher
- Android
- Apple IOS

Software

- Design and management of DNS, Radius, DHCP, TCP/IP Protocols, SNMP, LDAP
- Windows and Mac operating systems

Networking Equipment Experience With

- Cisco Routers/Switches
- Extreme Networks Switches
- Dell/Force10 Switches
- Aruba Wireless
- Aerohive Wireless
- HP network printers
- Microsoft Windows file servers using 2003 and higher
- VoIP in a hybrid environment

Computers Hardware

- Dell Power Edge servers – blades and rack mount
- Dell workstations/Laptops/netbooks
- APC UPS units
- Liebert UPS units
- Apple Mac laptops and workstations
- Apple iPads and iPhones
- Android type devices

ITEM 4 SKILL SET: Field Network Technician (CONTINUED)

Monitoring Software

- Whats Up Gold
- SolarWinds
- PRTG/MRTG

Testing Tools

- Fluke DSP4300 network cable tester for both copper and fiber
- Punch down tools for both 66 and 110 blocks
- Ekahau or similar wireless site survey tools
- Ethereal or similar network sniffer tools

ITEM 5 SKILL SET: System Architect

The ideal candidate should have the following:

- Demonstrated success in designing and implementing architectures at an enterprise level for Intranet applications involving several sources of data, web farm(s), clustered SQL Servers, application servers, load balancing, failover and storage area network, in an n-tiered environment using Microsoft .Net
- At least 5 years of object oriented, n-tier development experience (analysis, design, testing and implementation)
- Ability to develop and maintain an architecture plan based on business and technology requirements
- The ability to work with SQL Server DBAs, network engineers, and application developers to implement the architecture plan
- Expertise in ASP.Net, VB.Net, C#, Microsoft SQL Server, Microsoft 2008 R2 Server and above, Internet Information Services 6.0 and above, JavaScript, JQuery, AJAX, Team Foundation Server, FTP, and TCP/IP
- Experience with source and version control using Team Foundation Server
- Very good communication skills and the ability to function as part of a team

ITEM 6 SKILL SET: Applications Developer (C# .NET)

The ideal candidate should have the following:

- Demonstrated success in developing n-tiered, enterprise level internet and intranet applications involving web farm(s) and databases using Microsoft .Net and Microsoft SQL Sever
- At least 5 years of object oriented, n-tiered development experience (analysis, design, development, testing and implementation)
- The ability to function as a lead developer on a team to design and then create web-based applications. The ability to dissect an existing application for maintenance or enhancements purposes.
- The ability to create ASP.Net pages using VB.Net or C#, stored procedures, JavaScript, JQuery and Telerik Ajax controls. Perform beta testing by writing and executing unit tests; create and execute documentation to promote web sites and objects to production; create database scripts to be used in Quality and Production deployments; work with users and other team members to resolve bugs and change requests; configure Internet Information Systems to be secure and optimized; plan for and/or participate in stress testing and load balancing to predict the response time of new/modified objects; assist technical team members with ASP.Net development including code walkthroughs.
- Expertise in ASP.Net, VB.Net or C#, ADO.Net, Microsoft Enterprise Library, Visual Studio 2010 and Team Foundation Server, Microsoft SQL Server, Microsoft 2008 Server, Internet Information Services 6.0 and above, JavaScript, JQuery, Ajax, HTML, CSS, Active Reports.
- Very good communication skills, the ability to function as part of a team; the ability to work on several projects simultaneously, excellent troubleshooting and debugging skills.

ITEM 7 SKILL SET: Applications Developer (Java)

The ideal candidate should have the following:

- Demonstrated success in developing n-tiered Intranet applications involving web farm(s), clustered databases using Java (J2EE) and Microsoft SQL Sever
- At least 5 years of object oriented, n-tiered development experience (analysis, design, development, testing and implementation)
- The ability to function as a lead developer on a team to design and then create an Intranet application
- The ability to create intranet web pages using Java, Servlets, JSP, stored procedures, SSIS packages, Windows scheduled jobs and JavaScript; perform beta testing; create and implement plans to promote web sites and objects to production; work with DBA for migration to Quality and Production regions; work with users and other team members to resolve bugs and change requests; configure Internet Information Systems to be secure and optimized; plan for and/or participate in stress testing and load balancing to predict the response time of new/modified objects; assist technical team members with Java development including code walkthroughs.
- Expertise in Eclipse IDE, Java, Servlets, Java Server Pages (JSP), Microsoft SQL Server, Microsoft 2008R2 Server, Internet Information Services, FTP, TCP/IP, JavaScript, HTML, XML, Active Reports, Team Foundation Server, stress testing tools.
- Very good communication skills and the ability to function as part of a team

ITEM 8 SKILL SET: SQL Server DBA

The ideal candidate should have the following:

- At least five years Microsoft SQL Server administration experience which should include the implementation and optimization of a clustered Microsoft SQL Server database based on business and technology requirements
- Ability to install SQL Server for an n-tiered, scalable, responsive environment; analyze existing database schema; participate as part of a technical team to develop new database schema based on business and technology requirements; develop, implement and manage data synchronizations between several data sources; provide assistance to programmers regarding stored procedures and SSIS packages; develop, implement, test and manage backup and recovery plans for the database(s)
- Expertise in Microsoft SQL Server software installation on Windows 2008 R2 servers, database creation, creation of triggers and stored procedures, debugging, optimizing, security and auditing
- Knowledge of OLAP, SSIS and SSRS
- Familiarity with SSAS
- Experience with source and version control using Team Foundation Server
- Ability to work with database programmers having SQL Server backgrounds and work in a team environment

ITEM 9 SKILL SET: IT Business Systems Analyst / Project Manager

- Performs administrative, project management, business process analysis and support for various information technology projects. Responsible for generating and compiling project plans and documentation for business processes and operational procedures. Performs other duties as assigned.

EXAMPLES OF DUTIES:

- Coordinates and guides projects throughout their project lifecycle, including systems and processes design. Ensures that projects are completed in accordance with established deadlines, budgets, and standards. Prepares appropriate project and support documentation at project completion. Builds relationships with technical staff, management and end users to determine and resolve issues with systems implementation.
- Takes ownership for a variety of projects and progress several initiatives in parallel.
- Works alongside senior Web Services Team experts to gather business requirements, change management and participate in development and implementation of new solutions or enhancements to existing systems.
- Drives the formulation of business and testing requirements. Be able to conduct a dialog with internal customers in business terms and language, represent and explain IT's position and translate back into IT requirements.
- Proactively generates and compiles documentation for business processes and operational procedures. Makes recommendations and requirements for improvements.
- Maps current "AS IS" business processes and facilitates workshops to research future "TO BE" processes.
- Participates in continuous improvement activities by identifying and analyzing the effectiveness and efficiency of existing processes and develops strategies for improvements.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:**Education, Training and Experience:**

- Graduation from an accredited college with a bachelor's degree in Business or Public Administration, Computer Science, Communications or a related field. Plus three years of experience as a project manager, business analyst, change management analyst, systems analyst or closely related experience in the analysis of information technology organizations and systems.

ITEM 9 SKILL SET: IT Business Systems Analyst / Project Manager (CONTINUED)

Knowledge, Skill, and Abilities:

- Thorough knowledge of the principles and practices of planning, developing, implementing, and maintaining computer information systems. Thorough knowledge of processes, methods and techniques utilized to analyze and evaluate business operations. Thorough knowledge of project management and program planning. Thorough knowledge of personal computers, Microsoft Office suite of tools including; Word, Excel, PowerPoint, Visio and Project. Knowledge of programming concepts and the Systems Development Lifecycle (SDLC).
- Skill in analyzing and evaluating administrative processes for automation. Skill in designing and documenting automated processes. Skill in application and system programming. Skill in the operation of computers and peripheral equipment.
- Ability to analyze and evaluate the feasibility and suitability of information technology projects. Ability to establish and maintain effective working relationships. Ability to communicate effectively. Ability to coordinate the work of a team with the work of other units within the Office of Information Technology and County agencies. Ability to develop needs assessments and prepare administrative reports.

ITEM 10 SKILL SET: Quality Assurance Tester**Responsibilities**

- Coordinates testing of all software development projects until all defined tests pass.
- Assisting with creation of test documentation, including test scenarios/cases
- Analyzes business requirements documents and develop test plans to ensure that all requirements are validated during testing and are reflected in test scripts.
- Generates test data that supports use cases using SQL Scripts
- Program unit tests in C# using Visual Studio Team System.
- Develop and Implement build definitions for Visual Studio Team Systems.
- Create test scripts for any items that cannot be programmatically unit tested.
- Execute test scripts
- Record problems/defects identified during testing using Team Foundation Server Work Items.
- Communicate status of testing, including reporting overall test results
- Sets recommendations/best practices for defining and continually improving testing deliverables and process
- Assist with analysis of issues reported by end-users during User Acceptance testing and determine the best course of action to address the concern.
- Assists in the preparation of product release notes and documentation.
- Ability to write basic SQL queries to double check test results
- Ability to test web and mobile applications on multiple browsers and devices
- Responsible for researching and implementing additional software testing tools

Knowledge and Skills

- At least 5 years experience with Visual Studio and C#.
- At least 5 years experience with Microsoft SQL Server.
- At least 3 years experience with Team Foundation System and Visual Studio Test tools.
- At least 2 years experience on enterprise level applications
- Ability to work on multiple projects simultaneously
- Thorough knowledge of personal computers, internet technologies, and Microsoft Office suite of tools including; Word, Excel, PowerPoint, Visio and Project. Knowledge of programming concepts.
- Ability to analyze error conditions and develop appropriate solutions.
- Ability to approach problems with a sense of ownership, enthusiasm and innovation.
- Strong analytical, communication, and team skills.
- Ability to adapt to a changing environment and multitask assignments.

ITEM 11 SKILL SET: COGNOS/ Developer

The ideal candidate should have the following:

- Bachelor's Degree with at least 3 years of experience.

Senior Cognos Developer/Administrator:

Tools required:

- Cognos 7.5
- Database: Microsoft SQL Server 2008 R2
- Operating system: Windows server 2008 SP2
- Web server: Internet Information system 6.0

Impromptu Administrator7.x:

Creating Catalogs.

- Designing Folders based on Business Requirements.
- Developing a Join strategy, Analyzing and testing.
- Create HOTFILES
- Restricting the user access with the help of User Class Privileges.

PowerPlay Transformer7.x:

- Creating Power Cubes.
- Defined and modify dimensions, levels and measures.
- Securing the cube by assigning privileges on dimensions and measures.
- Creating Powerplay reports both in Explorer and reporter modes.

Access Manager:

- Add users and create user classes in Access Manager-Administration
- Create/ Run Scripts in cognos Script Editor and Access Manager-Batch Maintenance.
- Familiar with MS Active directory and /Sun one

Database /ETL

- Build Tables, Views in SQL Server 2008 for Reporting Purpose
- Creating index's for better performance.
- Responsible for Data Massaging for Cognos reporting purpose.
- Perform database tuning and performance monitoring

General:

- Thorough knowledge of the cognos series 7 Architecture and its integrated tools.
- Install, upgrade and maintain the cognos series 7 tools.
- Understanding of Audit logs
- Clearing the server queues when server is hit by concurrent users
- Help users via training/email/phone and interact with users.

ITEM 12 SKILL SET: Data Warehouse Developer

The ideal candidate should have the following:

- Bachelor's Degree with at least 3 years of experience involving Data Warehouse Development
- Strong SQL skills
- Team Foundation Server
- Significant prior experience in database design and development including working with stored procedures, indexes and views
- Experience in working with STAR Schema table structure
- Microsoft SQL Server 2008 R2
- SQL Server Integration Services (SSIS)
- SQL Server Reporting Services (SSRS)
- Must be a methodical and pragmatic problem-solver

Desired Skills for BI Developer Job:

- SQL Server Analytical Services (SSAS)
- Share Point Development
- .Net Development (VB.Net, ASP.Net)

ITEM 13 SKILL SET: Visual Basic Developer

The ideal candidate should have the following:

Bachelor's Degree with at least 3 years of experience involving:

- Visual Studio .Net 2008/2010 using SQL Server 2008 and MS Access as data source
- Strong SQL skills
- Creation of Excel, Word, and PowerPoint output from VB (needed to support ad hoc reporting applications)
- Team Foundation Server

BALTIMORE COUNTY PUBLIC SCHOOLS

Focused on Quality, Committed to Excellence

1940 Greenspring Drive, Suite G

Timonium, MD 21093

Division of Support Services

Office of Purchasing

An Affirmative Action Employer

SECTION 00400 "FORM OF PROPOSAL"

Bidders shall complete and return all the following forms with their bid.
(*except this form)

Cover Page	00400-1
Price Proposal - Instructions	00400-2
Price Proposal Page	00400-3-6
Assigned Worker Form	00400-7-13
References	00400-14
Addenda	00400-15
Proposal Sheet	00400-16
State of Maryland Anti-Bribery Affidavit & Tax Certification	00400-17
Certification Regarding U.S. Government Debarment	00400-18
Board of Directors - Diversity Affidavit	00400-19
Small Business Enterprise Affidavit	00400-20
Small and Minority Business Enterprise Utilization Affidavit	00400-21
*No Bid Page	00400-22

SECTION 00400 - FORM OF PROPOSAL

DATE: _____

SOLICITATION TITLE: CONTRACTED INFORMATION TECHNOLOGY STAFFING SERVICES

BCPS BID NUMBER: JMI-623-13

BID SUBMITTED BY: _____
(Company Name)

SUBMITTED TO: Baltimore County Public Schools
Office of Purchasing
1940 Greenspring Drive, Suite G
Timonium, Maryland 21093

As the duly authorized representative of the firm, I hereby declare that I have carefully examined the PART I: GENERAL TERMS AND CONDITIONS, PART II: SPECIFICATIONS--GENERAL REQUIREMENTS, PART III: TECHNICAL SPECIFICATIONS and all addenda issued. I have received clarification on all items upon which any doubt arose, and understand that all these form a part of the contract. The undersigned hereby agrees to furnish all services as required.

(Signature of Bidder) (Date)

PRICE PROPOSAL - INSTRUCTIONS:

The "Base Hourly Rate" submitted is the rate invoiced per person, per hour, in effect from 8:30 A.M. until 5:00 P.M. Monday through Friday. The rate is for any one (1) individual on site working. The hourly rate shall be inclusive of all overhead, including but not limited to: driving time to and from the job site, paperwork, salary of employees, and profit. Overtime rates are not authorized. Award bidder(s) shall adjust its work schedule and/or personnel assignments to comply with an eight (8) hour day, forty (40) hour week.

It is understood that the candidates submitted herein, on the "Assigned Worker Form", may or may not be available when BCPS identifies a specific need for a skill set as outlined within this solicitation. Award Bidders, however, must not provide perspective candidates whose hourly rate exceeds 20% of the Base Hourly Rate as specified herein. The hourly rate agreed to by BCPS and Award Bidder(s) shall be based upon experience/qualification of the assigned candidate.

Bidders are not required to submit pricing for every ITEM. Any ITEM left blank is considered a "No Bid".

Only one rate is allowed for each ITEM.

If a bid amount (price and/or rate) contains contradictory terms, typewritten terms prevail over printed terms, handwritten terms prevail over both, and words prevail over numbers. The dollar amount expressed in words shall govern.

(Signature of Bidder) (Date)

PRICE PROPOSAL PAGE

ITEM 1: "BASE HOURLY RATE" FOR BUSINESS INTELLIGENCE REPORTING ANALYST/DEVELOPER:

ITEM 1 BASE BID: \$ _____ (IN DOLLARS)

ITEM 1 BASE BID: _____ (IN WRITING)

ITEM 2: "BASE HOURLY RATE" FOR MS EXCHANGE ENGINEER:

ITEM 2 BASE BID: \$ _____ (IN DOLLARS)

ITEM 2 BASE BID: _____ (IN WRITING)

ITEM 3: "BASE HOURLY RATE" FOR ENTERPRISE SYSTEMS ENGINEER:

ITEM 3 BASE BID: \$ _____ (IN DOLLARS)

ITEM 3 BASE BID: _____ (IN WRITING)

ITEM 4: "BASE HOURLY RATE" FOR FIELD NETWORK TECHNICIAN:

ITEM 4 BASE BID: \$ _____ (IN DOLLARS)

ITEM 4 BASE BID: _____ (IN WRITING)

(Signature of Bidder) (Date)

PRICE PROPOSAL PAGE

ITEM 5: "BASE HOURLY RATE" FOR SYSTEM ARCHITECT:

ITEM 5 BASE BID: \$ _____ (IN DOLLARS)

ITEM 5 BASE BID: _____ (IN WRITING)

ITEM 6: "BASE HOURLY RATE" FOR APPLICATIONS DEVELOPER (C# .NET):

ITEM 6 BASE BID: \$ _____ (IN DOLLARS)

ITEM 6 BASE BID: _____ (IN WRITING)

ITEM 7: "BASE HOURLY RATE" FOR APPLICATIONS DEVELOPER (JAVA):

ITEM 7 BASE BID: \$ _____ (IN DOLLARS)

ITEM 7 BASE BID: _____ (IN WRITING)

ITEM 8: "BASE HOURLY RATE" FOR SQL SERVER DBA:

ITEM 8 BASE BID: \$ _____ (IN DOLLARS)

ITEM 8 BASE BID: _____ (IN WRITING)

(Signature of Bidder) (Date)

PRICE PROPOSAL PAGE

ITEM 9: "BASE HOURLY RATE" FOR IT BUSINESS SYSTEMS ANALYST / PROJECT MANAGER:

ITEM 9 BASE BID: \$ _____ (IN DOLLARS)

ITEM 9 BASE BID: _____ (IN WRITING)

ITEM 10: "BASE HOURLY RATE" FOR QUALITY ASSURANCE TESTER:

ITEM 10 BASE BID: \$ _____ (IN DOLLARS)

ITEM 10 BASE BID: _____ (IN WRITING)

ITEM 11: "BASE HOURLY RATE" FOR COGNOS/ DEVELOPER:

ITEM 11 BASE BID: \$ _____ (IN DOLLARS)

ITEM 11 BASE BID: _____ (IN WRITING)

(Signature of Bidder) (Date)

PRICE PROPOSAL PAGE

ITEM 12: "BASE HOURLY RATE" FOR DATA WAREHOUSE DEVELOPER:

ITEM 12 BASE BID: \$ _____ (IN DOLLARS)

ITEM 12 BASE BID: _____ (IN WRITING)

ITEM 13: "BASE HOURLY RATE" FOR VISUAL BASIC DEVELOPER:

ITEM 13 BASE BID: \$ _____ (IN DOLLARS)

ITEM 13 BASE BID: _____ (IN WRITING)

(Signature of Bidder) (Date)

ASSIGNED WORKER FORM:

INSTRUCTIONS:

1. Complete and return **this form** with your bid.
2. Include with the proposal a resume for each candidate identified. Bidders are required to provide no fewer than two (2) perspective candidates for each skill set.

ITEM 1 SKILL SET: Business Intelligence Reporting Analyst/Developer

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

ITEM 2 SKILL SET: MS Exchange Engineer

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

I affirm that the above are properly trained, experienced, and certified employees, and are fully capable of providing services as identified within ATTACHMENT A: SKILL SET REQUIREMENTS.

(Signature of Bidder) (Date)

ASSIGNED WORKER FORM (CONT.):

ITEM 3 SKILL SET: Enterprise Systems Engineer

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

ITEM 4 SKILL SET: Field Network Technician

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

I affirm that the above are properly trained, experienced, and certified employees, and are fully capable of providing services as identified within ATTACHMENT A: SKILL SET REQUIREMENTS.

(Signature of Bidder) (Date)

ASSIGNED WORKER FORM (CONT.):

ITEM 5 SKILL SET: System Architect

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

ITEM 6 SKILL SET: Applications Developer (C# .NET)

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

I affirm that the above are properly trained, experienced, and certified employees, and are fully capable of providing services as identified within ATTACHMENT A: SKILL SET REQUIREMENTS.

(Signature of Bidder) (Date)

ASSIGNED WORKER FORM (CONT.):

ITEM 7 SKILL SET: Applications Developer (Java)

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

ITEM 8 SKILL SET: SQL Server DBA

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

I affirm that the above are properly trained, experienced, and certified employees, and are fully capable of providing services as identified within ATTACHMENT A: SKILL SET REQUIREMENTS.

(Signature of Bidder) (Date)

ASSIGNED WORKER FORM (CONT.):

ITEM 9 SKILL SET: IT Business Systems Analyst / Project Manager

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

ITEM 10 SKILL SET: Quality Assurance Tester

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

I affirm that the above are properly trained, experienced, and certified employees, and are fully capable of providing services as identified within ATTACHMENT A: SKILL SET REQUIREMENTS.

(Signature of Bidder) (Date)

ASSIGNED WORKER FORM (CONT.):

ITEM 11 SKILL SET: COGNOS/ Developer

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

ITEM 12 SKILL SET: Data Warehouse Developer

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

I affirm that the above are properly trained, experienced, and certified employees, and are fully capable of providing services as identified within ATTACHMENT A: SKILL SET REQUIREMENTS.

(Signature of Bidder) (Date)

ASSIGNED WORKER FORM (CONT.):

ITEM 13 SKILL SET: Visual Basic Developer

EMPLOYEE #1: _____
Name of Worker

EMPLOYEE #2: _____
Name of Worker

EMPLOYEE #3: _____
Name of Worker

I affirm that the above are properly trained, experienced, and certified employees, and are fully capable of providing services as identified within ATTACHMENT A: SKILL SET REQUIREMENTS.

(Signature of Bidder) (Date)

REFERENCES

List at least 3 references (preferably school systems) -- one may be with BCPS, customers of your organization over the last eighteen (18) months. References--should include items of similar scope and size for which your firm has provided service. Make additional copies of this page if necessary.

Reference #1

 Customer/Client Name

 Description of Product or Services Provided to Customer/Client

_____ (_____) _____ (_____) _____
 Representatives Name Representative's Phone # Fax Number Email

Reference #2

 Customer/Client Name

 Description of Product or Services Provided to Customer/Client

_____ (_____) _____ (_____) _____
 Representatives Name Representative's Phone # Fax Number Email

Reference #3

 Customer/Client Name

 Description of Product or Services Provided to Customer/Client

_____ (_____) _____ (_____) _____
 Representatives Name Representative's Phone # Fax Number Email

 (Signature of Bidder) (Date)

ADDENDA

(If applicable) Please complete and return with your bid response.

I, the undersigned, acknowledge receipt of the following addenda to this solicitation.

Addendum #1 - Date Received _____

Addendum #2 - Date Received _____

Addendum #3 - Date Received _____

Addendum #4 - Date Received _____

Signature

Title

Supplier Name

PROPOSAL SHEET

_____ I / We certify that to the best of my/our knowledge, that neither this firm, nor any of its officers, directors to partners nor any of its employees directly involved in obtaining contracts with Federal, State or Local Agencies have been found in violation or attempting to violate procurement articles of the Annotated Code of Maryland (S.F. Section 16.202).

_____ I / We certify that this bid is made without any previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same supplies, materials, and equipment, and (contracted) services, and is in all respects fair and without collusion or fraud.

_____ I / We certify that all material and equipment bid by this firm, to be supplied to the Baltimore County Public Schools meets all safety and health standards as prescribed by the rules and regulations of the Maryland Occupational Safety and Health Act (MOSHA). MOSHA STANDARDS 29 CFR 1910.

_____ I / We certify that all materials delivered to, and/or used or brought on to BCPS property is accompanied by a manufacturer's certification verifying/confirming item(s) to be "asbestos free."

_____ I / We certify that this firm adheres to or follows non-discriminatory practices with respect to the employment or promotion of personnel without regard to color, creed, race, sex, or national origin.

_____ I / We propose to furnish, package, mark, and deliver to the Baltimore County Public Schools, the supplies, materials or equipment as required in the accompanying specifications at the unit prices indicated.

_____ I / We certify that this firm is aware of and adheres to Section 11-722(c) of the Criminal Procedure Article, of the Annotated Code of Maryland

<p>Is your company a certified Minority Business Enterprise with the State of Maryland? <input type="checkbox"/> Yes <input type="checkbox"/> No MDOT # _____</p> <p>Please indicate which group qualifies the business as a Minority Business Enterprise:</p> <p>(African American) (Alaskan Native) (Asian) (Women) (Hispanic) (American Indian) (Physical or Mental Disabled Individual)</p> <p>Is your company a small business with less than fifty (50) employees which generates annual revenue less than ten (10) million dollars? <input type="checkbox"/> yes <input type="checkbox"/> No</p> <p>Is your business located within Baltimore County, Maryland? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

As the duly authorized representative of the bidder and having the legal authority to make this proposal, I hereby declare that I have carefully examined Part I: Terms and Conditions and Part II: Specifications, forming a part of the agreement and agree to furnish all permits, inspections, labor, equipment, and materials to complete repair work as specified for the price indicated, in the manner provided within these specifications, and especially on subsequent pages of this Proposal Sheet, for the Baltimore County Public Schools.

COMPANY: _____ FEDERAL ID#- _____

ADDRESS: _____

SIGNATURE: _____

TYPED NAME/TITLE: _____

TELEPHONE: _____ FAX _____ DATE _____

E-MAIL: _____

RETURN BID TO: Office of Purchasing
 1940 Greenspring Drive, Suite G
 Timonium, MD 21093
 Include Bid Number

STATE OF MARYLAND ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that

1. I am the _____ and the duly authorized representative of the firm
of _____ who address is _____
_____, and that I possess the legal authority to make this affidavit
on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1997, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated code of Maryland or under the laws of any state or federal government.
3. (State "none" or, as appropriate, list any conviction, please, or admission described in paragraph 2 above, with the date; court, official, or administrative body; and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the requesting agency, to the Secretary of Budget and Fiscal Planning of Maryland, and, where appropriate, to the Board of Public Works and the Attorney General under 16-202, S.F. of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with 16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Witness

Signature

Date

STATE OF MARYLAND TAX CERTIFICATION

At the time a bid or proposal for a State procurement contract of \$10,000 or more is submitted, the bidder or offeror shall certify to the procurement officer that the bidder or offeror has paid all taxes, unemployment insurance contribution, reimbursement payments, and interest not barred by limitations and payable to the comptroller, the Department of Assessments and Taxation or the Department of Economic and Employment Development or has provided for payment in a manner satisfactory to the unit responsible for collection; and if the bidder or offeror is a vendor of tangible personal property, the bidder or offeror possesses a valid sales and use tax license under Title 11, Subtitle 7 of the Tax - General Article.

I acknowledge that this certificate is to be furnished to the requesting agency, and to the Comptroller of the Treasury, Sales and Use Tax Division under 13-222, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this certificate are not true and correct, the State may terminate any contract awarded and take any other appropriate action.

BIDDERS SHALL PROVIDE STATE OF MARYLAND TAX CERTIFICATION NUMBER ON THE LINE DIRECTLY BELOW:

I do solemnly declare and affirm under the penalties of perjury that the contents of this certificate are true and correct.

Witness

Signature

Date

Name/Title (please type or print)

Name/Title (please type or print)

Date

CERTIFICATION REGARDING U.S. GOVERNMENT DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Agency/Organization Representative

Signature

Date

Agency/Organization

*Above certification instituted by the U.S. Department of Education for all grantees and sub grantees as of fiscal year 1990.

BOARD OF DIRECTORS - DIVERSITY AFFIDAVIT

This documentation is required by the statutory regulation, Bids, §5-112, Annotated Code of Maryland. Education enacted July 1, 2000. All bidders interested in submitting proposals shall provide information that identifies the diversity of its Board of Directors. Said diversity shall be identified by completion of this form. Failure to provide said documentation may be cause for rejection of the bidder's proposal as non-responsive.

Name of Corporation/Business

BCPS Solicitation Number

List of Board of Directors

Name of Individual	Title	Diversity (See Legend)

Diversity Legend: (1) African Americans; (2) Alaskan Native; (3) American Indian/Native Americans; (4) Asians; (5) Hispanics; (6) Physically or mentally disabled individuals; (7) Women; or (8) A non-profit entity organized to promote the interests of physically or mentally disabled individuals; (9) Caucasian.
Note: It is understood that an Individual may qualify for more than one designation. Multiple designations shall be so noted on the form.

SMALL BUSINESS ENTERPRISE AFFIDAVIT

The undersigned does hereby make the following Affidavit.

I affirm that my company or I is a Small Business Enterprise (SBE) with fewer than fifty-employees (50), which generates annual revenue of less than ten million dollars (\$10,000,000).¹

Name and Title: _____

Company: _____

Street Address: _____

City, State, Zip: _____

Business Phone _____

_____	_____	_____	_____
Signature	Date	Witness	Date

_____	_____
Print Name Signed Above	Print Name Signed Above

¹Board of Education of Baltimore County Policy No. 3200; Board of Education of Baltimore County Superintendent's Rule No. 3200 (Policy Adopted 9/10/96).

SMALL AND MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

The undersigned as a contractor does hereby make the following Affidavit. I acknowledge the Small Business Enterprise (SBE) and Certified Minority Business Enterprise (MBE) participation goal of fourteen (14) percent for the contract with the Baltimore County Board of Education, and commit to make a good faith effort to achieve this goal. In the solicitation of subcontract quotations or offerors, all SBE and MBE subcontractors and suppliers were provided not less than the same information and amount of time to respond to the solicitations as non-Small Business Enterprise and Minority Business Enterprise subcontractors.

The solicitation process was conducted in such a manner so as to otherwise not place SBE and MBE subcontractors at a competitive disadvantage to non- SBE and MBE subcontractors.

I UNDERSTAND THAT THE FAILURE TO SUBMIT THIS AFFIDAVIT TO THE BOARD OF EDUCATION MAY RESULT IN A DETERMINATION THAT THIS BID IS NON-RESPONSIVE.

I understand that I must submit the SBE/MBE documentation described in the bid documents at the time of bid. Furthermore, I understand that failure to comply with this contract requirement may result in a determination that my bid is non-responsive and therefore would not be awarded to me.

I understand and agree that, if awarded the contract, we will implement the provisions of the above paragraph with respect to subcontracts to be let after the award of the contract, but that such subcontracts will not be let until the Board of Education has reviewed and approved the SBE/MBE submittals.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of the Baltimore County Board of Education to examine, from time to time, the books, records and files of this organization to the extent that such data relates and pertains to the affirmative action pursuant to this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

Company Name

Signature

Address

Printed Name

Sworn and subscribed before me this _____ day of _____ in the year _____ .

Notary Public

NO BID SHEET (use only when not participating in bid)

PLEASE CHECK THE APPROPRIATE ITEM/S

____ 1. We wish to submit a NO BID at this time. The reason for submitting a NO BID is:

*Failure to complete the above and return this form to the Purchasing Office may result in your removal from the Baltimore County Public School approved vendor list for this bid.

____ 2. Please include our name to RECEIVE FUTURE BIDS for the FOLLOWING GOODS/SERVICES:

____ 3. Please DELETE our name from future bids for this commodity.

____ 4. Please COMPLETE the following:

Is your company a certified Minority Business Enterprise with State of Maryland? ___ Yes ___ No MDOT# _____

Please indicate which group qualifies the business as a Minority Business Enterprise.

African American Asian Women Hispanic American Indian Physically or Mentally disabled individual

Is your company a small business with less than fifty (50) employees which generates an annual revenue less than ten (10) million dollars? ___ Yes ___ No

Is your business located within Baltimore County, Maryland? ___ Yes ___ No

COMPANY _____

AUTHORIZED SIGNATURE _____

TYPED NAME/TITLE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ **FAX** _____

**Return to: Baltimore County Public Schools
Purchasing Agent
1940 Greenspring Drive, Suite G
Timonium, MD 21093**

**SMALL BUSINESS ENTERPRISE AND CERTIFIED MINORITY BUSINESS
ENTERPRISE PROCEDURES**

FOR

BALTIMORE COUNTY FUNDED CONTRACTS

Baltimore County Public Schools

Focused on Quality, Committed to Excellence

Effective: April 2, 2001

Revised: November 1, 2005

BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

Towson, Maryland 21204-3711

Small Business Enterprise and Certified Minority Business Enterprise Document Check List For Baltimore County Funded Contracts

1. Small Business and Certified Minority Business Enterprise Utilization Affidavit – The bidder shall submit this affidavit with the bid proposal; failure to submit may result in the bid being determined non-responsive.
2. Small Business/Certified Minority Business Enterprise and Potential Award Bidder’s Statement of Intent – This form shall be completed and signed by bidder and each SBE/MBE firm selected as part of the bidder’s team.
3. Request for Waiver (if applicable) – This form shall be submitted by the bidder if necessary. See procedures for instructions.
4. Small Business and Certified Minority Business Enterprise Subcontractor Unavailability Certificate – This certificate must be signed by the bidder and accompanied by a list of small and certified minority business enterprise subcontractors or suppliers found to be unavailable.
5. Standard Monthly Contractor’s Requisition for Payment – The potential award bidder shall complete this form with each requisition submitted for payment. **This form shall be completed for construction projects only.**

BALTIMORE COUNTY PUBLIC SCHOOLS

Division of Physical Facilities

Melanie Webster

Minority Business Enterprise Officer

Timonium Business Park

1940-G Greenspring Drive

Timonium, MD 21093

Telephone: 410-887-4334

Fax: 410-887-7831

**SMALL BUSINESS ENTERPRISE AND CERTIFIED MINORITY BUSINESS ENTERPRISE
PROCEDURES FOR COUNTY FUNDED CONTRACTS**

1.0 Purpose

To attempt to achieve a minimum of 14 percent of the total dollar value of all contracts directly or indirectly with small business and/or certified minority enterprises when Baltimore County funds are utilized.

2.0 Effective Date

These procedures have been approved by Baltimore County Public Schools (BCPS), and supersede previously approved Small Business and Certified Minority Business Enterprise procedures, and are in effect on or after April 2, 2001.

3.0 Definitions

1. Small Business: A for-profit business, other than a broker, that meets the following criteria:
 - a. it is independently owned and operated;
 - b. it is not a subsidiary of another business;
 - c. it is not dominant in its field of operation;
 - d. its wholesale operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
 - e. its retail operations did not employ more than 25 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
 - f. its manufacturing operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
 - g. its service operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years; and
 - h. its construction operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years.
 - i. BCPS reserves the right to request tax documents to support such a claim.
2. Certified Minority Business Enterprise is any legal entity, other than a joint venture, which holds a certification issued by the Maryland State Department of Transportation or other recognized municipalities which identify the legal entity as a Minority Business Enterprise.
3. Minority Business Enterprise Liaison means the employee of the Board of Education designated to administer the Board's Small Business Enterprise and Certified Minority Business Enterprise Procedures.
 - a. The MBE Liaison may assist the potential award bidder in identifying SBE/MBE firms that could participate in the contract.
4. Potential Award Bidder means a bidder deemed responsive and responsible pending approval by the Board of Education.

5. Award Bidder means a responsive and responsible bidder approved by the Board of Education.
6. Failure to provide required SBE/MBE participation forms may result in the rejection of the proposal.

4.0 Implementing Procedures

1. EACH PROPOSAL SHALL INCLUDE THE FOLLOWING:
 - a. A notarized Small Business Enterprise and Certified Minority Business Utilization Affidavit.
 - b. A properly executed Small Business Enterprise/Certified Minority Business Enterprise and Potential Award Bidder's Statement of Intent form for each SBE/MBE participating in the contract, that describes:
 - (1) The contract work to be performed, or items furnished by the SBE/MBE
 - (2) The proposed timetable for performance
 - (3) The agreed prices to be paid for the work or supplies; and
 - (4) The percentage of the total value of the contract
 - c. If the bidder is unable to achieve the contract goal of 14 percent for SBE/MBE participation, the bidder will submit a written request for waiver by completing the Request for Waiver form which shall include the following:
 - (1) A detailed statement of the efforts made by the bidder to identify and select portions of the work to be performed by subcontractors and/or suppliers in order to increase the likelihood of achieving the stated goal;
 - (2) A detailed statement of the efforts made by the bidder to solicit SBE/MBE firms;
 - (3) A detailed statement of the bidder's efforts to make personal contact with SBE/MBE firms identified for item (2) above;
 - (4) A record of the name, address, telephone number and dates contacted for each SBE/MBE firm identified in items (2) and (3) above;
 - (5) A description of the information provided to SBE/MBE firms regarding the plans, specifications, and the anticipated time schedule for portions of the work to be performed;
 - (6) A detailed statement of reasons for the rejection of a subcontractor's quotation from the SBE/MBE firm which the bidder considers not to be acceptable; and,
 - (7) A list of SBE/MBE subcontractors and/or suppliers found to be unavailable . This list shall be accompanied by a Small Business Enterprise/Certified Minority Business Enterprise Subcontractor Unavailability Certificate form signed by the SBE/MBE firm and the bidder.
 - d. In the event a bidder seeks a waiver of the fourteen percent (14%) goal, the bidder shall submit to the MBE Liaison the completed request for waiver on the standard BCPS form with an attachment consisting of the original supporting documentation listed immediately above 4.2.b. (1)-(7).

2. BIDDER'S RESPONSIBILITIES:

- a. The bidder must ensure that SBE/MBE firms shall have the maximum practical opportunity to compete for subcontract.
- b. The bidder shall provide information and documentation as requested by the MBE Liaison.
- c. The bidder shall maintain the following records:
 - (1) All documents necessary to confirm compliance with SBE/MBE utilization.
 - (2) All written records that indicate the identity of the SBE/MBE subcontractors employed on the contract and the type/scope of work performed by the identified SBE/MBE.
 - (3) The actual dollar value of the work and/or services performed by the identified SBE/MBE.
 - (4) All records and documents concerning SBE/MBE participation must be retained by the potential award bidder/award bidder for a period of three (3) years after final completion of the contract.
 - (5) All records and documents will be available for inspection by the MBE Liaison.
- d. In the event the bidder decides to change SBE/MBE participating firms, the bidder shall submit in writing the proposed change to the MBE Liaison for approval. All written submissions must be delivered to the MBE Liaison forty-eight (48) hours in advance of proposed implementation of the change.
- e. At the completion of all work under the contract, the award bidder shall prepare a written summary of the final SBE/MBE participation. The final written report shall compare the proposed participation at the time of contract award with the actual participation. The written report shall include the dollar values of the proposed participation and the dollar values of the actual participation for each SBE/MBE. In the event the actual dollar amount varies from the dollar value of the proposed participation by more than one percent (1%) then the award bidder shall provide a written explanation of the difference.
- f. Failure of the potential award bidder/award bidder to provide required SBE/MBE participation may result in termination of this contract.

5.0 Monitoring

1. The MBE Liaison is responsible for reviewing and approving the SBE/MBE documentation.
2. The MBE Liaison reserves the right to review the SBE/MBE participation documents during the course of this contract.

Baltimore County Public Schools SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE AND BIDDER'S STATEMENT OF INTENT

PROJECT NAME: _____

PROJECT LOCATION: _____

A. Name of Bidder: _____

B. Name of SBE/MBE: _____

Indicate with an "X" SBE or MBE status: _____ MBE _____ SBE

SBE/MBE Phone Number: _____ Fax Number: _____

1. Work or Services to be performed by SBE/MBE: _____

2. Subcontract Amount: \$ _____
3. SBE/MBE Commencement Date: _____ Completion Date: _____
4. This SBE/MBE subcontract represents the following percentage of the total value of the contract:
_____ %

The undersigned subcontractor and potential award bidder will enter into a contract for the work/service/supplies indicated above subject to the bidder's execution of a contract for the above referenced project with the Baltimore County Board of Education. The undersigned subcontractor is a Small Business Enterprise and/or a Certified Minority Business Enterprise (certifying agency & no. _____). The terms and conditions stated above are consistent with our agreements.

(Signature of Subcontractor) (Date)

The terms and conditions stated above are consistent with our agreements.

(Signature of Bidder) (Date)

BALTIMORE COUNTY PUBLIC SCHOOLS
SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE REQUEST FOR WAIVER

Project Name: _____ Bid No. _____
Total contract amount (with accepted alternates).....\$ _____
14% of total contract value.....\$ _____
SBE/MBE participation in this contract.....\$ _____ (____%)

I do hereby request that an exception be granted to the requirement that a minimum of 14 percent of the total value of this contract be placed with a Small Business Enterprise (SBE) and/or Certified Minority Business Enterprise (MBE).

I hereby certify that my position is _____ and I am the duly authorized representative of _____
(Company Name)

I do further certify that I have submitted a *Small Business Enterprise and Certified Minority Business Enterprise and Potential Award Bidder Statement of Intent* form which reflects the percentage and dollar value of SBE/MBE participation, which my company expects to achieve for this contract. That dollar value is \$ _____ and the percentage is ____%. Therefore, the *Request for Waiver* is for \$ _____ and ____%.

To support this Request for Waiver, I include the following information as attachments, which I certify to be true to the best of my knowledge, information and belief:

1. A detailed statement of the efforts made to identify and select portions of the work to be performed by subcontracts in order to increase the likelihood of achieving the stated goal;
2. A detailed statement of the efforts made to solicit small business enterprise and/or certified minority business enterprise firms;
3. A detailed statement of the efforts to make personal contact with SBE/MBE firms identified for item (2) above;
4. A record of the name, address, telephone number, and dates contacted for each SBE/MBE firm for items (2) and (3) above;
5. A description of the information provided to SBE/MBE firms regarding the plans, specifications, and the anticipated time schedule for portions of the work to be performed;
6. A detailed statement of reasons for the rejection of a subcontractor's quotation from the SBE/MBE firm which the potential award bidder considers not be acceptable; and,
7. A list of SBE/MBE subcontractors found to be unavailable. This shall be accompanied by a Small Business Enterprise/Certified Minority Business Enterprise Subcontractor Unavailability Certificate form signed by the SBE/MBE firm and the potential award bidder.

Signature Date

Sworn and subscribed before me this _____ day of _____ in the year _____

Notary Public

Reviewed and approved by the Baltimore County Board of Education MBE Liaison

Signature Date

BALTIMORE COUNTY PUBLIC SCHOOLS
 SMALL BUSINESS AND CERTIFIED MINORITY BUSINESS ENTERPRISE SUBCONTRACTOR
 UNAVAILABILITY CERTIFICATE

Section I	<p>It is hereby certified that the firm of _____ (Name of SBE/MBE firm)</p> <p>Located at _____ was offered an (Complete Mailing Address)</p> <p>opportunity to bid on the _____ school project in Baltimore County by (Name of School)</p> <p>_____ located at _____. (Name of Bidder) (Complete Mailing Address and Telephone Number)</p>
Section II	<p>The _____ is either unavailable for the work/service, is unable (Name of SBE/MBE Firm)</p> <p>to prepare a bid for this project or did not respond to a request for a price proposal for the following reason(s):</p> <p>_____ (Certifying Agency & Number) _____ (Signature)</p> <p>_____ (Telephone Number) _____ (Title and Date)</p>
Section III	<p>To be completed by the potential award bidder if Section II of this form is not completed by the small Business or certified minority business enterprise.</p> <p>To the best of my knowledge, information and belief said Small or Minority Business Enterprise is either Unavailable for the work/service for this contract, is unable to prepare a bid, or did not respond to a request For a price proposal and has not completed the above portion of this submittal.</p> <p style="text-align: right;">_____ (Signature)</p> <p style="text-align: right;">_____ (Title and Date)</p>

BALTIMORE COUNTY PUBLIC SCHOOLS
 STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT
 SMALL BUSINESS AND/OR CERTIFIED MINORITY BUSINESS ENTERPRISE PARTICIPATION
CONSTRUCTION ONLY

LEA: Baltimore County Public Schools DATE: _____

PROJECT TITLE: _____ BID NO: _____

LOCATION: _____ REQ NO: _____

ORGNL./ ADDTL	NAME OF SBE/MBE (Indicate SBE or MBE next to firm name)	TOTAL SBE/MBE CONTRACT	AMOUNT TO BE PAID THIS REQUISITION	PAID JULY 1, 20__ TO JUN 30, 20__	TOTAL PAID TO DATE
1	2	3	4	5	6
	TOTAL				

I certify that the figures and information presented above represent accurate and true statements and that timely payments have been and will be, made to suppliers and subcontractors on the project, as requisitioned payments are received, and in accordance with our contracts.

Name of Contractor Firm

Authorized Signature/Date