



PURCHASING AND SUPPLY SERVICES

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REQUEST FOR PROPOSAL RFP PUR26-016

FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM

ISSUED BY:	The Department of Purchasing & Supply Services Attention: Travis Clarke
RFP NUMBER:	RFP PUR26-016
RELEASE DATE:	February 11, 2026
PRE-PROPOSAL MEETING:	NOT APPLICABLE
QUESTIONS DUE DATE:	February 19, 2026, at 11:00 am EST
PROPOSAL DUE DATE:	March 16, 2026, at 11:00 am EST
DIRECT INQUIRIES TO PROCUREMENT:	Travis.Clarke@pgcps.org Michelle2.Tucker@pgcps.org

To All Prospective Offerors:

Prince George’s County Public Schools (PGCPS) is soliciting proposals from qualified vendors for **RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM.**

Solicitation Documents may be obtained by:

- Download the solicitation by accessing the Prince George’s County Public School Board’s website at the following link: <https://www.pgcps.org/offices/purchasing/procurement-opportunities/solicitations>
- Download the solicitation by accessing eMaryland Marketplace link: <https://emma.maryland.gov/page.aspx/en/usr/login?>

Please respond according to the instructions provided in the RFP. Offerors are cautioned not to make changes to any of the terms and conditions or specifications in this solicitation, doing so may render an Offeror’s Proposal unacceptable and subject to rejection.

The Department of Purchasing & Supply Services is not responsible for information obtained from sources outside Prince George’s County Purchasing Office, including downloads from the County website. Offerors are directly responsible for obtaining updates, changes, or addendums either from the updated webpage or by contacting the Purchasing Office for instruction. **If the Offeror has questions,**

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they must be in writing and directed to the procurement contacts specified. Failure to adhere to this requirement may subject the Offeror to immediate disqualification.

PART I: INTRODUCTION AND BACKGROUND:

Prince George's County Public Schools (PGCPS) serves over 131,000 students across 208 schools and centers, making it the 20th largest school district in the United States. The district employs nearly 22,000 staff and operates with an annual budget of \$2.3 billion, prioritizing safe and secure environments for students, staff, and visitors.

The Fleet Services Building (FSB) is a critical facility supporting district-wide transportation, maintenance, and logistics operations. It houses essential personnel and equipment necessary for daily system-wide functions. Protecting access to this facility is essential to safeguarding district assets and maintaining operational efficiency.

1. PURPOSE AND OBJECTIVES

PGCPS is seeking proposals for the design, installation, integration, and commissioning of a modern electric security gate and entry access control system at the FSB. The system must provide secure, automated management of vehicle and personnel access, integrate seamlessly with existing district security infrastructure, and comply with applicable regulatory and operational standards. The objective is to enhance perimeter security, improve access management, and ensure the safety of personnel, assets, and operations at the FSB while supporting district-wide operational continuity.

Objectives

The primary objectives of this project are to:

1. **Enhance Facility Security:** Implement a secure, automated access control system that restricts entry to authorized personnel and vehicles only.
2. **Protect Staff and Assets:** Reduce the risk of unauthorized individuals entering the property, particularly given its proximity to the county detention center.
3. **Improve Access Management:** Integrate card readers, intercom systems, and license plate recognition (LPR) technology to accurately identify and verify all individuals and vehicles entering or exiting the facility.
4. **Increase Accountability:** Establish a system that records access events, enabling accurate tracking and reporting of all site activity for security and operational oversight.
5. **Streamline Operations:** Minimize manual monitoring efforts and improve response times for security personnel through automated gate operation and centralized system control.
6. **Ensure Compliance:** Align all installations and integrations with PGCPS standards, industry best practices, and applicable federal, state, and local safety codes.

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Through this project, PGCPS seeks to create a safer and more controlled environment that supports both operational efficiency and the well-being of all staff and visitors.

2. Current Environment

The FSB facility currently operates with open and unsecured perimeter access, allowing vehicles and pedestrians to enter without formal authorization or identification. There is no automated gate system or integrated access management technology in place to monitor or restrict entry.

Deliveries, contractor vehicles, and visitors frequently enter the property without verification, creating challenges in tracking and documenting site activity. Additionally, the facility's proximity to the county detention center has resulted in unauthorized individuals entering the PGCPS property after release, posing safety concerns for staff and visitors.

The lack of physical access barriers, automated controls, and centralized monitoring has limited PGCPS's ability to effectively manage and secure this high-traffic operational site.

3. Challenges

PGCPS has identified several safety and operational challenges that have prompted the need for this project:

- **Unauthorized Access:** Individuals without credentials or authorization have entered the property, creating potential safety and liability risks.
- **Proximity to Detention Center:** The facility's location adjacent to the county jail has led to incidents of individuals entering the property following release.
- **Uncontrolled Entry and Exit:** The absence of an automated gate or access control system prevents consistent regulation of vehicular and pedestrian traffic.
- **Untracked Deliveries and Visitors:** Deliveries and service vendors enter and exit the site without adequate verification or logging, limiting accountability.
- **Operational Inefficiencies:** Staff resources are diverted to manually monitor and manage access, reducing efficiency and response capability.

To address these challenges, PGCPS seeks a turnkey solution that integrates automated access control, monitoring, and secure perimeter management. A fully integrated electric security gate system—including motorized gate operation, card reader access, intercom communication, and license plate recognition—will enable PGCPS to control entry, verify identification, and record all site activity.

This project represents a joint effort by the Office of Building Services and the Office of Safety and Security Services to strengthen facility security, safeguard personnel, and ensure compliance with district-wide safety protocols.

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4. SUMMARY OF SERVICES

The Contractor shall provide all labor, materials, equipment, and supervision necessary to furnish and install the electric security gate system at the FSB facility. Services shall include, but are not limited to:

- **Gate Components:** Installation of an electric security gate to manage vehicle access from the main access road.
- **Access Control:** Installation of a card reader and intercom mounted on a pedestal with protective bollards for employee and visitor access.
- **Video/Monitoring:** Installation of a license plate recognition (LPR) camera on a protected pole to support automatic access for PGCPS fleet vehicles.
- **System Integration:** Integration of all components with the PGCPS Genetec access management system.
- **Testing and Commissioning:** Functional testing, verification of full system operation, and final acceptance by PGCPS.
- **Training:** Comprehensive training for PGCPS personnel on system operation, including access rules, schedules, and maintenance procedures.

The Contractor shall ensure that all work complies with applicable federal, state, and local regulations and meets PGCPS standards for safety, durability, and operational efficiency.

5. NON-EXCLUSIVE

The intent of this contract is to provide the Board with an expedited means of procuring supplies and/or services at the lowest cost. This contract is for the convenience of the Board and is a "Non-Exclusive" use contract. The Board does not guarantee any usage. The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/service listed in the price schedule submitted under Attachment A, Cost Proposal.

6. OFFERORS IN LEGAL PROCEEDINGS WITH PGCPS

PGCPS recognizes the significant costs and imposition on the time of personnel associated with legal proceedings. Accordingly, PGCPS has adopted a process stating that:

“One factor, among others, that are to be considered when awarding a contract or purchase order is the existence of a pending legal dispute – whether in court or an alternative dispute forum – with any Vendor or Offeror which has submitted a Proposal. Before including consideration of the legal dispute as a factor, the Procurement Officer shall seek the advice of the Office of General Counsel regarding the legal dispute and shall obtain the concurrence of the CEO or his designee.”

7. PERIOD OF PERFORMANCE

The Contractor shall complete all design, procurement, installation, testing, commissioning, and training activities for the electric security gate and access control system within **120 calendar days** from the issuance of the Notice to Proceed. All work shall be coordinated with the Office of Building Services to minimize disruption to FSB operations. Upon successful completion and acceptance, the Contractor shall

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provide ongoing maintenance, licensing, technical support, upgrades, and warranty services for the duration of the contract, including any exercised option periods.

8. OPTION TO EXTEND SERVICE

The Board may require continued performance of any services within the limits and at the rates specified in the contract. The option to extend the provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 12 months.

9. CONTRACT TYPE

The contract resulting from this solicitation shall be Fixed Rate requirements. Vendors are encouraged to partner with local Offerors or firms if they don't meet all the required expertise or MBE requirements. Subcontractor and our team partner information shall be included in response.

10. CONTINUITY OF SERVICES

The Vendor recognizes that the services under this contract are vital to the PGCPS and must be continued without interruption and that, upon contract expiration, a successor, either the PGCPS or another vendor, may continue them. The Vendor agrees to exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor.

11. BONDING

The Offeror may be required to submit a Bid and or a Performance Bond as indicated below.

A. BID BOND (Not Required)

If applicable, the bid bond will be in the amount of five percent (5%) as determined by the BOARD and specified in the RFP, to ensure the satisfactory completion of the work for which a contract or purchase order is awarded that may exceed \$100K. (COMAR 21.06.07.10). The bond must be made in favor of the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983.

B. PERFORMANCE AND LABOR BOND (Not Required)

The awarded vendor(s) will be required to submit a performance and/or labor bond, Cashier's Certified Check in the amount of one hundred percent (100%) of the project cost as determined by the BOARD and specified herein to ensure all phases of the project are satisfactory complete for which a contract or purchase order is awarded that exceeds 100K. (COMAR 21.06.07.10). When applicable, the Board reserves the right to request performance and labor bonds for amounts over or under \$100K. The bond, cashier or certified check must be made in favor of the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY and mailed to 13300 Marlboro Pike, Upper Marlboro, Maryland 20772-9983 prior to the start of performance.

12. POINTS OF CONTACT

The Offeror's performance will be under the direction of the Procurement Department, ensuring the Offeror's compliance with the requirements of this contract to include managing the daily activities of the

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contract, providing guidance to the contract, and coordination. The Offeror shall be accountable to the end users on all matters relating to the scope of work.

PROCUREMENT CONTACTS

Senior Procurement Specialist

Travis Clarke, Travis.Clarke@pgcps.org

Procurement Specialist

Michelle Tucker, Michelle2.Tucker@pgcps.org

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PART II: INSTRUCTION TO OFFERORS

1. OFFEROR KNOWLEDGE OF TERMS AND CONDITIONS

Before submitting Proposals, Offerors are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a Proposal. Offeror shall acquaint themselves with all State and Federal governing laws, ordinances, etc. and otherwise familiarize themselves with all matters which may affect the Proposal. The act of submitting a Proposal shall be considered as meaning that the Offeror has so familiarize themselves; therefore, there shall be no misunderstanding or lack of information. Offerors, or their authorized representatives, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Proposals. Failure to do so will be at the Offeror's own risk and Offeror cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors of omission or commission on the part of Offerors.

All correspondence concerning the Proposal and contract, including Notice of Award, copy of Contract, and Purchase Order, will be provided electronically.

2. PROPOSAL SCHEDULE

Milestones are listed with anticipated target dates. Please adhere to the schedule unless notified by way of an Addendum.

	Solicitation Milestones	Milestone Date
1	Issue RFP Solicitation	February 11, 2026
2	Pre-Proposal Registration (Attachment B)	NOT APPLICABLE
3	Pre-Proposal Conference Date and Time	NOT APPLICABLE
4	Questions Due Date	February 19, 2026, at 11:00 am EST
5	Proposal Due Date and Time	March 16, 2026, at 11:00 am EST

3. PROPOSAL SUBMISSION REQUIREMENTS

In order to be eligible, Proposals must be received via eMaryland MarketPlace Advantage (eMMA) no later than **March 16, 2026, at 11:00 am EST**. The Proposal shall consist of the required documentation for each volume as identified. Offerors shall retain one (1) original copy of the Proposal for their files. PGCPS may request the original notarized documents that were posted electronically before final award execution.

The electronic Proposal shall show the full business address, telephone number, email, and fax number of the Offeror and be signed by the person or persons legally authorized to sign contracts and commit to the company.

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4. PROPOSAL MARKINGS

All Proposals shall be submitted without redactions. All sections of the Proposal that are considered Confidential or Proprietary shall be clearly marked within the Proposal. The Offerors shall provide justification for any and all confidential or proprietary information. Justification must be on a separate piece of paper and submitted with the Technical Proposal.

5. PROPOSAL SUBMISSION LAYOUT

The completed bid documents(s) should be without interlineations, alterations, or erasures. The bid should present all information in a concise manner, neatly arranged, legible, and in terms understandable for evaluation. All information requested is to be addressed directly and completely. It is more desirable to give additional information than less when the answer could be misinterpreted. The submission layout will include four (4) parts:

GENERAL FORMAT- FOUR-PART SUBMISSION

- Volume I - Technical Proposal (Envelope One)
- Volume II - Minority Business Enterprise (MBE) (Envelope One)
- Volume III – Appendices (Envelope One)
- Volume IV – Cost Proposal (Envelope Two)

6. BIDDER DELIVERY AND ENVELOPE PACKAGING

The bidder shall deliver their Proposal electronically through eMMA and package their bid in **two separate eMMA envelopes** as noted below.

A. VOLUME I – TECHNICAL PROPOSAL (Envelope One)

The Technical Proposal shall be submitted in PDF format. Offerors should not include any pricing. Offeror should include a table of contents and all pages in the technical proposal must be numbered, consecutively from beginning to end and separated by tabs as described below:

1) TAB A – TRANSMITTAL LETTER

Offeror shall include a brief transmittal letter prepared on the Offerors’ letterhead and signed by an individual who is authorized to commit the Offeror to the services and requirements in the RFP and Proposal. This transmittal letter shall include:

- a) The name, title, address, telephone number, and electronic mail address of the person authorized to bind the Offeror to the contract and the person who will receive all official notices concerning this RFP.
- b) The Offerors’ Federal Tax Identification Number or Social Security Number.
- c) The Offerors’ PGCPS iSupplier ID Number must be listed. To obtain an iSupplier ID number, you must register with PGCPS at <https://www.pgcps.org/offices/purchasing/isupplier>

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- d) A brief statement of the Offerors' understanding of the work to be done, the commitment to perform the work, and a statement of why the firm believes it is best qualified to perform the work specified in RFP.
- e) A statement that the Proposal is a firm and irrevocable offer for a period of one hundred twenty (120) days following the closing date for receipt of initial Proposals or the closing date for receipt of a best and final offer, if applicable.

2) TAB B – LEGAL CLAIMS

Offeror shall identify any claims during the past three (3) years and provide information on any pending litigation, lawsuits etc. The failure to provide accurate information may be determined to be a material breach of any future agreement or contract with The Board. If applicable, the Offeror must state no claims exist.

3) TAB C – EXPERIENCE AND CAPABILITIES

Offeror shall prepare and present a Technical Proposal in such a way as to provide a straightforward description of response to experience and qualifications, product quality, demonstrated capacity to perform, past performance and references to satisfy the requirements of the RFP.

B. VOLUME II - MINORITY BUSINESS ENTERPRISE (MBE) (Envelope One)

Offerors shall submit MBE information electronically in eMMA under the Technical Proposal folder in a separate file, titled as such. An **MBE goal of 15%** has been established for the contract representing a percentage of the total Contract dollar value, including all renewal option terms. Minority Businesses included in the Proposal package at time of opening, cannot be changed without prior approval of the Director of Purchasing and Supply Services.

By submitting a response to this RFP, the Offeror acknowledges the overall MBE participation goal and commits to achieving the overall goal by utilizing certified minority business enterprises or will include a full or partial waiver of the overall goal with the Proposal.

- 1) Offerors shall describe how they intend to meet the MBE goals or justify why the goal cannot be met.

C. VOLUME III - Appendices (Envelope One)

Offerors shall submit the Appendices electronically in eMMA under the Technical Proposal folder in a separate file, titled as such. The Offeror shall sign, date, and notarize where applicable all appendices identified. **Appendices shall be packaged together as one file and delivered under Volume IV.**

- Appendix A – Proposal and Addendum Acknowledgement
- Appendix B – Past Performance and References
- Appendix C – Non-Collusion Certificate
- Appendix D – Debarment Affidavit
- Appendix E – Anti-Bribery Affidavit
- Appendix F – Certificate of Insurance Coverage
- Appendix G – Financial Proposal Form

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- Appendix H – MBE Form
- Appendix I – Certificate State of Maryland Tax Certification
- Appendix J – Certification of Compliance
- Appendix K – Vendor Conflict of Interest Disclosure Form
- Appendix L – Digital Tool Status and Details
- Appendix M – Data Privacy and Security Agreement
- Appendix N – PGCPS Data Privacy and Security Agreement (DPSA)
- Appendix O – Third Party Security Verification
- Appendix P – Artificial Intelligence Declaration PGCPS
- Appendix Q – Digital Accessibility Agreement
- Appendix R – Letter of Commitment (LOC)
- Appendix S – Accessibility Conformance Report (ACR)
- Appendix T – Digital Accessibility Roadmap (DAR)
- Appendix U – Digital Accessibility Summary (DAS)

Appendix N Exhibits A-B is provided as an Excel spreadsheet attachment to this solicitation in eMMA.

D. VOLUME IV – COST PROPOSAL (Envelope Two)

The Offeror cost proposal shall include all labor, delivery, materials, tools, and equipment to perform work.

All pricing shall remain fixed for the full contract term, including renewals thereto unless an escalation or adjustment is included herein. Offerors should not include any portion of their Technical Proposal in its Cost Proposal.

Offerors shall download the pricing template from eMMA (Attachment A) and use it to complete the Cost Proposal. The completed Cost Proposal must be submitted in Excel format through eMMA with your proposal as Volume IV-Cost Proposal (Envelope Two). Do not amend, alter, or leave blank any items on the Proposal Form or include additional clarifying or contingent language on or attached to the Proposal Form. Items or costs required to provide the services and deliverables as proposed but not identified will be the sole responsibility of the Offeror.

The Offeror shall demonstrate its financial stability. The Offeror shall include a fiscal integrity / financial statement for the last two calendar years. If the Offeror has not had its financial statements audited by an independent accounting firm, the Offeror must submit such unaudited financial statements.

Failure to provide any of the requested information or documents in this solicitation may render the Proposal non-responsive.

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PART III: SCOPE OF WORK

SCOPE OF WORK

The Contractor shall provide all labor, materials, equipment, supervision, and related services necessary to design, supply, install, integrate, and commission a complete electric security gate system at the Fleet Services Building (FSB) facility. The work must comply with all applicable federal, state, and local codes, PGCPS standards, and industry’s best practices.

A conceptual system layout prepared by Skyline Technologies is included as an attachment to the RFP in eMMA. This diagram is intended solely to illustrate the conceptual layout supporting the Scope of Work and should be used by Offerors as a visual reference.

1.1 System Components and Equipment

- Electric rolling gate with motorized control box and ground loop.
- Access control devices:
 - Genetec HID card reader
 - Aiphone IX intercom
 - Genetec AUTOVU LPR camera with full field-of-view coverage
- Support structures:
 - Pedestal with housing for card readers and intercom.
 - 15’ camera pole for LPR camera
 - Eight (8) protective bollards
- AC enclosure at the headend to support power and network devices.

1.2 Cabling and Infrastructure

- Two (2) new Outside Plant (OSP) Cat6 cables
- Two (2) new Outside Plant (OSP) 18/4 cables
- One (1) new Outside Plant (OSP) card reader cable
- Two (2) 1" underground conduits
- Two (2) 110 VAC outlets at the gate
- PoE and non-PoE network ports as required.
- Trenching as required for cabling and conduits.

1.3 Installation Requirements

- Install electric gate, pedestal, camera pole, and bollards per specifications.
- Integrate all components with Genetec access management system.
- Ensure compliance with federal, state, and local codes and safety standards.

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1.4 Testing, Training, and Acceptance

The Contractor shall be responsible for performing all testing, training, documentation, and acceptance activities required to deliver a fully functional and compliant security gate system. All work shall comply with Prince George's County Public Schools (PGCPS) standards, applicable codes, and manufacturer requirements.

The Contractor shall furnish and install all gate components, including the electric gate, pedestal, intercom, card reader, License Plate Recognition (LPR) camera, motorized gate control box, and protective bollards. The completed installation shall provide a fully functional and integrated gate system that meets PGCPS operational and safety requirements.

The Contractor shall install new outside plant (OSP) cabling and conduits to support all system components. This includes two (2) OSP Cat6 cables, two (2) OSP 18/4 cables, one (1) OSP card reader cable, and two (2) one inch (1") underground conduits. All cabling and conduits shall be tested and verified for proper connectivity and performance between system devices and the headend equipment.

The Contractor shall provide all necessary electrical and network connections to support the system. This includes two (2) 110 VAC outlets at the gate location, Power-over-Ethernet (PoE) and non-PoE network ports, and AC enclosure connections. All power and infrastructure shall be fully functional and capable of supporting system operation.

The Contractor shall install all hardware and integrate the system into the existing Genetec Access Management System. All installation and integration activities must comply with local safety codes, electrical standards, and PGCPS requirements. The Contractor shall ensure seamless interoperability among all components, including the gate mechanism, card reader, intercom, and LPR camera.

Upon completion of installation, the Contractor shall conduct full functional and integration testing of all components, including access control, intercom, and LPR system integration. The Contractor shall verify system performance, communication, and safety compliance. A detailed test report confirming full functionality and compliance with PGCPS standards shall be submitted prior to acceptance.

The Contractor shall provide comprehensive training to designated PGCPS personnel. Training shall include instruction on system operation, preventive maintenance, troubleshooting, and management of access rules and schedules. Training materials and user manuals shall be provided to all participants, and sign-in sheets documenting attendance shall be included in the final project deliverables.

The Contractor shall prepare and deliver complete system documentation, including as-built drawings, wiring diagrams, equipment specifications, and operation and maintenance manuals. Documentation shall accurately reflect the final installation and be submitted both in printed and electronic formats.

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The Contractor shall coordinate all work activities, site access, and scheduling with the PGCPS Office of Building Services. Regular communication shall be maintained throughout the project to ensure alignment with PGCPS requirements. The Contractor shall provide a detailed project schedule, periodic progress reports, and a final completion confirmation.

Final system acceptance will occur once all components have been fully installed, tested, and verified to meet PGCPS functional and performance standards. Acceptance shall be contingent upon successful demonstration of system operation, submission of all required documentation, and completion of staff training.

2. Implementation and Integration

The Contractor shall be responsible for the complete implementation and integration of the new security gate system with the existing PGCPS security infrastructure managed by Skyline Technology. All work shall be performed in coordination with the PGCPS Office of Building Services and Skyline Technology to ensure seamless functionality, system compatibility, and compliance with District standards.

2.1 Coordination with Existing Systems

The Contractor shall coordinate with Skyline Technology throughout all phases of installation and integration. This includes verifying existing network configurations, access control parameters, and system protocols to ensure the new components interface properly with the existing security environment.

- The Contractor shall identify any compatibility requirements, firmware updates, or configuration changes necessary for successful integration.
- All communication between new and existing systems shall comply with Skyline Technology’s established security and IT standards.
- The Contractor shall participate in planning and coordination meetings with PGCPS and Skyline Technology prior to and during system implementation.

3. System Integration Requirements

The new gate system should be fully integrated into the existing Genetec Access Management System and any related Skyline Technology-managed platforms. Integration shall include, but not be limited to:

- Card reader and access control functionality tied into the existing PGCPS Genetec database.
- Intercom and video intercom integration with Skyline’s monitoring and communication systems.
- License Plate Recognition (LPR) camera data configured to communicate with the Genetec platform for real-time monitoring and event logging.
- Synchronization of access rules, schedules, and credentials managed under PGCPS’s centralized security management environment.

4. Network and Infrastructure Integration

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The Contractor shall ensure all network devices—including intercoms, LPR cameras, access readers, and control panels—are configured and connected to PGCPS’s secure network in coordination with Skyline Technology.

- Network connections shall be clearly labeled, tested, and documented.
- All IP addressing, VLAN assignments, and switch configurations shall be approved by Skyline Technology prior to activation.
- The Contractor shall verify end-to-end connectivity between the new system components and the headend.

5. Testing and Verification

Following installation, the Contractor shall perform integration testing in collaboration with Skyline Technology and PGCPS personnel to validate full functionality. Testing shall confirm:

- Communication and control between the new system and Skyline’s existing infrastructure.
- Proper event notification, access logging, and camera feeds within the Genetec system.
- Seamless operation of all integrated components under normal and failover conditions.
A formal test plan and test results report shall be submitted for PGCPS review and approval prior to final acceptance.

6. Documentation and Handover

The Contractor shall provide updated system documentation reflecting the integration of the new equipment with Skyline Technology’s existing infrastructure. This shall include:

- Updated network diagrams, configuration settings, and IP addressing schemes.
- As-built wiring diagrams and system layout drawings.
- Integration notes outlining all connections, data flows, and software configurations.
All documentation shall be reviewed and approved by Skyline Technology prior to submission to PGCPS.

7. Collaboration and Support

Throughout the implementation and integration process, the Contractor shall maintain open communication with Skyline Technology and PGCPS representatives. Any system adjustments, configuration changes, or required downtime shall be coordinated and approved in advance. The Contractor shall also provide post-installation support during the testing and acceptance period to ensure all integrated functions operate as intended.

8. Deliverables

The vendor shall provide the following deliverables:

- System setup, including configuration of facilities, users, permissions, and modules.
- Secure data migration from legacy systems.

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- Development of compliance templates for tracking certifications and training.
- User-specific training and support materials.
- Live dashboards and exportable compliance reports.
- SLA-based support services, including helpdesk, escalation procedures, and update management.
- Customization of system modules based on PGCPS Office of Safety and Security Services operations and user feedback.

9. Data Privacy and Confidentiality

The Contractor shall ensure the protection of all sensitive information collected, transmitted, or stored by the security gate system. All work shall comply with applicable federal, state, and local privacy laws, including but not limited to FERPA, and adhere to PGCPS policies regarding data security and confidentiality.

10. Scope of Data

The security system may collect or process the following types of sensitive data:

- Personal identifiers of staff, students, and visitors (e.g., access credentials, names, and photos).
- Video and audio recordings from intercoms and LPR cameras.
- Access control logs, schedules, and related operational data.

11. Privacy Compliance

The Contractor shall comply with all applicable privacy and data protection regulations and shall implement best practices to safeguard sensitive information. The Contractor shall obtain prior written approval from PGCPS before any use or disclosure of system data beyond operational purposes.

12. Access Controls

- Only authorized personnel designated by PGCPS shall have access to system data.
- The Contractor shall provide role-based access controls and ensure that login credentials, passwords, and security permissions are protected and regularly updated.

13. Data Storage and Transmission

- All data must be stored securely, whether on local servers, networked systems, or cloud-based platforms, with encryption where applicable.
- Transmission of data between system components, headend equipment, and Skyline Technology platforms shall be encrypted to prevent unauthorized interception.

14. Data Retention and Destruction

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- The Contractor shall comply with PGCPS data retention policies regarding access logs, video recordings, and other system data.
- When data is no longer required, the Contractor shall securely delete or destroy it in a manner approved by PGCPS.

15. Breach Notification

The Contractor shall immediately notify PGCPS of any suspected or confirmed security breach or unauthorized access to system data. The Contractor shall cooperate with PGCPS in investigating the breach, mitigating risks, and reporting to authorities if required by law.

16. Contractor Obligations

- All Contractor personnel involved in the installation, integration, operation, or maintenance of the system must sign confidentiality agreements.
- The Contractor shall ensure that subcontractors or third-party vendors comply with the same privacy and confidentiality requirements.
- The Contractor shall be responsible for any unauthorized disclosure or misuse of data resulting from its personnel or subcontractors.

17. Licensing Requirements

The Contractor shall provide all necessary software licenses required for the operation, integration, and maintenance of the new security gate system. This includes software for access control, intercom management, License Plate Recognition (LPR), and any other components included in the system.

17.1 Software Licenses

- The Contractor shall furnish valid, legal licenses for all system software required for full functionality.
- Licenses must cover all devices installed, including card readers, intercoms, cameras, and the motorized gate control box.
- All licenses shall allow for integration with PGCPS's existing security system managed by Skyline Technology and the Genetec Access Management System.

17.2 Scope and Quantity

- Licenses shall cover the number of users, devices, or concurrent sessions necessary for full system operation.
- The Contractor shall clearly identify any limitations or restrictions of the licenses, including device or user counts, time restrictions, or geographic limits.

18. Maintenance, Updates, and Support

- Licenses must include access to software updates, patches, and technical support for the duration of the system warranty and any additional support period defined in the contract.

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- The Contractor shall provide documentation detailing how updates and support will be delivered and accessed by PGCPS.

19. Duration and Renewal

- Licenses shall be perpetual or for a defined term as specified in the contract.
- If licenses are term-based, the Contractor shall provide the process, costs, and timeline for renewal prior to expiration.

20. Contractor Responsibilities

- The Contractor shall ensure all licenses are delivered, activated, and fully functional prior to system acceptance.
- Any costs associated with licensing shall be included in the Contractor's proposal unless otherwise specified.
- Licenses must be transferable to PGCPS ownership in the event of contractor replacement or system transition.

21. Compliance

- All licenses must comply with federal, state, and local software licensing laws.
- The Contractor shall be responsible for any legal or financial liabilities resulting from unlicensed or unauthorized software use.

22. Data Security and Disaster Recovery

The Contractor shall implement and maintain robust data security measures and disaster recovery procedures to ensure the integrity, availability, and confidentiality of all system data associated with the security gate system. All work shall comply with applicable federal, state, and local regulations, PGCPS policies, and cybersecurity best practices.

23. Network and Cybersecurity Requirements

- All system components, including access control devices, intercoms, and LPR cameras, shall be secured against unauthorized access, tampering, and cyber threats.
- The Contractor shall ensure encrypted communication for all data transmissions between system components, headend equipment, and Skyline Technology platforms.
- Systems shall include intrusion detection, firewalls, and malware protection where applicable.
- Remote access, if required, must utilize secure authentication protocols and be limited to authorized personnel only.

24. System Redundancy and Failover

- The Contractor shall implement redundancy measures to ensure uninterrupted system operation during power outages, equipment failure, or other disruptions.

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- Critical components, such as the gate controller, access control interface, and network connections, shall include failover or backup systems to maintain functionality.

25. Data Backup and Recovery

- The Contractor shall establish and document regular data backup procedures, including the frequency, storage methods (onsite, offsite, or cloud), and encryption standards.
- A formal disaster recovery plan shall be developed and tested to ensure rapid restoration of system functionality and access to critical data.
- Backup procedures shall comply with PGCPS retention policies and maintain the integrity of all access logs, video recordings, and operational data.

26. Incident Response

- The Contractor shall immediately notify PGCPS of any security incident, system failure, or suspected data breach.
- The Contractor shall provide a detailed incident response plan, including timelines for mitigation, recovery, and reporting to appropriate authorities if required by law.

27. Testing and Verification

- The Contractor shall perform regular security audits, system vulnerability assessments, and disaster recovery drills.
- Test results shall be documented and submitted to PGCPS for review. Any deficiencies identified during testing shall be promptly corrected.

28. Contractor Responsibilities

- Ensure that all system components meet the specified security and disaster recovery requirements prior to final acceptance.
- Provide training to PGCPS personnel on security procedures, backup operations, and disaster recovery protocols.
- Maintain documentation for all security configurations, recovery procedures, and system changes.

29. Pricing Requirements

The Contractor shall provide a complete, itemized cost proposal for the design, supply, installation, integration, testing, training, and maintenance of the security gate system. Pricing shall be submitted in a clear and detailed format to allow PGCPS to evaluate and compare proposals objectively.

29.1 Cost Breakdown

Vendors shall provide pricing for each of the following categories:

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- **Equipment and Hardware:** All system components, including gate, pedestal, intercom, card reader, LPR camera, motorized gate control box, and protective bollards.
- **Cabling and Conduits:** Installation of all OSP Cat6 and 18/4 cables, card reader cable, and underground conduits.
- **Installation and Integration Labor:** Labor required to install and integrate the system with PGCPS's existing security infrastructure and Skyline Technology systems.
- **Testing and Commissioning:** Functional testing, integration testing, and delivery of test reports.
- **Training:** On-site training sessions, materials, and manuals for PGCPS personnel.
- **Documentation:** Preparation and delivery of as-built drawings, wiring diagrams, specifications, and operational/maintenance manuals.
- **Licensing and Software Fees:** Any software licenses required for access control, intercom management, LPR integration, and system operation.
- **Project Management:** Coordination, scheduling, and reporting throughout the project.
- **Maintenance and Support (if applicable):** Cost for warranty, ongoing support, or optional service agreements.

Vendors shall provide their pricing using the pricing template provided on Attachment A.

29.2 Unit Pricing

Where applicable, vendors should provide unit prices for all equipment and services to allow PGCPS to evaluate costs for individual components or future expansions.

29.3 Total Project Cost

Vendors should provide a total all-inclusive price for the complete project. This price shall reflect all labor, materials, equipment, software, licenses, travel, and any other costs required to complete the project per the RFP specifications.

30. Optional Services

Any optional services or future expansion items shall be priced separately and clearly identified as optional in the proposal.

31. Payment Terms

Vendors shall specify proposed payment terms tied to project milestones, such as:

- Delivery of equipment and hardware
- Completion of installation and integration
- Successful testing and system acceptance
- Delivery of training and documentation

32. Organization of the Vendor's Technical Response

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Offerors shall provide point-by-point Technical Response addressing all items in the Scope of Work, organized in the same order as presented in this RFP (Part III). Following this format demonstrates the Offeror's ability to comply with PGCPS instructions.

The Technical Proposal should clearly address:

- Technical Approach
- Eligibility and Vendor Qualification
- Support and Maintenance
- Past Performance and References
- Minority Business Enterprise MBE

Proposals must be complete, concise, and easy to read, with all requested information fully addressed. Documents must be free of interlineations, alterations, or leisure. Vendors may provide additional supporting information if it improves clarity.

Do not include pricing in the Technical Proposal; doing so may render the Offeror ineligible.

Technical Approach

Vendors responding to this RFP shall provide a Technical Approach demonstrating their understanding and methodology for delivering a fully functional electric security gate system at the Fleet Services Building (FSB). Proposals should address the full project scope, including design, supply, installation, integration, testing, training, documentation, software licensing, maintenance, and compliance with all applicable codes, PGCPS standards, and industry best practices. Vendors shall describe their project management approach, including planning, scheduling, coordination with PGCPS and Skyline Technology, communication, and risk management. The proposal should detail system design, installation of all hardware components (gate, motorized control box, pedestals, camera poles, intercom, LPR camera, bollards, AC enclosure), cabling, network infrastructure, and integration with the Genetec Access Management System and Skyline-managed security systems. Vendors shall explain their functional and integrate testing procedures, verification of system performance and interoperability, training of PGCPS personnel, and documentation deliverables such as as-built drawings, wiring diagrams, and operation manuals. The proposal must include software licensing details, data privacy and security measures, disaster recovery procedures, and incident response protocols. Vendors shall provide a complete, itemized cost proposal using the pricing template in Attachment A, including unit pricing, total project cost, optional services, and proposed payment terms. Finally, vendors must demonstrate their ability to deliver all system components fully integrated, operational, and compliant with PGCPS requirements.

Eligibility and Vendor Qualifications

To be considered for award, vendors must demonstrate the experience, resources, and technical expertise necessary to successfully design, supply, install, integrate, and support a fully functional electric security gate system. Vendors shall meet the following minimum qualifications:

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1. **Experience:** Demonstrated experience of at least five (5) years in successfully delivering security gate systems, including access control, intercom, and license plate recognition (LPR) systems, for institutional, commercial, or governmental clients. Vendors must provide at least three (3) relevant projects completed within this period, including client references and project descriptions.
2. **Technical Expertise:** Proven technical capability to install, integrate, and maintain complex security systems, including familiarity with Genetec Access Management Systems and related infrastructure. Vendors must have certified technicians and staff trained in system installation, integration, and testing.
3. **Licensing and Certifications:** Vendors must hold all applicable federal, state, and local licenses, permits, and certifications required to perform electrical, network, and security system installation and integration work.
4. **Financial Stability:** Vendors must demonstrate financial stability and the capacity to perform the contract, including the ability to procure necessary equipment and maintain staffing throughout the project lifecycle.
5. **Compliance and Safety:** Vendors must comply with all federal, state, and local regulations, including safety standards, and possess a documented safety program for on-site work.
6. **Support and Maintenance Capability:** Vendors must provide ongoing maintenance, software updates, and technical support for installed systems, with documented processes and response protocols.

Vendors who do not meet these qualifications may be deemed ineligible for consideration. PGCPS reserves the right to verify all information provided and may request additional documentation or references to confirm vendor capabilities.

Support and Maintenance

Vendors shall provide comprehensive support and maintenance services to ensure the continued operation, reliability, and security of the installed electric security gate system. Proposals should clearly describe how vendors will meet the following requirements:

1. **Warranty and Service Coverage:** Vendors must provide a detailed warranty covering all system components, including the gate, motorized control box, pedestals, intercom, card reader, LPR camera, and associated software. The warranty shall specify coverage period, scope of services, and response time for repairs or replacements.
2. **Preventive and Corrective Maintenance:** Vendors must describe their preventive maintenance program, including routine inspections, system health checks, software updates, and hardware calibration. Corrective maintenance procedures must include troubleshooting, repair, and replacement protocols for all hardware and software components, including integration with Genetec and Skyline-managed systems.
3. **Technical Support:** Vendors must provide technical support services, including a dedicated helpdesk or support line, escalation procedures, and both remote and on-site support. Support shall include troubleshooting, system operation, access control, intercom, and LPR functionality. Vendors must provide measurable response times, such as resolution of critical issues within 4 hours and non-critical issues within 24 hours.

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- 4. **Software Updates and Licensing:** Vendors must provide ongoing access to software updates, patches, and new releases for all system components. Licensing support, including renewal processes and coverage for all devices and users, must be clearly described.
- 5. **Documentation and Reporting:** Vendors shall maintain detailed maintenance logs, service records, and incident reports. Reports shall be provided to PGCPS on a regular basis or upon request and must document work performed, issues resolved, and system status.
- 6. **Emergency and After-Hours Support:** Vendors should provide procedures for emergency response and after-hours support to minimize system downtime, including contact information, response timelines, and escalation procedures.
- 7. **Training for Support:** Vendors should provide training for designated PGCPS personnel on basic troubleshooting, preventive maintenance tasks, and system monitoring to ensure continuity of operations.
- 8. **Optional Extended Support:** Vendors may propose optional extended maintenance or service agreements beyond the standard warranty period. Optional services may include enhanced preventive programs, priority response, software enhancements, and additional training. Optional services must be clearly identified and priced separately.

All maintenance and support activities must comply with PGCPS safety, data security, and operational standards. Failure to demonstrate adequate support and maintenance capabilities, including integration with existing systems, may be grounds for disqualification.

Past Performance and References

Vendors shall provide evidence of past performance demonstrating their ability to successfully deliver projects similar in scope, size, and complexity to the electric security gate system required by PGCPS. Proposals must include a minimum of three (3) completed projects within the past five (5) years, highlighting experience with design, supply, installation, integration, testing, and maintenance of security gate systems, including access control, intercom, and LPR components. For each project, vendors shall provide the client organization, contact information, project description, duration, completion date, challenges encountered and resolved, and confirmation of budget and schedule compliance. Vendors are encouraged to describe measurable outcomes, such as system uptime, integration success, and customer satisfaction, as well as any innovative solutions or best practices applied. PGCPS reserves the right to verify all references and may consider insufficient or unverifiable past performance as a factor in evaluation and award.

Minority Business Enterprise (MBE)

Offerors shall fully describe, in their Technical Response, how they intend to achieve the MBE participation goal specified in this RFP. The response must identify the role of each MBE firm in the project, including their responsibilities, relevant experience, and how their participation supports successful project delivery. **Do not include dollar values of participation.**

33. Exceptions and Assumptions

All exceptions and assumptions must be clearly identified as an attachment to the Executive Summary. For each exception or assumption, the Offeror shall provide a written explanation that includes:

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- The specific scope of the exception or assumption.
- The potential ramifications or consequences for PGCPS.
- Any advantages or disadvantages to PGCPS resulting from the exception or assumption.

Offerors should note that certain requirements within this RFP are mandatory, and PGCPS may not be able to accept all exceptions. Offerors are required to indicate their willingness to comply with each condition and clearly identify any exceptions in this section.

PGCPS reserves the right to refuse to negotiate with Offerors who submit excessive exceptions to the terms and conditions of this solicitation.

34. Cancellation

PGCPS reserves the unconditional right to cancel this RFP, in whole or in part, at any time during the solicitation process, without prior notice or obligation to provide an explanation.

35. Proof of Concept/Oral Presentation/Interview/Finalist Demonstration

Due to the scope and complexity of this project, PGCPS reserves the right to require vendor(s) to participate in a proof of concept, oral presentation, interview, final demonstration, or other discussions as part of the evaluation process. Such sessions may extend for a full day. Vendors should be prepared to provide a thorough demonstration of their proposed solution, address technical questions, and discuss implementation and support strategies in detail.

36. Project Artifacts Ownership

All project artifacts generated in connection with this RFP including, but not limited to, documents, models, deliverables, outputs, reports, analyses, and related materials remain the confidential property of PGCPS. Such materials may not be used by the Offeror for marketing purposes, in other projects, or for any third-party benefit without the express written permission of PGCPS.

37. Maryland Public Information Act Requests

This solicitation is subject to Maryland Public Information Act (MPIA) requests. In anticipation of MPIA requests, PGCPS requests vendors to submit with their original proposal a copy of a redacted Technical, MBE, and Pricing Proposals. The redacted copies of the proposal shall be uploaded to the respective Technical and Pricing envelopes in eMMA.

PGCPS respectfully requests that the vendor provide us with a sanitized/redacted copy of the Technical, Cost, MBE proposals. However, please do not redact confidential information to the degree where the information redacted is unreadable. Therefore, we request vendors to adhere to the following:

Highlight confidential information or strike through the data that you consider to be confidential. Do not redact the data to the degree where the "redacted" information is not discernible or unreadable. As such, please do not "black out" confidential information.

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Provide a justification as to why each "redaction" is considered by your organization to be confidential.

PGCPS will not release a vendor's proposal without first notifying them of the initial request for release of proposal information via MPIA. When MPIAs are received, the PGCPS General Counsel's Office will review the "redacted/sanitized" documents provided by the participating vendors for this solicitation for compliance with MPIA law. If the General Counsel's Office determines any portion of the "redacted" data to not be confidential, the General Counsel's Office will contact your organization to discuss its review to reach an agreement on the release of this data.

Note: If PGCPS does not receive a sanitized/redacted copy of the vendor's proposals with its proposal response via eMMA, PGCPS will assume that the vendor's entire Technical, MBE, and Pricing Proposals are eligible for release to the public. Therefore, it is imperative that vendors adhere to this requirement and provide a sanitized/redacted copy of their entire proposal response when the proposals are submitted.

38. Additional Functionality and Change Management

During implementation and training, the PGCPS Office of Safety and Security may identify additional system functions necessary to support operational requirements. Minor enhancements or adjustments discovered during these phases shall be implemented by the vendor at no additional cost to PGCPS.

Major changes or additions that significantly alter the scope or functionality of the system shall be addressed through formal change orders. The vendor may propose associated costs for such major enhancements, which will require PGCPS approval prior to implementation.

All proposed changes, whether minor or major, shall be documented, and the vendor shall collaborate with PGCPS staff to ensure alignment with operational needs, system integrity, and security standards.

PART IV: PROPOSAL EVALUATION AND AWARD

1. EVALUATION COMMITTEE

Only proposals that are submitted via eMMA will be utilized during the evaluation process. Proposals that are not submitted via this portal will be ruled non-responsive.

Evaluation of the proposals will be performed by a committee established for that purpose and will be based on the criteria set forth below. The contract resulting from this RFP will be awarded to the Offeror(s) whose proposal is the most advantageous to The Board, considering price and technical factors set forth herein. The Board will consider the Offeror's record and performance of any prior contracts with The Board, federal departments or agencies, or with other public bodies.

Offeror, including any of their representatives, subcontractors, affiliates and interested parties shall not contact any member of the Committee or any person involved in the evaluation of the proposals. All inquiries related to this procurement must be handled by the RFP officials identified on the cover page. Failure to comply with this directive may, at the sole discretion of the Board, result in the

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disqualification of an offeror from the procurement process. The Evaluation Committee will make the final decision about acceptability of proposals.

2. EVALUATION PROCESS

The committee will evaluate each technical proposal using the evaluation criteria set forth below. As part of this evaluation, the Committee may hold discussions with all qualified Offerors. Discussions may be conducted via teleconference or may take the form of questions to be answered by the Offerors and conducted by mail, E-mail, or facsimile transmission at the discretion of The Board. During the evaluation process, the committee may request technical assistance from any source.

- a. Following the completion of the technical evaluation of all Offerors' technical proposals, including any discussions, the committee will rank each qualified Offerors' technical proposal.
- b. The cost proposal of each qualified proposal will be distributed to the Evaluation Committee following the completion of the technical evaluation. The cost proposals will not be distributed to the committee until the technical evaluation is completed. The Committee will determine total costs of the proposals to establish a financial ranking of the proposals from lowest to highest.
- c. The Evaluation Committee may reject in whole or in part any and all proposals, waive minor irregularities, and conduct discussions with all responsible Offerors in any manner deemed necessary to serve the best interests of the Board.
- d. Based on the results of the evaluation, the highest rated offeror(s) *may be* invited by the Director of Procurement to make oral presentations to the Committee. The Committee will then conduct final evaluation of the proposals.
- e. If it is determined to be in the best interest of The Board, the Board may invite Offerors to make final revisions to their technical and/or financial proposals through submission of a Best and Final Offer.
- f. Should the Committee determine in writing and at its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.
- g. The Committee will make appropriate recommendations to the Board, if appropriate, prior to actual award of contract. The Committee will recommend the Offeror whose overall proposal provides the most advantageous offer to the Board considering both price and technical factors set forth in this RFP.

3. EVALUATION CRITERIA

The evaluation criteria include proposal responsiveness, demonstration of capability to perform, price factors, and responsibility. The Board reserves the right to: (1) reject in whole or in part all proposals and waive minor irregularities; (2) Reject any or all proposals, or portions thereof; (3) Cancel an RFP and re-solicit.

The Evaluation committee will evaluate the technical proposals using the following criteria below. The committee shall determine which proposals have the basic requirements of the RFP and shall have the authority to determine whether any deviation from the requirements of the RFP is substantial in nature.

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EVALUATION FACTORS

All proposals will be reviewed initially by the Evaluation Team in collaboration with Prince George's County Public Schools (PGCPS) Division of Safety and Security Services to ensure the following administrative requirements are met:

- Proposal was submitted by the required deadline
- All required documents and forms are complete and included
- All forms requiring original signatures are properly signed

Only proposals meeting all administrative requirements will be advanced to the evaluation phase. Proposals will be evaluated by the Evaluation Team and the Division of Safety and Security Services based on the following criteria:

Evaluation Factor	
Technical Approach	35%
Eligibility and Vendor Qualifications	15%
Past Performance and References	10%
Cost Proposal	25%
Support and Maintenance	15%
Minority Business Enterprise (MBE)	5 Bonus Points

Minority Business Enterprise (MBE) participation: PGCPS encourages the participation of certified MBE firms. Offerors who are certified MBEs or who propose meaningful subcontracting roles for certified MBE firms will receive favorable consideration under this category. Documentation of MBE certification and the proposed role must be included in the proposal.

The offeror receiving the highest total evaluation score and meeting all RFP requirements will be identified as the apparent successful offeror. Final contract award is subject to successful reference checks, verification of proposal contents, and approval by the Board of Education.

4. PROPOSAL AWARD

The Award of this contract will not be final and complete until after: (1) Offeror has an active iSupplier, (2) the Offeror submits complete and satisfactory documentation required under the Contract and/or documentation required by the Procurement Officer; and (3) the Contract is signed by the Department following any required approvals of the Contract, including approval by the Board, if such approval is required.

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PART V: GENERAL TERMS AND CONDITIONS

1. PARTNERSHIPS

Proposals by partnerships shall 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.

2. CORPORATIONS

Proposals by corporations shall 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 on behalf of the corporation shall be furnished. Anyone signing the proposal as agent shall file satisfactory evidence of authorization to do so.

3. SAMPLES

Offerors *may* be required to submit 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 proposal and all remain unchanged during the period of the contract. This requirement shall be part of the specifications of the product or products requested if applicable.

If Samples are required, a properly tagged sample and descriptive data shall be submitted to the address specified no later than the date specified. The tag on the sample shall indicate the item number, the name of the company submitting the sample, and the IFB number. The Board will not be responsible for any samples not picked up within 30 days of the notification of Vendors to do so. Samples may be retained by The Board until Vendors are notified to remove them. Vendors agree that The Board will incur no liability for samples that are damaged, destroyed, lost, or consumed in testing processes. Failure to submit the above information when requested is sufficient grounds for rejection of the proposal.

4. PROPOSAL PREPARATION FEES

The Board will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal in response to a proposal.

5. RIGHT TO PROTEST

The Director of Purchasing and Supply Services shall attempt to resolve informally all protests of proposal award recommendations. Vendors are encouraged to present their concerns promptly to the Buyer and/or Purchasing Supervisor for consideration and resolution. The Director of Purchasing shall inform the Chief Financial Officer (CFO) upon receipt of the protest. Open dialogue is helpful for all parties and disputes are often only a misunderstanding of the evaluation and recommendation process. A vendor who does not file a timely protest before the contract is executed by the Board is deemed to have waived any objection.

- a. An interested party (bidder of standing or offeror) must file a protest with the Purchasing Office within five (5) calendar days of the recommendation of award or notification to the offeror or bidder that their proposal or bid will be rejected.
- b. The offeror of standing is an offeror who would be directly next in line for an award should the protest be supported.

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- c. The protest shall be in writing addressed to the Purchasing Supervisor with a copy to the Director and shall include the following:
 - i. The name address and telephone number(s) of the protester.
 - ii. Identification of the solicitation
 - iii. Statement of reasons for the protest
 - iv. Supporting documentation to substantiate the claim
 - v. Proposed remedy to resolve

6. APPEAL OF CONTRACT AWARD DECISION:

The Director of Purchasing shall confer with the general counsel prior to issuance of a decision regarding disputes of contracts or awards.

- a. The Director of Purchasing shall issue a decision in writing. Any decision of a proposal award protest may be appealed to the CFO within two (2) days of issuance of the decision by the Director of Purchasing.
- b. Any decision of a proposal award protest may be appealed to the Board of Education within thirty (30) days of issuance of the decision by the CFO.
- c. A vendor who remains unsatisfied after following the procedures may contest a contract awarded by the Board by filing an appeal to the Maryland State Board of Education as provided by Maryland's public-school law.
- d. The Board reserves the right to award during protest and or during an appeal, if a determination that execution of the contract without delay is necessary to protect substantial State and Board interest.
- e. The Offeror shall refer to the General Terms and Conditions attached to the proposal for details regarding the Term of Contract for this proposal.

7. COMMENCEMENT OF SERVICES

The Board has no obligation to pay for services performed before the Notice of Award is executed; Board approves the contract or after the contract ends. The Board shall have no obligation to pay for services more than the monetary amount of the award. The Board has no obligation to pay for services before a purchase order is issued.

8. ADDENDA

- a. No interpretation of the meaning of the specification or other documents will be made to any Supplier orally. To be given consideration, inquiries must be received in writing via email to Procurement Department points of contact identified on the cover page. The subject field of the e-mail must include "INQUIRY" and the RFP name and number.
- b. Any changes to the specifications will be made through the appropriate addenda. Failure of any Offeror to receive such addenda or interpretation shall not relieve any Offeror from any obligations under this RFP as amended by all addenda. All addenda so issued shall become part of the award.
- c. Failure of any Offeror to receive or acknowledge receipt of such addenda or interpretation shall not relieve any Offeror from any obligations under this IFB as amended by all addenda. All addenda so issued shall become part of the award.

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9. STATEMENT OF CONFIDENTIALITY

It is understood and agreed that all information pertinent to this solicitation may contain trade secrets, which are confidential and proprietary. The selected vendor agrees not to disclose or knowingly use any confidential or proprietary information of The Board of Education of Prince George's County and/or third-party participants.

Proposal submissions are subject to the Maryland Public Information Act (Education Article, Maryland Annotated Code, §10-611, et seq.). In accordance with the Act, certain information is subject to public disclosure. Please be advised that should you deem any portion of your proposal as confidential or proprietary, it must be conspicuously indicated on those portions so deemed. However, and in accordance with the Act, you are hereby notified that every portion may still be subject to disclosure under the Act.

10. TERM OF AGREEMENT

The anticipated initial term of this contract shall be **three (3) years**. At PGCPS's sole discretion, the contract may be extended for up to **two (2) additional one-year option periods** to provide ongoing system maintenance, licensing, technical support, upgrades, and warranty services. The contract shall remain in effect until all deliverables and service obligations have been completed and accepted to the satisfaction of PGCPS.

- a. The offeror warrants that prices for the proposal under this RFP are not higher than prices currently extended to any other governmental agency for the same product or service.
- b. Upon satisfactory service and by mutual agreement the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY reserves the right to extend the contract for no more than 12 months.
- c. The Board expects all vendors to provide cost reductions recommendations.
- d. Price decreases are acceptable at any time, need not be verifiable, and are required should the offeror/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.
- e. Price adjustments from the offeror/producer/processor/manufacture for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least ninety (90) days prior to the renewal term and shall be accompanied by supporting documentation.
- f. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to Prince George's County Public Schools.

11. PAYMENT TERMS

The Offeror shall submit an invoice detailing the services provided and the actual costs incurred. Payment shall be in accordance with line-item price on the Purchase Order and within 30 days after the date on the invoice or upon invoice acceptance, whichever occurs last.

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The Board reserves the right to reduce or withhold contract payment in the event the Offeror does not provide the Department with all required deliverables within the timeframe specified in the contract or if the Offeror otherwise materially breaches the terms and conditions of the contract.

12. MINORITY BUSINESS ENTERPRISE PROGRAM

The Board of Education of Prince George's County Minority Business Enterprise (MBE) Administrative Procedure No. 3325 requires bids for materials, supplies, equipment, and services, other than materials of instruction, to be listed as deliverables. Information about this program and forms can also be downloaded. **See MBE Administrative Procedures (AP) 3325.**

<https://www.pgcps.org/offices/purchasing/minority-business-enterprise>

- a. Only those businesses registered in the Oracle database and listed in the Minority Business Enterprise Office directory for the Board of Education of Prince George's County as a certified minority vendor at the time of any respective proposal opening, shall be recognized as a "Certified Minority Business". If not listed, evidence of acceptable certification from the Maryland Department of Transportation (MDOT), Prince George's County Government and Washington Metropolitan Area Transit Authority (WMATA) must be provided to the Board's Purchasing Office prior to any respective proposal opening.

13. LOCAL MBE INITIATIVE

In accordance with Prince George's County School goals promoting minority and locally based purchases, if all other factors are equal, priority shall be given to a locally based firm. "Locally based firm" in this instance refers to a company or firm with a primary business address located within the geographical boundaries of Prince George's County.

14. MINORITY BUSINESS ENTERPRISE PROHIBITIONS

State Law HB 389 and SB 611, Prime Offerors are prohibited by law from including a certified MBE in a bid or proposal without requesting, receiving, or obtaining the MBE's authorization. The offeror must also use MBE's services to perform the contract. In addition, the offeror may not pay the MBE solely for the use of its name in the bid or proposal.

Prime Offeror may be prosecuted if they fail to comply with the law. The Board is required under the law to report the violation.

15. E- COMMERCE

The eMaryland Marketplace law became effective on June 1, 2008, and requires units of State government, including those otherwise exempt from State procurement law, and all local government entities, to publish **notices** of procurement and procurement awards on the State's e-commerce website eMaryland Marketplace Advantage (eMMA). All Offerors are required to register with eMaryland Marketplace Advantage, so that the award notice can be properly published.

16. CYBER LIABILITY INSURANCE

All Offerors shall maintain and pay for Cyber Liability Insurance at a limit of not less than \$1,000,000 per occurrence when applicable, including coverage for data breach, media liability and third-party cyber liability.

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17. LIQUIDATED DAMAGES

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

18. FINGERPRINT CRIMINAL HISTORY BACKGROUND CHECKS, CHILD PROTECTIVE SERVICE CLEARANCES, AND SAFE SCHOOLS TRAINING REQUIREMENTS

- a. Pursuant to Administrative Procedure 4215 - Criminal History Checks, Employee Self-Reporting of Arrests, Criminal Charges, CPS Investigations and Findings & Incarceration, any and all Vendors, which includes Independent Contractors, Subcontractors, Outsourced Agency Employees and Outsourced Temporary Staffing, who have uncontrolled access to students must complete a fingerprint criminal history background check, child protective service (CPS) clearance and required online Safe Schools training course(s).
- b. All fingerprint background checks, and CPS clearances must be completed 15 business days prior to beginning work in and around PGCPS property or engaging in any authorized activities involving PGCPS students. The fingerprint background checks, and CPS clearances must be completed through Prince George's County Public Schools at one of the authorized locations listed on the PGCPS website (<https://www.pgcps.org/fingerprinting/#service>). **No person may begin working in PGCPS until fingerprint background check results are received.**
- c. Required online Safe Schools training course(s) must be completed before providing contractual services in PGCPS schools and can be accessed through the PGCPS website (<https://www.pgcps.org/offices/compliance/student-safety/required-training-for-contractors>).
- d. Safety Management System (reserved).
- e. Pursuant to Md. Education Code Ann. §6-113.2 (Code), a contractor of a Board of education who provides a service to a school or the students at a school shall meet the requirements set forth for screening its employees assigned to work at a school site to determine whether such employees have a history of child sexual abuse and/or sexual misconduct. The Vendor shall be solely responsible for completing the screening set forth in the Code, shall maintain records of employee screenings, and shall make such records available to PGCPS upon request.
- f. Prior to initiating any work at a school building, current and future employees of Vendor must sign in and sign out via the Raptor Visitor Management System, which requires a copy of their government issued identification.

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- g. Prior to initiating any work at a school building, the Vendor agrees to provide the designated PGCPS representative and the PGCPS Purchasing Department with a list of all current employees and an immediate update of changes in personnel, employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff and any instructors. It is the responsibility of the Vendor to make certain that its employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff, consultants and any instructors meet the background check and training requirements specified. All correspondence should include the following information as applicable:
- i. title of the project
 - ii. school/office
 - iii. solicitation number
 - iv. contract number; and
 - v. PGCPS representative/project manager

19. EDUCATIONAL/MEDICAL/PSYCHOLOGICAL RECORDS

If applicable, the Offeror acknowledges its responsibility to ensure compliance with the confidentiality provisions of the Family Educational Records Privacy Act (34 CFR §99).

- a. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 160 and Part 164, Subparts A and E, and Code of Maryland Regulations §13A.08, with respect to school records provided by the Board, if applicable.
- b. Any confidential information provided by THE BOARD to Offeror, including all copies thereof must be used by Offeror only as provided for by this Agreement and only for the purposes herein described. Such information shall not be disseminated or disclosed to any third party, not a party to this Agreement, without the expressed written consent of THE BOARD and can only be done in accordance with applicable privacy laws. Offeror agrees to return to THE BOARD all such information within fifteen (15) days of the expiration of termination of this Agreement or with the express consent of THE BOARD. Offerors may destroy such information within fifteen (15) days of termination or expiration of this Agreement, certifying to THE BOARD in writing that the information has been destroyed.

20. PROTECTION OF STUDENT RECORDS

Offeror and its affiliates or subcontractor, at their expense, have a duty to and shall protect from disclosure any and all Student Records which they may come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in conformance with current industry standards.

If required in support of the contract, the Offeror or its affiliates or subcontractor shall implement and maintain a comprehensive data – security program for the protection of Student Records whether the Records are stored electronically and/or in hard copy form. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Student Records, and information of a similar character, as set forth in all applicable federal and state law and written policy of THE BOARD or the Maryland State Board of Education (“MSBE”) concerning the confidentiality of Student records. Such data-security program shall include, but not be limited to, the following:

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- a. A security policy for employees related to the storage, access, and transportation of data containing Student Records.
- b. Reasonable restrictions on access to records containing Student Record information, including access to any locked storage where such records are kept.
- c. A process for reviewing policies and security measures at least annually.
- d. Creating secure access controls to Student Records, including but not limited to passwords; and
- e. Encryption of Student Records that are stored on laptops, portable devices, or being transmitted electronically Offeror and its subcontractors or affiliates shall notify THE BOARD as soon as is practicable, but no later than twenty-four (24) hours, after they become aware of or suspect that any Student Records which Offeror or subcontractors or affiliates possess or control have been subject to a Student Records breach. The Offeror shall incorporate the requirements of this Section in all subcontracts requiring each of its affiliates to safeguard Student Records in the same manner as provided for in this Section. Nothing in this Section shall supersede in any manner Offeror or its affiliate's obligations pursuant to HIPAA, FERPA, or the provisions of this Agreement concerning the obligations of the Offeror as a service provider to THE BOARD.

21. LEGAL COMPLIANCE

- a. It shall be the Offeror's sole responsibility to ensure they are compliant with all applicable federal, state, and city laws, rules, ordinances, statutes, etc., that may impact this contract. Offeror shall comply in all respects with Federal, State (including Maryland Motor Vehicle laws) and Local Regulations, including laws regarding eligibility to work in the United States. The provisions of this Contract shall be governed by the laws of Maryland. Any disputes, legal cases or other controversies shall be pursued in Maryland Courts consistent with and subject to Maryland State Law. Additionally, if applicable, all materials, supplies, equipment, or services supplied, because of this Contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act Standards.
- b. Specifically, offerors shall comply with all applicable laws and regulations relating to the employment of aliens, such failure shall constitute a material breach of contract. It is a mandatory requirement of this contract that employees of offeror and offeror's subcontractor are screened through the Federal Government's E-Verify system, found at www.dhs.gov/E-Verify. This is a "no fee" service.
- c. The Board shall bear no responsibility for monitoring the Offeror's compliance with said legal requirements. Offerors' violation of any of these laws, statutes, ordinances, rules or regulations constitutes a breach of this Contract and entitles the Board to terminate this Contract immediately upon delivery of written notice of termination to Offeror.
- d. In the event of conflict between this RFP and any of the General Terms and Conditions proposed by any offeror, or incorporated in any acknowledgement of contract awarded to the successful offeror, then, and in such event, the terms and conditions stated herein shall take precedence unless modified in writing by the Director of Purchasing & Supply Services, Prince George's County Public Schools.

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- e. The Parties agree that all other terms and conditions of the Agreement shall remain in full force and effect and shall only be amended in writing, signed by both parties.

22. EPA COMPLIANCE

Materials, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable.

23. STATE OF MARYLAND CERTIFICATE OF GOOD STANDING

Offeror shall submit a State of Maryland Certificate of Good Standing or other State of Maryland issued documentation verifying the offeror is in Good Standing with the Department of Assessment and Taxation of Maryland and/or registered to do business in the State of Maryland.

Certificates of Status may be obtained online at <http://www.dat.state.md.us>.

This requirement applies to both Domestic and Foreign (out of state) Offerors. Foreign entities should contact the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, to determine and apply for the appropriate documentation.

- a. Offeror shall complete and submit an Appendix I, "State of Maryland Tax Certification", provide a current State of Maryland Certificate of Good Standing or other filing verifying the Offeror is in Good Standing with the Department of Assessments and Taxation of Maryland. Certificates of Status may be obtained online at <http://www.dat.state.md.us>. This requirement applies to both Domestic and Foreign Offerors (out of state).
- b. Foreign entities should contact the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, to determine and apply for the appropriate documentation.

24. PERSONAL IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information includes any information that can be associated with or traced to any individual, including an individual's name, address, telephone number, e-mail address, credit card information, social security number, or other similar specific factual information, regardless of the media on which such information is stored (e.g., on paper or electronically) and includes such information that is generated, collected, stored or obtained as part of this Agreement, including transactional and other data pertaining to users. The parties will comply with all applicable privacy and other laws and regulations relating to protection, collection, use, and distribution of Personally Identifiable Information. In no event may PII be sold or transferred to third parties or otherwise provide third parties with access thereto. If there is a suspected or actual breach of security involving Personally Identifiable Information, the parties will notify each other within twenty-four (24) hours of a management-level employee becoming aware of such occurrence.

25. OFFEROR PERFORMANCE EVALUATION

PGCPS will complete an annual evaluation of the supportive program and related services provided.

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PART VI: SPECIAL TERMS AND CONDITIONS

1. REQUEST FOR PROPOSAL

- a. **DIRECTIONS:** The Board of Education of Prince George’s County (The Board) invites all interested and qualified vendors to submit proposals to this RFP in accordance with directions specified in the attached General Terms and Conditions and these Special Terms and Conditions.
- b. **DEFINITIONS:** For the purpose and clarity of this document only, "The Board" will mean The Board of Education of Prince George’s County. Also, for the purpose and clarity of this document, "Offeror" will mean any reliable and interested broker, vendor, supplier, offeror, and/or manufacturer that wants to respond to this RFP.

2. GENERAL REQUIREMENTS

- a. **AUTHORIZED DEALERS:** If applicable, only authorized dealers may submit a proposal on requested equipment. At the discretion of The Board, a certificate, executed by the manufacturer, may be requested stating that the Vendor is an authorized agent of the manufacturer and is duly authorized to service and maintain the equipment.
- b. **INSPECTIONS:** The Board reserves the right to have inspectors on the premises of the manufacturer during the process of manufacture of any products being furnished under this RFP for as long as may be considered necessary by The Board. All expenses of the inspectors shall be borne by The Board. The presence of the inspectors at the site of manufacture of the products shall not relieve the Awarded Vendor of responsibility for faulty workmanship of materials that 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 The Board, every facility shall be afforded inspectors by the manufacturers for the pursuance of their work.
- c. **TYPES OF PURCHASES:** 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 and charter schools, offices, or to any designated warehouse or warehouses in Prince George’s County.
- d. **SINGLE PRICE:** Unless otherwise specified in the General Terms and Conditions table attached to this RFP, the Vendor will not be allowed to offer more than one price on each item even though the vendor may feel that it has two or more types or styles that will meet specifications. Vendor must determine which to offer. If said Vendor should submit more than one price on any item, all prices for that item will be rejected.
- e. **AGGREGATE BIDS:** Where provision is made on the cost 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 Board. When an aggregate bid is requested, the unit prices for each item shall be identified in the response. The unit prices in an aggregate bid should

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be consistent with the total quoted price for an aggregate bid. No bid or a combination of items will be permitted except as noted in the General Terms and Conditions.

- f. **MINIMUM REQUIREMENTS:** 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. In case of any apparent conflict between the specifications and such laws, ordinances, etc., the Awarded Vendor shall call said conflict to the attention of the Board Director of Purchasing & Supply Services for a decision before proceeding with any work.
- g. **USE OF BRAND NAMES:** Brand names and model numbers are offered as a reference for Vendors 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 to be 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 Board.
- h. **PRODUCT OFFERED BY THE VENDOR:** The product offered by the Vendor 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 Vendor shall offer to The Board a new alternate product that meets and/or exceeds the established specifications, under the same terms, conditions, and prices as the originally offered item.
- i. **COMPLIANCE WITH SPECIFICATIONS:** The Vendor 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 Director of Purchasing & Supply Services. Where the requirements of the specifications call for higher grades and are not in conflict with the laws, ordinances, etc., the specifications shall govern. Where the requirements of the laws, ordinances, etc., are mandatory, they shall govern. The successful Vendor, after award and before manufacture and/or shipment, may be required to submit working drawings or detailed descriptive data identified as acceptable to The Board, which would provide sufficient data to enable The Board to judge the Vendor's compliance with the specifications.
- j. **DEVIATIONS TO SPECIFICATIONS:** Any deviation from the specifications must be noted in detail by the Vendor, in writing, as a separate attachment to the response. The absence of a written list of specification deviations attached to the response will hold the Vendor strictly accountable to The Board to the specification as written. Any deviation by the Awarded Vendor from the specifications, without prior documented approval, will be grounds for rejection of the goods and/or equipment when delivered.
- k. **SUBCONTRACTORS:** The Awarded Vendor shall give its constant personal attention to the faithful execution of this contract, shall keep the same under its own control, and shall not assign by power of attorney or otherwise, the work or any part thereof without the

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previous written consent of the Board. The Awarded Vendor shall provide the name of the subcontractor(s) it intends employing, the portion of the materials/labor to be furnished, their place of business, and such other information as requested by the specifications and/or the Director of Purchasing & Supply Services or his or her designee prior to any work performed. The information may be used in considering the potential performance capabilities of the subcontractor(s). The Awarded Vendor shall not, without prior written consent of The Board, assign any of the monies payable under the contract.

- I. COOPERATIVE PURCHASING: The Board reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This 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/offeror agrees to notify the issuing body of those entities that wish to use any contract resulting from this proposal and will also provide usage information, which may be requested. A copy of the contract pricing and the proposal requirements incorporated in this contract will be supplied to requesting agencies.

Each participating jurisdiction or agency shall enter into its own contract with the Awarded Offeror(s) and this contract shall be binding only upon the principals signing such an agreement. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Awarded Offeror. The Board does not assume any responsibility other than to obtain pricing for the specifications provided.

- m. CONFLICT OF INTEREST, LOBBYING AND ETHICS REVIEW PANEL
 - In accordance with ' 15-811 through 15-815 of the State Government Article of the Annotated Code of Maryland, the Board of Education of Prince George's County has promulgated Ethics Policies, which cover conflict of interest, financial disclosure and lobbying. All offerors are expected to comply with any and all Board Ethics Policies that may apply to them individually or as a business entity.
 - All offerors should review carefully the conflict of interest policies. Specific attention should be accorded to the Board Ethics Policies (Board Policy 0107) prohibiting Prince George's County Public Schools employees from benefiting from business with the school system.
 - All offerors 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 0107.

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3. PRICES

- a. **UNIT PRICES:** Unit Prices must be rounded off to no more than two (2) decimal places, unless so specified in the General Terms and Conditions included with the RFP. All unit prices on items shall be completed on the bid sheet(s). In case of error in extension of prices in the bid response, the unit price shall govern. Prices must be firm 3 months from the date of award.
- b. **UNITS OF MEASURE:** Wherever The Board indicates the unit of measure required and the Vendor's price is based on a different unit of measure, it shall be at the sole discretion of The Board to determine whether the Vendor's price will be recalculated. The Board will not accept any bids with Vendor escalator clauses, unbalanced figures, or irregular features.
- c. **DELIVERY CHARGES:** All prices shall include FOB Destination.
- d. **CASH DISCOUNTS:** Cash discounts will not be taken into consideration in determining a contract award. All discounts, other than prompt payment, are to be included in the bid price.
- e. **PRICE REDUCTIONS:** The Board reserves the right to accept price reductions from the Awarded Vendor during the term of this contract to occur no less than thirty (30) days from the approval of the contract.
- f. **TAXES:** The Board is exempt from the payment of the Maryland Sales Tax (Tax Exempt Number 30002539) and Federal Excise Tax (Tax Identification Number 52-2064-235). Prices quoted shall not include State Sales and Use Tax or Federal Excise Tax.

4. ITEM DELIVERY

- a. **GENERAL DELIVERY REQUIREMENTS:** All materials, supplies, and equipment for The Board shall be delivered F.O.B. Destination. All deliveries must be inside the building. Delivery hours shall be Monday through Friday with the exception of holidays, to offices - between **7:00 a.m. and 2:00 p.m. unless coordinated with Building Supervisor**. The Awarded Vendor(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. Drivers must be bonded, have a clean driving record and have the appropriate training to handle hazardous items. Vendors will have the ability (including all applicable permits and licenses) to handle all types of shipments ranging from letters to multi-carton shipments, including bulky and fragile items. Delivery must include a current MSDS for each hazardous chemical or chemical compound delivered or used by the Vendor at a The Board worksite. The Awarded Vendor shall be liable for the full replacement value of any delivery item lost or damaged.
- b. **SPECIAL DELIVERY INSTRUCTIONS:** Special Instructions for delivery dates, delivery of heavy equipment, materials or machinery requiring special handling, to schools/sites

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under construction and/or renovation or refrigerated goods will be defined in General Terms and Conditions.

- c. **PACKING:** All materials must be securely packed in accordance with accepted trade practices. The Board Purchase Order number must be plainly visible on the exterior of each container. 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) and Bid/Contract Number. Failure to comply with this condition may be considered sufficient reason to refuse to accept the goods.
- d. **SAFETY REQUIREMENTS:** The Awarded Vendor should provide all equipment and machinery furnished and delivered to The Board complying with the Safety regulations as required by OSHA and the Maryland State Safety Health Act known as MOSHA. The Vendor shall sign the safety section, if attached in the bid response, certifying that the regulations for the type of equipment furnished shall meet all regulations applying to this type of equipment meeting the CFR-1910 OSHA Standard. The Vendor shall submit Material Safety Data Sheets (MSDS) for all items awarded to that vendor provided under the terms of this bid 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: Board of Education of Prince George's County, Director of Safety, 13300 Old Marlboro Pike, Upper Marlboro, Maryland 20772.

5. GUARANTEE AND WARRANTIES

- a. **GENERAL REQUIREMENTS:** Payment shall be based upon acceptance of goods or services by The Board. Vendor expressly warrants that: (a). The merchandise to be furnished and services performed will be free from defects in material and workmanship and will be in full conformity with the specifications, drawings, representation, or sample; that this warranty shall survive acceptance and payment of the merchandise; and that the Vendor will bear the cost of inspection of all goods and services rejected. (b). The Vendor hereby provides a warranty of authorization as to all goods and services. (c). The goods or services furnished must be or have been mined, manufactured, or produced in full compliance with at least the minimum conditions required under the Fair Labor Standards Act of 1938, as amended, and all other applicable local state and federal laws, rules, and regulations to include Department of Transportation (DOT), Food and Drug Administration (FDA) regulations, and the Equal Opportunity Clause contained in Executive Order 11246, as amended. If applicable to the goods or services purchased herein, vendors must also be in full compliance with the Workplace Hazardous Materials Information System (WHMIS) legislation and maintain a written Hazard Communication Plan.
- b. Awarded Vendor, its employees, agents, volunteers, and offerors who may have contact with students must be in compliance with Title 5, Subtitle 5, Part VI, of the Family Law Article of the Maryland Code. All costs thereof shall be borne by the Vendor.

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- c. **GUARANTEE PERIOD:** The Vendor shall unconditionally guarantee all services, materials, and workmanship of all furniture, goods, and equipment furnished by it for a period of one year from the date of acceptance, i.e., delivery and installation, unless a longer period of warranty is specified in the General Terms and Conditions attached to the IFB.
- d. **FURNITURE AND EQUIPMENT (N/A):** If within the guaranteed period, any defects or signs of deterioration are noted, which in the opinion of The Board are due to faulty design and installation, workmanship or materials, upon notification, the Vendor, at its expense, shall repair or adjust the equipment or parts to correct the condition, or it shall replace the part or entire unit to the complete satisfaction of The Board. These repairs and/or replacements shall be made at such times as will be designated by The Board to avoid any interruption to the instructional programs.
- e. **OFFICE EQUIPMENT (N/A):** Vendor agrees to provide on-site service of equipment within eight (8) hours of notification by school system personnel. Loaner equipment shall be supplied, free of charge, during the warranty period if the office equipment cannot be repaired within three (3) working days.
- f. **OTHER EQUIPMENT (N/A):** Certain pieces of equipment, machinery, and refrigeration will require guarantees other than detailed above. Refer to General Terms and Conditions for requirements on specific equipment.
- g. **MANUFACTURER'S AGENT:** The Vendor shall act as the manufacturer's agent for all warranty claims.

6. ANNULMENTS AND RESERVATIONS

- a. **RIGHT TO REJECT:** The Board reserves the right to exercise its statutory option to reject any or all bids and re-advertise for other bids. The Board reserves the right to order the said equipment, materials, supplies or services as described within the specifications, and the Board also reserves the right not to order any items(s) within the specification.
- b. **WAIVER OF TECHNICAL DEFECTS:** The Board reserves the right to waive technical defects, if in its judgment the interest of The Board shall so require.
- c. **CONTRACT RESERVATIONS:** The Board 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 The Board 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 The Board to damages for the breach of any covenant of the contract by the Vendor(s). Should the Vendor(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 its control, including, but not limited to, Acts of God, war, flood, governmental restrictions, or the

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inability to obtain transportation, The Board reserves the right to purchase the required articles in the open market or to complete the required work at the expense of the Vendor(s). Should the Vendor 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 its control, including but not limited to Acts of God, war, flood, governmental action, or the inability to obtain transportation, The Board reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities.

- d. **AUTHORITY TO DEBAR OR SUSPEND:** The Director of Purchasing & Supply Services shall have the authority to debar a person or company for cause from consideration for award of contracts

7. TERMINATION OF CONTRACT

- a. **TERMINATION FOR NON-APPROPRIATION OF FUNDS:** The Board may terminate this contract, in whole or in part, due to insufficient funding or non-appropriation of funds with written notice to the Vendor. The Board 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 The Board. 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 up to the date of termination. In the event of a default by the vendor, this Contract may be terminated.
- c. **TERMINATION FOR CONVENIENCE:** The Board has the right to terminate this Agreement at any time, without any liability, upon five (5) days prior written notice to Vendor, provided that Vendor shall be compensated for services rendered prior to the date of termination.
- d. Each participating jurisdiction and/or local educational 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.
- e. 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.

8. GOVERNING LAW & VENUE

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- a. The RFP shall be construed in accordance with, and interpreted under, the laws of the State of Maryland. Any lawsuits arising out of such IFB shall be filed in the Circuit Court of Upper Marlboro, Maryland.

9. CONTRACT TERMS AND CONDITIONS

- b. **SUBMISSION OF INVOICES:** Supplier agrees to accept the line item price on the purchase order as final payment. All invoices are to be submitted promptly showing Purchase Order number, cost breakout to include labor rate (hours) and material (cost and markup), and name and address of recipient and mailed to Board of Education of Prince George's County, Accounts Payable Office, Room 14201 School Lane, RM 130 Upper Marlboro, Maryland 20772 (unless otherwise noted).
- c. **INCORRECT INVOICES:** Incorrect invoices will be returned for correction or paid in accordance with the purchase order. Each invoice shall identify with the Board Contract Number, Purchase Order Number, line item number and item descriptions or services shall be listed in the same order as on the Bid and/or Purchase Order.
- d. **PARTIAL PAYMENTS:** Payment in full will only be made upon final acceptance of items as shown in the Purchase Order. Partial payments are permissible.
- e. **LATE SUBMISSION OF INVOICES:** The parties acknowledge and agree that the Vendor's invoices are to be submitted in a timely manner, per the terms of the purchase order, after the services have been provided or the goods and materials have been provided. If invoices are submitted after one calendar year after the Vendor's services have been rendered or on the last date when goods and materials were accepted by the Board, then the Board shall have no obligation to pay for the stale invoices.
- f. **CONFIDENTIALITY:** Vendor acknowledges and agrees to hold all Confidential Information in the strictest confidence as a fiduciary and will not make any press release or public announcement, or voluntarily sell, transfer, publish, disclose, display or otherwise make available to any third persons such Confidential Information or any portion thereof without the express written consent of the Board. Vendor and its employees, agents, volunteers and offerors shall maintain the confidentiality of all medical, psychological, and student records in compliance with federal and state laws. Additionally, Vendor shall procure from the parent or guardian of each student receiving services here under written consent in favor of Vendor and The Board for the mutual disclosure of such records by and among the Vendor, The Board and The Board' employees, agents, volunteers and offerors.
- g. **INDEMNIFICATION:** Vendor shall indemnify, defend, and hold harmless the Board of Education, CEO and their respective elected/appointed officials, employees, departments, agencies, agents and volunteers from any and all claims, demands, suits, and actions, including attorney's fees, litigation expenses and court costs, connected therewith, brought against the Board and their respective elected/appointed officials, employees, departments, agencies, agents, and volunteers, arising as a result of direct or indirect, willful, or negligent act or omission of the Offeror or its employees, agents, or volunteers.

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- h. **NON-ASSIGNABILITY:** This contract shall not be assigned or services subcontracted in whole or in part without the written consent of the Board. Any attempt to do so without such written consent shall be null and void of no effect.
- i. **INDEPENDENT VENDOR:** Vendor is furnishing its goods and/or services hereunder as an independent Vendor, and nothing herein shall create any association, partnership or joint venture between the parties hereto or any employer-employee relationship.
- j. **GENERAL RECORDS CLAUSE:** Vendor's contracts, files, accounts, records, and other documents related to this Contract shall be open to examination and/or audit by the Board and made available by the Vendor to the Board and/or its designated agents at any time upon reasonable prior notice, during performance under this Contract and for a period of four (4) years after final payment or such longer period of time as required by law or rule or regulations.
- k. **SOLE AGREEMENT:** This Contract constitutes the sole agreement between the parties hereto and no amendment, modification or waiver of any of the terms and conditions hereof shall be valid unless in writing and executed by both parties. Any prior verbal agreements or bids shall not be considered a part of this Contract.
- l. **PROTECTION OF PROPERTY:** Vendor will use reasonable care to avoid damaging existing buildings, equipment, and property at The Board sites and all material furnished by The Board ("Property"). If the Vendor's failure to use reasonable care causes damage to any property, Vendor must replace or repair the damage at no expense to the Board as directed by the Contracting Officer. If the Vendor fails or refuses to make such repair or replacement, the Vendor will be liable for the cost, which may be deducted from payments due Vendor.
- m. **PUBLIC STATEMENTS:** Vendor shall not use or reference the Name or Emblem of The Board Of Education of Prince George's County in issuing any press releases or otherwise making any public statement with respect to this Contract (unless such press release or statement is required by applicable law regulation or the requirements of any listing agreement with any applicable stock exchange) without the prior written consent of The Board, which consent will not be unreasonably withheld. Purchase by the Board of any articles, material, merchandise, or service does not imply that the Board has either adopted or endorsed the product of service, and the use by any manufacturer, Vendor, merchant or other person of the name or emblem of the Board in any advertisement that they are furnishing products or services is not authorized. The unauthorized use of the name or emblem of the Board is prohibited by the United States Criminal Code - Section 706.

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10. CHANGES IN TERMS OR DELIVERY

After award of individual contracts, any questions or correspondence related but not limited to the following matters must be directed to the PURCHASING OFFICE, BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983, in writing:

In the event of strikes, Acts of God, or other circumstances beyond the offeror's control which prevent completion of service or delivery, the offeror must secure temporary contractual relief. The circumstances and duration must be stated by the offeror in writing and be forwarded to the PURCHASING OFFICE within ten (10) days after their development. Contractual relief shall be only that which is acceptable to and in agreement with the PURCHASING OFFICE, for those goods and services which are necessary for the day-to-day needs of the BOARD. **Please Note: ALL OVERTIME MUST BE APPROVED IN ADVANCE.**

11. TIME FOR FILING

- a. A protest based upon alleged improprieties in a solicitation that are apparent before bid opening or the closing date for receipt of initial proposals shall be filed before bid opening or the closing date for receipt of initial proposals. For procurement by competitive sealed proposals, alleged improprieties that did not exist in the initial solicitation, but which are subsequently incorporated in the solicitation shall be filed not later than the next closing date for receipt of proposals following the incorporation.
- b. In cases other than those covered in §A, protests shall be filed not later than 7 days after the basis for protest is known or should have been known, whichever is earlier.
- c. The term "filed" as used in §A or §B means receipt by the procurement officer. Protesters are cautioned that protests should be transmitted or delivered in the manner that shall assure earliest receipt. A protest received by the procurement officer after the time limits prescribed in §A or §B may not be considered.
- d. If a solicitation permits filing of a protest by electronic means, a protest is received when it is delivered to the location and within the time limits specified in the solicitation.

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**APPENDIX A – PROPOSAL AND ADDENDA ACKNOWLEDGEMENT
(SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)**

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
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Note: When submitting your bid, please use this page as a cover sheet for your proposal.

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

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

COMPANY: _____

dba: _____

REGISTERED MARYLAND OFFEROR NUMBER: _____

FEDERAL IDENTIFICATION: _____ DATE: _____

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

NAME (please print): _____ TITLE: _____

SIGNATURE OF ABOVE: _____

ADDRESS: _____

TELEPHONE # _____ FAX: _____

E-MAIL ADDRESS (for correspondence): _____

E-MAIL ADDRESS (for receiving Purchase Orders): _____

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The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation. Offeror must sign below to acknowledge receipt for each Addendum. Offerors are directly responsible for obtaining updates, changes or addendums either from eMMA webpage or by contacting the Purchasing Office for instruction.

Vendor Name: _____

Name and Title: _____

(Authorized to sign on behalf of the Company)

Addendum No. 1 _____

Signature

Addendum No. 2 _____

Signature

Addendum No. 3 _____

Signature

Addendum No. 4 _____

Signature

Addendum No. 5 _____

Signature

END OF APPENDIX A

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APPENDIX B – PAST PERFORMANCE AND REFERENCES (SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)

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Offerors shall provide information on past and current experience with rendering services similar in size and scope to those in this RFP. This description shall include:

1. Summary of the services offered including the number of years the Offeror has provided these services; the number of clients and geographic locations the Offeror currently serves, etc. and has served; and if a past customer, why the Offeror is no longer providing services
2. The offeror shall have experience with work of similar type and size to PGCPS, and such experience shall be based upon projects that have been completed by the offeror **within the last five years**. Offeror should provide **three (3) recent past performance references** from its customers who can document the following: a) the Offerors' ability to manage similar contracts, b) the quality and breadth of services provided by the Offeror under similar contracts.
3. Offerors shall provide information on any license(s), certifications, and training the staff may have achieved that are relevant to the RFP.

RECENT/PAST PERFORMANCE REFERENCES

Client Name: _____

• Date(s) of services _____

• Contract Awarded Value: _____

• Describe Scope of Work Performed: _____

• Describe Size of Project (Qualitative or Quantitative) _____

• Describe Level of Complexity _____

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Contact Name & Title: _____

Address: _____

Phone No: _____

Email Address: _____

END OF APPENDIX B

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
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**APPENDIX C - NON-COLLUSION CERTIFICATE
(SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)**

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
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I HEREBY CERTIFY that I am the _____ and the duly authorized
representative of _____ whose
address is _____ and

THAT NEITHER I nor, to the best of my knowledge, information, and belief, the above
firm nor any of its other representatives I here represent:

- (a) Have agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the RFP or offer being submitted herewith.
- (b) Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the RFP price or price Bid of the offeror or Offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within RFP or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature of:

X _____
Offeror, if the offeror is an individual

X _____
Partner, if the offeror is a partnership

X _____
Officer, if the offeror is a corporation

Subscribed and sworn before me this _____ day of _____, 20____.

X _____
Notary Public

My commission expires

END OF APPENDIX C

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
ENTRY ACCESS CONTROL SYSTEM**



PURCHASING AND SUPPLY SERVICES

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**APPENDIX D - DEBARMENT AFFIDAVIT
(SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)**

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
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_____ being duly sworn deposes and says that he is an
officer in the _____ and the party making a certain proposal for
RFP dated, _____20__, to the Board of Education of Prince George's County:

I further affirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension):

I further affirm that: (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

Signature of:

Offeror, if the offeror is an individual

Partner, if the offeror is a partnership

Officer, if the offeror is a corporation

Subscribed and sworn before me this _____ day of _____, 20__.

Notary Public

_____ My commission expires

END OF APPENDIX D

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
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**APPENDIX E - ANTI-BRIBERY AFFIDAVIT
(SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)**

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
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I HEREBY CERTIFY that I am the _____ duly authorized representative of the firm of _____ whose 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. Except as described below, neither I, nor to the best of my knowledge, the 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. (State "none" or, as appropriate, list any conviction, please, or admission described in paragraph 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 by the requested 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 representatives set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take some 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 certain persons who have been convicted or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation or 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.

Signature of:

X _____
Offeror, if the offeror is an individual

X _____
Partner, if the offeror is a partnership

X _____
Officer, if the offeror is a corporation

Subscribed and sworn before me this _____ day of _____, 20__.

X _____
Notary Public

_____ My commission expires

END OF APPENDIX E

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ENTRY ACCESS CONTROL SYSTEM**





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APPENDIX F - CERTIFICATE OF INSURANCE COVERAGE (SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)

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The successful offeror will be required to provide insurance coverage as shown in General Conditions of RFP and Contract, prior to beginning any work. This insurance coverage must be maintained throughout the life of the contract. **PROOF THAT COVERAGE IS EITHER CURRENTLY IN PLACE OR WILL BE PROVIDED MUST BE SUBMITTED WITH THE PROPOSAL.**

This can be done by one of the two following methods:

- Complete form "CERTIFICATION OF INSURANCE COVERAGE" (OR) Submit a Certificate of Insurance on a form provided by your Insurance Agent.

This form must include the following clauses:

- The Board of Education of Prince George's County is hereby named Additional Insured.
- The policy(s) cannot be reduced or canceled without at least forty-five (45) days' prior written notice to The Board of Education of Prince George's County.
- The insurance company is prohibited from pleading with government function in the absence of any specified written authority from The Board of Education of Prince George's County.
- The policy(s) will automatically include and cover all phases of work, equipment, people, et cetera which are normally covered while performing work under the above contract, whether specifically written therein or not.
- Regardless of the method used, the form **MUST** be totally complete, **MUST** show that all Limits of Insurance are or will be met, and **MUST** be signed by the Agent.
- Failure to provide the required insurance coverage by either of the two (2) methods described above when the RFP is submitted may result in rejection of your RFP as being non-responsive.

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IF YOU ARE UNABLE TO PROVIDE A CERTIFICATE OF INSURANCE FROM YOUR INSURANCE COMPANY, YOU MUST COMPLETE THE FORM BELOW:

OFFEROR NAME: _____

ADDRESS: _____

NAME OF SURETY: (TYPE OR PRINT) _____

NAME OF AGENT: (TYPE OR PRINT) _____

AGENT'S PHONE NO: _____

TYPE OF COVERAGE	MINIMUM REQUIRED LIMITS	POLICY OR BINDER NUMBER	ACTUAL LIMITS PROVIDED	EXPIRATION DATE
COMMERCIAL GENERAL LIABILITY OCC	\$1,000,000			
COMMERCIAL GENERAL LIABILITY AGG	\$3,000,000			
BUSINESS AUTOMOBILE LIABILITY	\$1,000,000 PER OCCURRENCE			
WORKMAN'S COMP	MARYLAND STATE MINIMUM COMPENSATION STATUTORY			

- () LIMITS ON ABOVE POLICY WILL BE INCREASED
- () ABOVE POLICY NOW IN EFFECT
- () POLICY WILL BE OBTAINED/ISSUED ON _____

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The following additional clauses will be considered a part of the above policy(s), the same as if specifically written therein, as pertains to the above stated contract.

- The Board of Education of Prince George's County is hereby named Additional Insured.
- The policy(s) cannot be reduced or canceled without at least forty-five (45) days prior written notice to the Board of Education of Prince George's County.
- The insurance company is prohibited from pleading with government function in the absence of any specific written authority by the Board of Education of Prince George's County.
- The policy(s) will be automatically included and cover all phases of work, equipment, persons, et cetera which are normally covered while performing work under the above contract, whether specifically written therein or not.
- The Board of Education of Prince George's County is hereby granted authority to contact the agency directly to confirm Board of Education of Prince George's County information or obtain copies of certificates of insurance. The Board of Education of Prince George's County bears no responsibility for premiums or other cost of insurance. If policy(s) is not currently in effect, it will be written immediately upon notice of award, and a copy of the binder or certificate will be sent directly to the Board of Education of Prince George's County. A properly executed copy of this document shall be legally binding as a Carrier Certificate of Insurance Form.

The below signed hereby certifies that the following information provided is true and correct.

Signature of:

X _____
(AUTHORIZED AGENT'S SIGNATURE)

X _____
(DATE)

END OF APPENDIX F

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APPENDIX G - FINANCIAL PROPOSAL TERMS
(SUBMIT WITH VOLUME IV, COST PROPOSAL ENVELOPE TWO)

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM**

Company Name: _____

Address: _____

Phone Number: _____

TO: Board of Education of Prince George’s County

We propose to **(provide service for or provide and maintain)**
FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM to the Board of Education of Prince George’s County in accordance with Scope of Work, General Terms and Conditions, and Special Terms and Conditions of **RFP PUR26-016**.

Instructions:

Each vendor shall provide a fixed labor rate and material discount as listed on **Attachment A – Cost Proposal Form**. *Offerors must bid on all items listed or no bid*. Prices shall be fixed for the contract term and option period.

The undersigned agrees to furnish and deliver materials necessary to provide Paint and Paint Sundries for The Board of Education of Prince George’s County in accordance with the attached specifications, and other related contract documentation.

Signature of:

X _____
(AUTHORIZED AGENT’S SIGNATURE)

X _____
(DATE)

(NAME)

(EMAIL)

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
ENTRY ACCESS CONTROL SYSTEM**





PURCHASING AND SUPPLY SERVICES

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APPENDIX H - MBE FORM
(SUBMIT WITH VOLUME II, MBE ENVELOPE ONE)

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM**

This document must be completed by All Offerors, signed in blue ink by an authorized company official & submitted with your bid response.

Prime Vendor Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Number: _____

Ref
Proposal# _____

FOR LOCALLY BASED MINORITY USE ONLY

LOCALLY BASED MINORITY BUSINESS TYPE (check as applicable):

PGC MBE____ PGC MWE _____ MD MBE____ MD MWE_____

IF YOU ARE LOCALLY BASED BUSINESS, PROVIDE CERTIFICATION INFORMATION:

P.G. COUNTY GOVERNMENT: Certification No.: _____

MD. STATE DEPT. OF TRANSPORTATION: Certification No.: _____

END OF APPENDIX H

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
ENTRY ACCESS CONTROL SYSTEM**



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**APPENDIX IA – STATE OF MARYLAND TAX CERTIFICATION
(SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)**

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM**

At the time of proposal or bid for a State procurement contract of \$10,000 or more is submitted, the offeror or bidder shall certify to the procurement officer that the offeror or Bidder 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 offeror or Bidder is a vendor of tangible personal property, the offeror or Bidder 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 by 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.

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

Signature

Date

Name (please type or print)

Witness Signature

Date

Name (please type or print)

END OF APPENDIX IA

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
ENTRY ACCESS CONTROL SYSTEM**





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APPENDIX IB – STATE OF MARYLAND CERTIFICATE OF GOOD STANDING (SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)

RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM

Bidder shall submit a State of Maryland Certificate of Good Standing or other State of Maryland issued documentation verifying the bidder is in Good Standing with the Department of Assessment and Taxation of Maryland and/or registered to do business in the State of Maryland.

Certificates of Status may be obtained online at <http://www.dat.state.md.us>.

This requirement applies to both Domestic and Foreign (out of state) Bidders. Foreign entities should contact the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, to determine and apply for the appropriate documentation.

- a) Bidder shall complete and submit an Appendix I, "State of Maryland Tax Certification", provide a current State of Maryland Certificate of Good Standing or other filing verifying the Bidder is in Good Standing with the Department of Assessments and Taxation of Maryland. Certificates of Status may be obtained online at <http://www.dat.state.md.us>. This requirement applies to both Domestic and Foreign Bidders (out of state).
- b) Foreign entities should contact the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, to determine and apply for the appropriate documentation.

END OF APPENDIX IB

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
ENTRY ACCESS CONTROL SYSTEM**



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APPENDIX J – CERTIFICATION OF COMPLIANCE (SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)

RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM

All Contractors, subcontractors or vendors must abide by PGCPS Board policies and regulations while working on PGCPS property.

Maryland Law requires that any person who enters a contract with a county board of education may not knowingly employ an individual to work at a school (or PGCPS facility) if the individual is a registered sex offender. Please reference §11-113 of the Criminal Procedure Article of Maryland Code for penalty.

Be advised that individuals who are registered sex offenders are not eligible to work on any PGCPS project. The Vendor must initially check the Maryland Department of Public Safety & Correctional Services' MARYLAND SEX OFFENDER REGISTRY and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well.

In the event that a registered sex offender is discovered to be working on a PGCPS project, whether through employment by the prime Contractor, subcontractor or vendor, the site superintendent will immediately remove the individual from the premises and permanently terminate his work assignment. PGCPS may terminate this contract as a result if the Contractor is unable to demonstrate he has exercised care and diligence in the past in checking the Maryland registry.

Effective July 1, 2015, amendments to §6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor or vendor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

A sexual offense in the third or fourth degree under §3-307 or §3-308 of the Criminal Law Article of the Maryland Code. Child sexual abuse under §3-602 of the Criminal Law Article of the Maryland Code or any other State; or a crime of violence as defined in §14-101 of the Criminal Law Article of the Maryland Code or any other State.

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

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

RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM



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

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

Signature _____ Date _____

Print name and title of signatory _____

Print name of company _____

END OF APPENDIX J

RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM





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APPENDIX K – VENDOR CONFLICT OF INTEREST DISCLOSURE FORM (SUBMIT WITH VOLUME III, APPENDICES ENVELOPE ONE)

RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM

All vendors interested in conducting business with Prince George’s County Public School (PGCPS) must complete and return the Vendor Conflict of Interest Disclosure Form, in order to be eligible to be awarded a contract with PGCPS. Please note that all vendors must comply with PGCPS’s conflict of interest certification, as stated below. If a vendor has a relationship with a PGCPS employee or an immediate family member (spouse, child (stepchild or adopted), parent, or sibling) of a PGCPS employee, the vendor shall disclose the information required below.

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

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

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

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

Signature of Vendor Authorized Representative/Date _____

Printed Name of Vendor Authorized Representative _____

RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM





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**ATTACHMENT A – COST PROPOSAL FORM
(SUBMIT WITH VOLUME IV, COST PROPOSAL ENVELOPE TWO)**

**RFP PUR26-016 FLEET SERVICE BUILDING SECURITY GATE DESIGN,
INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM**

Company Name _____
Address _____
Phone Number _____

TO: Board of Education of Prince George’s County

We propose providing services for **FLEET SERVICE BUILDING SECURITY GATE DESIGN,
INSTALLATION, AND ENTRY ACCESS CONTROL SYSTEM.**

to the Board of Education of Prince George’s County in accordance with Special Terms and Conditions,
General Terms and Conditions, Scope of Work, and other documents of this Request for Proposal.
Respondents shall provide all-inclusive rates for the proposed project as follows:

PRICING TEMPLATE:

**Please download the pricing template attached to eMMA and use it to complete the pricing
breakdown as outlined in the RFP.**

Name _____ Title _____

Signature _____ Date _____

**RFP PUR26-016, FLEET SERVICE BUILDING SECURITY GATE DESIGN, INSTALLATION, AND
ENTRY ACCESS CONTROL SYSTEM**





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Appendix L: Digital Tool Status and Details

Section 1 (Required for ALL Offerers)

Company Details [REQUIRED]

Company name _____

Product/ Platform or Service _____

Contact Information

Name _____

Title _____

Email Address _____

Phone Number _____

PGCPS defines “digital tool” as a tool that does one or more of the following:

- Interfaces with the PGCPS network, platforms, or technology devices
- Requires staff or students to login
- Uses, processes, or stores PGCPS student, staff, or other organizational data.

Digital Tool Status [REQUIRED]

Based on the above definition, select **ONE** response that is most appropriate for your product or service:

- a.) This product is *NOT* a digital tool. (**STOP here**)
- b.) This service does NOT require/include the use of a digital tool. (**STOP here**)
- c.) This product **IS** a digital tool. (**Continue on to Section 2**)
- d.) This service **DOES** require/include the use of a digital tool. (**Continue on to Section 2**)

***** If this product or service meets the criteria for a digital tool (c. or d.), proceed to the next section to continue completing this document. *****

Appendix L: Digital Tool Status and Details - Section 2

Required for Digital Tools or Services (as determined on p. 1)

General Information

Current Version of Product _____

Brief description of Product or Service. (For services, clearly indicate how digital tools will be used)

Related Applications

If your service requires access to other applications as part of the delivery, please include a full list below. (e.g. Tutoring Service requires access to SuperMath and ReadingRockstars; Inventory system requires access to ERP.)

Who will access this digital tool? (select all that apply)

- Central Office Staff
- School Staff
- Teachers
- Students
- Parents/Guardians
- Community members
- Other: _____

Interoperability

What types of Single Sign On (SSO) do you support? (select all that apply)

- Authentication is not required
- Google
- ADFS/SAML
- Clever (for instructional products)
- Canvas LTI 1.3 (for instructional products)
- SSO is not supported (*Explanation required below*)

****If you selected "SSO is not supported" please explain how credentials are created and maintained**

What methods of automated data transfer/rostering do you support? (select all that apply)

- Clever Rostering (for instructional products)
- Canvas LTI 1.3 Rostering (for instructional products)
- OneRoster API
- OneRoster SFTP
- Proprietary API
- Proprietary formatted CSV - SFTP
- Join code/link for Rostering
- Data Transfers are NOT needed for this product (***Explanation required below*)
- Data Transfers are needed, but none of these methods apply. (***Explanation required below*)

****If you selected either of the last two choices, please elaborate below:**

How is this digital tool accessed?

- It is web-based
- Requires iOS app
- Google Play app
- Requires installation on Mac or PC
- Other: _____

Describe how licenses are assigned and managed. Be clear about any manual processes.

Privacy and Security

Please provide a URL/link for the following:

Privacy policy _____
This should apply to this product (not the related commercial website)

Terms of Service _____

Security Policy _____

Direct Notice for parents (*if applicable*) _____

Which of the following Third Party Security Assessments apply?

- SOC 2 Type 2
- SOC 2 Type 1
- ISO 27001 Certification with Statement of Applicability (SoA)
- Other Independent Risk Assessment
- Internal Risk Assessment only
- None of the above are available

I understand that a SOC 2 Report or ISO 27001 Certification with Statement of Applicability (SoA) will be required from vendors who process sensitive information and/or a large scale and scope of district data.

Identify the specific geographic locations where district data could be processed or stored.

_____ United States only

_____ Other: _____

Artificial Intelligence

Does this product include generative AI features?

_____ No

_____ Yes - they can be enabled/disabled by feature or user group

_____ Yes - they are on for all staff (adult users)

_____ Yes - they are on for all users

Artificial Intelligence: If AI features are present, the model is:

_____ N/A

_____ In-house / Proprietary (developed and used within the organization.)

_____ Third-Party/Licensed (licensed, whole or in part, from a third party)

Please identify which third parties: _____

Artificial Intelligence: If AI features are present, is user input used to train the model?

_____ N/A

_____ Yes

_____ No

Test Accounts

PGCPS is legislatively required to evaluate each digital tool for compliance to WCAG version 2.1, levels A and AA. For this reason, PGCPS requires **login credentials** to allow the Accessibility Review Team to complete these evaluations.

These credentials should be for full Student, Teacher, and Admin access to all parts of the product. If login credentials are not provided and PGCPS is unable to complete the required accessibility evaluation, the purchasing process will be stalled or stopped and may result in a different product being purchased as a replacement. For this reason, **it is an absolute requirement** that login credentials be provided as requested on this form. These credentials should have the same access as a licensed user and must **remain active** for the duration of the evaluation and/or contract period.

Test Credentials for STUDENT

Link to Student login page: _____

Student Credentials: _____

Test Credentials for TEACHER

Link to Teacher login page: _____

Teacher Credentials: _____

Test Credentials for ADMINISTRATOR

Link to Administrator login page: _____

Administrator Credentials: _____

Special Directions/Notes about Credentials



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Instructions for Completing Appendices M and N PGCPS Data Privacy and Security Agreement (DPSA) and Exhibit A-B

Required for all digital tools (as identified in Appendix L - Page 1)

The **Data Privacy and Security Agreement (DPSA)** is broken down into two main sections: the main agreement and the Exhibits.

- The main agreement of the **DPSA** is divided into 7 sections which are not to be modified, except through the use of the **Exhibit F**.
- The Exhibits provide space for PGCPS and Vendors to add their specific requirements to the DPSA.
 - **Exhibits A and B** are provided as a separate document which will be incorporated into the PDF before final signatures. (Alternatively, Exhibit B may be edited directly in the DPSA.)

Both the [DPSA \(PDF\)](#) and [Exhibits A and B](#) (Excel) must be submitted for review and approval.

Main Agreement Overview

Section	Description/Instruction
1	Includes the defined terms used in the DPSA. Each defined term is noted as a capitalized word throughout the DPSA.
2	Describes the length of time that this DPSA will remain in effect between the parties. The term of the DPSA is intended to mirror the same length of time of the services agreement between the parties. It also describes the methods the parties may use to terminate the DPSA.
3	Describes the obligations for data use, and ownership between the parties.
4	Describes the specific obligations binding on the Vendor.
5	Describes the specific obligations binding on the Institution.
6	Incorporates Exhibit E which contains the Institution required insurance provisions.
7	Contains the boilerplate legal language for the DPSA. Section 7.5 should be completed by the Institution and the Vendor with their respective legal and security contact information.
Signature Blocks	The parties should ensure that they complete their entity name and address in addition to authorized signatures.



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Exhibit Overview

Exhibit	Guidance
Exhibit A	<p>Exhibit A is an Excel file that includes the Data Schedule and the Vendor Security Standards</p> <p>It should be completed and returned for review before being incorporated into the final PDF version of the DPSA.</p>
Exhibit A Part 1	<p>Data Schedule</p> <p>That Data Schedule is an inventory of the data fields the vendor will store, process, access, or use in providing their services to the Institution. The exhibit should include:</p> <ol style="list-style-type: none"> 1. The name of the vendor and product or service at the top of the exhibit. 2. For each data element listed, the vendor must indicate if the data element is “required” or “optional” to operate their services or if it is “not used”. 3. For each required or optional data element, provide the specific legitimate educational or system security function for its use. <p><i>PGCPS operates under Maryland Education Code § 4-131, which imposes strict bans on profiling students for non-educational purposes. Generic "commercial" privacy language is frequently rejected. The purpose must describe how the data supports student learning or system integrity.</i></p> <p><i>If you mark fields such as Application Technology Metadata, Services Usage Statistics, Device Identifiers, or Cookies as "Required" or "Optional," you must confirm they will be used for Authorized for 'School Purposes' only and not used for profiling for any non-educational purpose, nor used for targeted advertising. If this data persists beyond the session, it must be de-identified.</i></p> <p>NOTE to vendors with multiple products:</p> <ul style="list-style-type: none"> • If all the products have the same data schedule and are subject to the same security standards, they may all be listed on the same Exhibit A. The specific titles should be listed in the “Product” section at the top of the page, each separated by a comma. • If the products use different data fields, have different purposes for those fields or are subject to different security practices, individual Exhibit As are required.



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Exhibit	Guidance
Exhibit A Part 2	<p>Vendor Security Standards</p> <p>The vendor will describe their internal security practices. Detailed responses should be provided for each row and should be entered directly into the spreadsheet.</p> <p>If a SOC 2 Type 2 report will be provided, responses can refer to the report instead.</p> <p style="text-align: center;">-----</p> <p><i>This exhibit is provided to the Vendor as a spreadsheet for easier completion and feedback from PGCPS, available at: bit.ly/PGCPS_DPSAExhibitA.</i></p> <p><i>The final, agreed-upon version will be incorporated into the official Data Privacy and Security Agreement before the signature request.</i></p>
Exhibit A Third Party Security Verification	<p>SOC 2 Type 2 Audit Report or ISO 27001 Certificate with Statement of Applicability (SoA)</p> <p>PGCPS requests that all vendors who process PII or institutional data provide a current copy (within 18 months) of one of the following:</p> <ul style="list-style-type: none"> ● SOC 2 Type 2 Audit Report (<i>Type 1 will be accepted in limited circumstances</i>) ● ISO 27001 Certificate with Statement of Applicability (SoA) ● Letter of Engagement - may be submitted when the initial audit is underway. <p>If one of the above is not available, the scope and scale of data being processed will be taken into account.</p> <p>If an NDA is needed, please send it to meghen.ehrich@pgcps.org.</p>



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Exhibit	Guidance
Exhibit B	<p>This exhibit should be completed by the Vendor. List each Subprocessor used in their services. Please note, the term “Subprocessor” is defined in Section 1 of the DPSA.</p> <p>Responses may be entered directly into the PDF or on the Exhibit B tab of the spreadsheet used for Exhibit A.</p> <p>For each subprocessor, provide:</p> <ol style="list-style-type: none"> 4. The Subprocessor company name (e.g., Amazon Web Services). 5. The Subprocessor’s address (e.g., 123 Main Street). 6. A description of the “Processing Activities” of the Subprocessor. These activities should describe how the Subprocessor is processing any Institution Data (e.g., “Cloud- based hosting services for our software”). 7. An explicit list of the Institution Data elements that the Subprocessor is using, storing, or processing (e.g., name, email address, IP address, student generated content). 8. The geographic location where <i>the Institution Data</i> is being stored or processed (e.g., USA, or Mexico).
Exhibit C	<p>This exhibit is a template that can be used by the parties. This exhibit can be used by the Vendor to fulfill their certification obligations under Section 4.9(c) of the DPSA.</p>
Exhibit D	<p>This exhibit includes changes/ additions made to the main body of the DPSA by PGCPS.</p>
Exhibit E	<p>This exhibit is used to describe the insurance requirements to be fulfilled by the Vendor.</p> <p>Any requested change to the standard amount must be reviewed and approved by the Director of Risk Management. Scale, scope, and sensitivity of data will be considered.</p>
Exhibit F	<p>This exhibit is intended to be used for any agreed upon modifications of the DPSA the parties negotiated during the contracting process.</p> <p>This section should include the original text as it appears in the main body (or Exhibit D) of the document and the requested/approved modifications.</p>

Data Privacy and Security Agreement

Prince George's County Public Schools and _____.

This 1EdTech Data Privacy and Security Agreement (“DPSA”) is entered into by and between the institution entity defined in the signature block below (“Institution”) and the third-party provider listed in the signature block below (“Vendor”) (individually a “Party”, together the “Parties”). This DPSA is effective as of the last signature date below (the “Effective Date”). In the event of a conflict between this DPSA or any other writing between the Parties, this DPSA shall control with respect to the subject matter herein.

The Parties agree as follows.

1. Definitions.

- **“Affiliate(s)”** means any entity, subsidiary, parent, or other organization that shares at least 50% ownership with a party.
- **“Institution Data”** means any proprietary or confidential data provided by Institution to Vendor or created by Vendor on behalf of Institution in the provision of the Services. Institution Data includes without limitation Educational Records and Personally Identifiable Information (as defined below) and includes confidential information as defined in the Service Agreement. Institution Data does not include Services use data used by the Vendor for internal operations.
- **“Data Breach”** means an actual breach of security, privacy, or Data Protection Laws leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, Institution Data created, transmitted, stored, or otherwise Processed by Vendor.
- **“Data Protection Law(s)”** means the laws and regulations that are applicable to the Processing of Personally Identifiable Information or Institution Data Processed by Vendor under this DPSA, including without limitation, FERPA (defined below), the Children’s Online Privacy and Protection Act (“COPPA”) at 15 U.S.C. § 6501-6505 and 16 CFR Part 213, the Protection of Pupil Rights Amendment at 34 CFR Part 90 (“PPRA”), the Children’s Internet Protection Act at 20 U.S.C. § 9132 and 254 (“CIPA”) and any applicable federal and state laws governing the protection of Personally Identifiable Information.
- **“De-identified Data”** means data and information where all Personally Identifiable Information has been removed or obscured such that the remaining data and information does not reasonably identify a specific individual, including

but not limited to, any information that, alone or in combination is linkable to a specific individual. Provided, however, data sets with less than twenty (20) individuals are not considered “de-identified”.

- **“Disclosure”** means to permit access to or the release, transfer or other communication of Personally Identifiable Information or Education Record by any means, including oral, written, or electronic means, to any unauthorized third-party.
- **“Educational Records”** means records, files, documents, and other materials directly related to a student including Student Generated Content and created or maintained by the Institution, or by a person acting on behalf of the Institution.
- **“FERPA”** means the Family Educational Rights and Privacy Act at 20 U.S.C. § 1232g and regulations at 34 CFR Part 99.
- **“Personally Identifiable Information”** or **“PII”** means any information relating to an identified or reasonably identifiable individual. This includes indirect information or identifiers; or other information that, alone or in combination, is linked or linkable to a specific person that would allow a reasonable person, who does not have personal knowledge of the relevant circumstances, to identify an individual with reasonable certainty.
- **“Processing”** means any operation or set of operations which is performed upon Personally Identifiable Information whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, Disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure, or destruction (**“Process”**, **“Processes”** and **“Processed”** shall have the same meaning).
- **“School Official”** means is an entity that, (a) performs an institutional service or function for which the Institution would otherwise use employees; (b) is under the direct control of the Institution with respect to the use and maintenance of Student Data including Education Records; and (c) Is subject to 34 CFR § 99.33(a) governing the use and re-Disclosure of Personally Identifiable Information from Education Records.
- **“Service Agreement”** means the current contract for Services between the Institution and Vendor.
- **“Services”** means the software, services, goods, or other materials described in the Service Agreement and includes the underlying infrastructure, hosting, and networks.
- **“Student Generated-Content”** means any content created by a student through their use of the Services, including, but not limited to, essays, research papers, portfolios, creative writing, music or other audio files, or photographs, except

"student-generated content" does not include student responses to a standardized assessment, or responses to other assessments.

- **“Subprocessor(s)”** means any third-party engaged by the Vendor that Processes Personally Identifiable Information or Education Records on behalf of the Vendor.

2. Term; Termination.

2.1. Term. This DPSA shall commence on the Effective Date and shall continue for the term of the Service Agreement, unless terminated earlier in accordance with this DPSA.

2.2. Termination.

- (a) During the term of the Service Agreement, this DPSA may be terminated by either Party upon thirty (30) days prior written notice to the other Party. In the event of such termination, Vendor shall stop Processing Institution Data and dispose of Institution Data as described in Section 4.9.
- (b) In the event of an incurable breach of this DPSA by the Vendor, Institution may terminate this DPSA immediately. In the event of such termination, Vendor shall stop Processing Institution Data and dispose of Institution Data as described in Section 4.9.
- (c) This DPSA shall automatically terminate upon the same date as the Service Agreement unless otherwise agreed to by the Parties. In the event of such termination, Vendor shall stop Processing Institution Data and dispose of Institution Data as described in Section 4.9.

3. Data Use, Ownership, and Obligations.

3.1. Data Ownership. As between Institution and Vendor, Institution owns and controls all Institution Data provided to; or generated by Vendor under this DPSA and the Service Agreement. All rights and intellectual property in and to Institution Data shall remain the exclusive property of the Institution. Any modifications, copies, additions to or any portion of the Institution Data are subject to the provisions of this DPSA.

3.2. Data Location. Vendor will store or host all Educational Records and Personally Identifiable Information in the continental USA.

3.3. FERPA. To the extent that the Institution is subject to FERPA, the Parties agree that Vendor operates as a School Official under FERPA and has a legitimate educational interest in Personally Identifiable Information from Education Records received from the Institution pursuant to this DPSA. For purposes of the Agreement and this DPA, Vendor: (a) provides a service or function for which the

Institution would otherwise use its' employees; (b) is under the direct control of the Institution with respect to the use and maintenance of Education Records; and (c) is subject to the requirements of FERPA governing the use and re-Disclosure of Personally Identifiable Information from the Education Records received from Institution.

- 3.4. Separate Account.** As required and defined by applicable Data Protection Laws, if Student Generated Content is created, stored, or maintained by Vendor or the Services, Vendor shall, at the request of the Institution, transfer or provide a mechanism for the Institution to transfer such Student Generated Content to a separate account created by the student or parent.
- 3.5. De-Identified Data.** De-Identified data may be used by Vendor for those purposes permitted under FERPA and the following purposes: (a) assisting the Institution or other governmental agencies in conducting research and other studies; research and development of the Vendor's educational sites, services, or applications, and (b) to demonstrate the effectiveness of the Services; and for adaptive learning purpose and for customized student learning. Vendor's use of De-Identified Data shall survive termination of this DPA or any request by Institution to return or destroy Student Data. Vendor agrees not to attempt to re-identify De-Identified Data, and not to transfer De- Identified Student Data to any third party unless that third party agrees in writing not to attempt re-identification.
- 3.6. Data Schedule.** The Vendor shall complete Exhibit A to describe the Institution Data elements Processed by the Services. The Vendor agrees to update Exhibit A as necessary when Institution Data elements are added or removed.

4. Vendor Obligations.

- 4.1. Authorized Use.** Vendor shall only use Institution Data as provided in this DPSPA and the Service Agreement to provide the Services. Except as expressly permitted herein, Vendor shall not disclose Institution Data to any third party without the prior written consent of Institution. Vendor may only share Institution Data with its Affiliates to provide the Services under the Agreement and any such access shall be on a need- to-know basis.
- 4.2. Compliance with Data Protection Laws.** In its provision of the Services, Vendor agrees to comply with all Data Protection Laws applicable to its Processing of Institution Data.
- 4.3. Advertising.** Vendor shall not sell, transfer, share, or otherwise disclose Personally Identifiable Information, Education Records, unique identifiers, or any Institution Data to targeted advertising providers or develop a profile of a student or parent or guardian for the purpose of advertising. Vendor will not use Institution Data for its own advertising or for third-party advertising. This does not prohibit Vendor from using Institution Data to provide adaptive learning services, customized student learning services, making product recommendations to

Institution employees, and notify account holders of updates about the Services or new features of the Services.

4.4. Vendor Personnel. Vendor shall ensure that its employees, Subprocessors, subcontractors, and agents (collectively “**Personnel**”) involved in the Processing of Personally Identifiable Information or Education Records are subject to either contractual or statutory obligations of confidentiality, and that access is strictly limited to those Personnel who require access to perform the Services. Vendor shall ensure that its Personnel are informed of the confidential nature of the Institution Data and have received appropriate training on their responsibilities and applicable Data Protection Laws. As required by Data Protection Laws or Institution policy, Vendor shall ensure that its Personnel have gone through appropriate background checks prior to accessing Personally Identifiable Information or Education Records.

4.5. Security and Privacy.

(a) Security and Privacy Program. Vendor shall implement and maintain a security and privacy program that includes appropriate physical, administrative, technical, and operational controls to protect the confidentiality, integrity, privacy, and availability of Institution Data Processed by Vendor aligned with an industry standard framework, for example such as the NIST Cybersecurity Framework, AICPA SOC 2 Type 2, ISO/IEC 27001, or other recognized industry standards. Vendor shall describe its security standards in Exhibit A. These measures shall include protection against unauthorized or unlawful access, processing, loss, alteration, damage of Institution’s Personally Identifiable Information. Vendor shall regularly monitor its compliance with its program and not materially decrease its privacy and security controls during the term of this DPSA.

(b) Incident Response Plan. Vendor shall implement, maintain, and regularly test an incident response plan consistent with industry standard practices and Data Protection Laws. This incident response plan shall include processes for responding to a Data Breach, breach of the security, privacy, or unauthorized acquisition or use of Institution Data or any portion thereof, including PII and agrees to provide Institution with a summary of said written incident response plan so long as a valid non-disclosure agreement in place between the parties.

4.6. Data Breach. In the event of a Data Breach, Vendor shall promptly, but in no more than seventy-two (72) hours, notify Institution of any such Data Breach unless prohibited by an applicable law enforcement authority. Vendor shall provide such notification to Institution’s Security Contact as described in Section 7.5 or other contact as provided by Institution. In such notification Vendor shall provide the following information, to the extent such information becomes available to Vendor; (a) a general description of the Data Breach; (b) the categories and approximate number of records or individuals affected by the Data Breach; (c) actions taken by Vendor to remediate the Data Breach; and (d)

Vendor shall (i) take reasonable steps to mitigate the effects and minimize any damage resulting from the Data Breach; (ii) cooperate with Institution's reasonable requests for assistance in remediating a Data Breach; and (iii) maintain records of information related to the Data Breach. If such information is not available within the timeframe specified, the Vendor shall include an estimated timeline to provide a complete detail of the above aspects.

4.7. Audits. No more than once every twelve (12) months Institution may audit Vendor's compliance with this DPSA and applicable Data Protection Laws for the purpose of meeting its obligations under Data Protection Laws or Institution's policies. Institution shall provide at least thirty (30) days written notice to the Vendor of such an audit.

(a) In lieu of an Institution audit, Vendor agrees to conduct an annual security and privacy audit of its Services and program. Upon receipt of a written request and execution of an appropriate confidentiality agreement, Vendor will provide copies of its most recent audit summary or bridge letter to Institution. Vendor agrees to have a third-party conducted penetration test, dated within the last twelve (12) months, with all high and above findings remediated.

(b) In the event of a Data Breach, or inquiry by any governmental agency, Institution (or the applicable governmental agency) may perform an audit of Vendor upon written notice to Vendor. Institution shall send any such audit request to the Security Contact identified in Section 7.5 (Notice). In the event that Institution engages a third party to perform the audit, such third party shall execute a non-disclosure agreement with Vendor. Institution agrees to promptly notify the Vendor of any non-compliance discovered during such an audit.

(c) The Vendor agrees in good faith to remediate any critical or high security findings, or known exploitable findings identified by the Institution.

4.8. Subprocessors. Institution agrees that Vendor may use Subprocessors in connection with the provision of the Services and permit Subprocessors to Process Institution Data, provided that:

(a) Vendor shall ensure that obligations not materially less protective than those set out in this DPSA, and applicable Data Protection Laws are imposed on its Subprocessors;

(b) Vendor shall be responsible for the acts and omissions of its Subprocessors if and to the same extent Vendor would be liable if performing the services of each Subprocessor directly;

(c) Vendor shall provide Institution of a list of its current Subprocessors in Exhibit B or by providing a link to a website where information about its list of Subprocessors are kept up to date; and

(d) Vendor shall inform the Institution of any changes or additions to its Subprocessors at least thirty (30) days prior to such addition or change.

4.9. Deletion and Return of Institution Data.

- (a)** Vendor shall (and procure that its Subprocessors shall) securely delete Institution Data stored in the Services (i) within ninety (90) days after termination of this DSPA; or (ii) within thirty (30) days upon written request from Institution. Upon written request from Institution, Vendor shall provide written certification of such deletion substantially in the form of Exhibit C. Until such deletion occurs, the Vendor will ensure compliance with this DSPA.
- (b)** Vendor shall provide functionality for Institution to download Institution Data from the Services, to the extent possible provided by the Services. If the Services do not provide a download functionality, the Vendor shall return to Institution all Institution Data in the Services in an industry standard format within ninety (90) days after termination of this DSPA.
- (c)** If Vendor believes that it cannot comply with the foregoing deletion requirement because applicable law requires the retention of such data then Vendor shall provide written notice to Institution within thirty (30) days of termination of this DSPA informing of such requirement and protect such data in accordance with this DSPA.

4.10. Law Enforcement Requests. If the Vendor receives a request for access to Institution Data from a legally authorized entity, the Vendor shall promptly notify Institution of such request unless prohibited from such notification by applicable law.

5. Institution Obligations.

- 5.1.** Institution shall, in its use or receipt of the Services Process Institution Data in accordance with the Data Protection Laws. Institution will ensure that its instructions for the Processing comply with applicable Data Protection Laws. Institution shall have sole responsibility for the accuracy, quality, and legality of Institution Data, the means by which Institution obtained the Institution Data, and for fulfilling all requirements under Data Protection Laws necessary to make the Institution Data available to Vendor. Institution shall promptly notify Vendor of any known unauthorized access to the Services. Institution will assist Vendor in any efforts by Vendor to investigate and respond to any unauthorized access to the Services.
- 5.2. COPPA Obligations.** Children under 13 may only use the Services with prior consent of a parent or an educational institution acting on behalf of the child's parent. Institution agrees that it has obtained such consent prior to permitting any child under 13 from accessing or using the Services.

6. Insurance.

In addition to any insurance requirements under the Service Agreement, Vendor shall secure and maintain at Vendor's sole expense the insurance coverages described Exhibit E.

7. Miscellaneous.

- 7.1. Severance.** Should any provision of this DPSA be invalid or unenforceable, then the remainder of this DPSA shall remain valid and in force. The invalid or unenforceable provision shall be either amended as necessary to ensure its validity and enforceability, while preserving the Parties' intentions as closely as possible or, if this is not possible, construed in a manner as if the invalid or unenforceable part had never been contained therein.
- 7.2. Entire Agreement.** This DPSA and the Service Agreement constitutes the entire of agreement of the Parties with respect the subject matter hereof and supersedes any prior or contemporaneous representations, understandings, writings, or agreements by the Parties. This DPSA may only be amended by the Parties in writing.
- 7.3. Governing Law; Jurisdiction; Venue.** This DSPA shall be governed by and construed in accordance with the laws of the state of Institution without regard to conflicts of laws principles. The Parties agree to submit to the jurisdiction of the state and federal courts located in the state of the Institution.
- 7.4. Assignment.** Vendor may not assign its rights and obligations under this DPSA without the consent of the Institution which shall not be unreasonably withheld. Any such assignment without consent shall be considered null and void. Notwithstanding the foregoing, Vendor may assign its rights and obligations under this DPSA, in whole or part, in connection with the transfer or sale of all or substantially all of the assets or business of Vendor. This DPSA will be binding upon, incur to the benefit of, and be enforceable by the Parties and respective successors and permitted assigns.
- 7.5. Notices.** Any notice required or permitted to be given under this DPSA shall be in writing and shall be addressed to the appropriate Party at the address specified below. Notices shall be deemed to have been given for all purposes (a) when delivered if sent by a reputable courier service, or (b) five (5) days after mailing, or (c) upon receipt when delivered by email provided that the recipient acknowledges such delivery.

Institution Legal Notice Representative	Institution Security Representative
Name:	Name:
Title: General Counsel	Title:
Address: 14201 School Lane, Upper Marlboro, MD 20772	Address: 14201 School Lane, Upper Marlboro, MD 20772
Phone: 301-952-6063	Phone: 301-952-6250
Email:	Email:

Vendor Legal Notice Representative	Vendor Security Representative
Name:	Name:
Title:	Title:
Address:	Address:
Phone:	Phone:
Email:	Email:

[Signatures to Follow]

Agreed and accepted.

Vendor Name

Address

City/State/Zip

Signature

Name

Title

Date

Prince George's County Public Schools

Institution Name

14201 School Lane

Address

Upper Marlboro, MD 20772

City/State/Zip

Signature

Name

Title

Date

Exhibit A

(Part 1) - Schedule of Institution Data

(Part 2) - Vendor Security Standards

Exhibit A - Institution Data Schedule and Vendor Security Practices is a required component. It is provided as an editable document for your convenience. The finalized version will be incorporated into the fully executed DPSA PDF.

Access Exhibit A and the directions at:

https://bit.ly/PGCPS_DPSAExhibitA

This page will be replaced by the completed Exhibit A upon review

***Sensitive data field, SOC 2 or similar required**

Exhibit B - Subprocessor List

All currently approved subprocessors are listed below or attached. **All columns** must be addressed. If no subprocessors are used, select the checkbox below.

No subprocessors are used in the support or delivery of this product.

Subprocessor Name	Subprocessor Address	Processing Activities	Institution Data Processed	Processing and/or Hosting Location

Exhibit C - Data Deletion Certificate Template

The undersigned hereby certifies that all copies of Institution Data collected, created, or processed by _____ on behalf of Prince George's County Public Schools have been securely deleted from Vendor's Services on _____.

By signing this certificate, Vendor confirms that all Institution Data, including copies, derivatives, subsets, manipulated files, system backups, temporary files, including non-electric media, held by Vendor, its employees, subcontractors, agents, and Subprocessors have been properly disposed in accordance with the Data Privacy and Security Agreement.

Signature

Name

Title

Vendor Name: _____

Address: _____

Exhibit D - Institution Specific Requirements

- Vendor agrees that this DPA governs the relationship between Vendor and PGCPS with respect to Data Privacy and supersedes any Vendor Data Privacy policies.
- Vendor acknowledges and agrees that PGCPS is providing consent on behalf of students and parents for core educational functions only. This does not extend to sharing data with third parties for non-educational purposes.
- **3.6 Data Schedule.** The Vendor shall complete Exhibit A to describe the Institution Data elements Processed by the Services. The Vendor agrees to update Exhibit A as necessary when Institution Data elements are added or removed and will notify the Institution in writing within 30 days.
- **4.9 Deletion and Return of Institution Data.**
 - (a) Vendor shall (and procure that its Subprocessors shall) securely delete Institution Data stored in the Services (i) within ninety (90) days after termination this DSPA; or (ii) within thirty (30) days upon written request from Institution. Vendor shall provide written certification of such deletion substantially in the form of Exhibit C, **within thirty (30) days of deletion.** Until such deletion occurs, the Vendor will ensure compliance with this DSPA.
 - (b) Vendor shall provide functionality for Institution to download Institution Data from the Services, to the extent possible provided by the Services. If the Services do not provide a download functionality, the Vendor shall return to Institution all Institution Data in the Services in one of the following formats csv, xlsx, XML, Microsoft Access within ninety (90) days after termination of this DSPA.

Exhibit E - Insurance Coverages

Insurance coverages shall be with an admitted carrier having at least an “A” BEST rating. The Vendor shall include the Institution as an additional insured and provide evidence of such coverages upon request by Institution.

Cyber liability coverage providing protection against (i) privacy breaches (liability arising from the loss or Disclosure of Institution Data); (ii) system breach; (iii) denial or loss of service; (iv) introduction, implantation, or spread of malicious software code; and (v) unauthorized access or use of computer systems with a limit of at least

\$ One Million Dollars (\$1,000,000.00) per occurrence.

Commercial general liability insurance covering bodily injury and property damage to third parties and including Products/Completed Operations and Blanket Contractual Liability, covering Vendor and its employees, at the following limits:

\$ One Million Dollars (\$1,000,000.00) per occurrence.

\$ Three Million Dollars (\$3,000,000.00) general aggregate.

Exhibit F - Data Privacy and Security Agreement Variations

Any variations to the DPSA agreed to between the Parties shall be listed below.

Section Number	Original Language	Revised Language

Section Number	Original Language	Revised Language



PURCHASING AND SUPPLY SERVICES

De'Nerika Johnson | Director MBA, CPPO, NIGP-CPP | denerika.johnson@pgcps.org
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

APPENDIX O - Third Party Security Verification

Required for all digital tools (as identified in Appendix L - Page 1)

PGCPS requires vendors who process PII or sensitive institutional data to provide a current (within 18 months) copy of one of the following before a final approval can be made:

- **SOC 2 Type 2 Audit Report** (Type 1 will be accepted in limited circumstances)
- **ISO 27001 Certificate with Statement of Applicability (SoA)**
- **Letter of Engagement** verifying one of the above are actively underway. This must include a timeline for when the report or certificate will be available.

If an NDA is needed, please send it to meghen.ehrich@pgcps.org.

If one of the above is not available, the scope, scale and sensitivity of the data being processed will be taken into account along with vendor responses to Exhibit B as part of the vetting process.



PURCHASING AND SUPPLY SERVICES

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APPENDIX P - Artificial Intelligence Declaration Agreement (AIDA)

Required for all digital tools (as identified in Appendix L - Page 1)

PGCPS has a roadmap for how and when artificial intelligence may be incorporated to support operational, professional and/or instructional activities.

All vendors of digital tools are expected to complete the Artificial Intelligence Declaration Agreement (AIDA) to confirm whether or not their platform or product incorporates AI features, for any user group.

- If **AI is not yet present**, vendors must agree to inform PGCPS if/when it is added in the future.
- If **AI is present**, vendors must fully respond to all components of item 1.

ARTIFICIAL INTELLIGENCE DECLARATION AGREEMENT (AIDA)

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

This Artificial Intelligence Declaration Addendum (“AIDA”) is part of the Agreement and governs the provision of Artificial Intelligence (“AI”) by Vendor (both existing and new) to Prince George’s County Public Schools (“PGCPS”).

Capitalized terms used in this AIDA have the meanings ascribed to them in this AIDA. Other capitalized terms used but not defined in this AIDA have the meaning ascribed to them in the Agreement.

1. When a product contains AI features, the Vendor must provide:
 - a. A description of the capabilities of the system, including which AI models are used, sources of training data, which data is stored locally and in the cloud, and how the model is improved.
 - b. Primary user audience for AI features (e.g., teachers only, students only, all users).
 - c. Verification that Student Data collected or accessed by the Vendor’s AI systems will remain fully confidential in accordance with the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), and applicable state privacy laws and regulations.
 - d. A detailed overview of the Student Data points captured by the AI systems for personalization, as well as explanations for how that Student Data is used to improve educational outcomes.
 - e. Verification that the Vendor’s generative AI models will not retain or store any Student Data or PII entered during use. Generated outputs will not be linked to individual users or individual students.
 - f. Verification that any use of Student Data for purposes beyond the stated educational purpose in service to PGCPS is strictly prohibited without PGCPS and parental approval. Violations may result in contract termination.
 - g. Verification that the Vendor agrees to maintain an internal process to regularly monitor, audit and improve AI systems to identify any algorithmic bias, privacy risks or harmful generative outputs. Results will be shared with PGCPS upon request. Ethical AI practices will be followed.
 - h. Directions for enabling or disabling the various generative AI features.
 - i. Clear documentation about how AI models arrive at specific recommendations, especially regarding personalized learning decisions or assessments that may impact student advancement.
 - j. Disclosure of any third-party subcontractors or partners the vendor uses for AI processing, data hosting, or analysis, including those outside the U.S. This should include the name of the processor, the data being processed, the purpose, and the geographic location where the data is stored or processed.

2. Within 60 days of the release of a new version of the product that includes AI components, all Vendors must notify PGCPS at cito@pgcps.org. This notification must address all items in 1a-j of this AIDA.

3. PGCPS retains the right to enable or disable AI features within the product at its reasonable discretion. When an existing approved technology tool automatically adds an AI component that cannot be disabled by the district, the vendor must provide advance written notification with detailed documentation about the AI functionality, and the district reserves the right to reassess the approval status of the tool.
4. When AI components and functionality are added to existing products and are accompanied by unilateral changes to published terms and conditions and/or privacy policies, PGCPS reserves the right to terminate the Agreement.
5. PGCPS reserves the right to conduct an external audit of the Vendor's AI systems, data practices and internal controls at any time. Vendor shall maintain detailed documentation of all AI algorithms, data flows, and decision matrices used in services provided to PGCPS, and make these available during any audit. Findings must be remediated within sixty (60) days at Vendor's cost.
6. In the event Vendor is in breach of any terms of this AI, PGCPS may terminate the Agreement.
7. Vendor agrees that this AIDA governs the relationship between Vendor and PGCPS with respect to AI and supersedes any Vendor AI policies.

Name of Product _____

- The above product does not contain any AI features at this time.
- The above product contains AI features and **responses to #1 are attached.**

Vendor Name: _____

Vendor Representative Name: _____

Vendor Representative Title: _____

Vendor Representative Signature: _____

Date: _____



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APPENDIX Q - Digital Accessibility Agreement (DAA)

Required for all digital tools (as identified in Appendix L - Page 1)

DIGITAL ACCESSIBILITY AGREEMENT

This Digital Accessibility Agreement (“DAA”) is part of the Agreement and ensures that digital technology is accessible to individuals with disabilities.

Capitalized terms used in this DAA have the meanings ascribed to them in this DAA. Other capitalized terms used but not defined in this DAA have the meaning ascribed to them in the Agreement.

Vendor agrees to the following terms:

1. The educational product or service was selected by PGCPS for its pedagogical value and PGCPS represents that it has the right to provide and make accessible such digital technology to individuals with disabilities for pedagogical purposes only. Vendor is expected to maintain or improve the pedagogical value of the product or service it provides to PGCPS throughout the term of the Agreement.
2. In addition to a signed copy of this contract, Vendor shall provide a signed copy of the “Vendor Letter of Commitment to Accessibility Compliance,” which is being defined as “a commitment to make continuous improvement in their product’s compliance with digital accessibility requirements outlined in Section 508 of the Rehabilitation Act of 1973, as revised and the Web Content digital accessibility Guidelines (WCAG), version 2.1, levels A and AA. PGCPS is required by the Maryland State Department of Education (MSDE) to certify that “the digital tool vendor has submitted ... [a] Letter of commitment to digital accessibility compliance....” MSDE is the regulatory agency for Education Article, § 7-910, Annotated Code of Maryland (“Commitment Letter”). The Commitment Letter shall be signed and delivered contemporaneously with the signing of this DAA.
3. To meet legislative and regulatory requirements, PGCPS is required to submit annual reports and other documentation to the Maryland State Department of Education regarding how digital tools purchased by PGCPS comply with state-level equivalent access requirements. Additionally, PGCPS is subject to the Title II rule of the Americans with Disabilities Act (ADA), titled, “Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities.” Because of these state and federal requirements, Vendors must provide PGCPS with the following information prior to the beginning of the contract:
 - a. A current and accurate Accessibility Conformance Report (ACR) as outlined in item 5 below.
 - b. A current and accurate Digital Accessibility Roadmap, as outlined in item 6b below.
 - c. A “Vendor Letter of Commitment (LOC) to Accessibility Compliance,” as outlined above. The LOC includes:
 - i. An acknowledgement that PGCPS is legislatively required to evaluate products for accessibility and that digital accessibility evaluations may require the inspection of code rendered to the Document Object Model (DOM).
 - ii. Vendor agrees that they will not initiate any repercussions or loss of licenses for DOM-level code inspection conducted during the course of an accessibility evaluation conducted by PGCPS employees or contractors.

Act (ADA), titled, “Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities.” Therefore, Vendor agrees to make annual progress toward compliance with the digital accessibility requirements in these statutes and regulations.

- a. “Digital tool” is defined in Education Article, § 7-910, Annotated Code of Maryland, as follows:
 - i. An online platform
 - ii. An online course
 - iii. Information and communication technology services, including software and operating systems, that are directly connected to student instruction
 - iv. Digital Content
 - v. Other digital technologies not requiring sight in an equally effective and integrated manner”
 - b. Progress will be measured by the Vendor’s Accessibility Conformance Report (ACR) and annual Digital Accessibility Roadmap (DAR).
5. During the term of the Agreement, for the aforementioned digital tools, Vendor shall provide PGCPS with a current, complete, and accurate Accessibility Conformance Report (ACR), using the latest version of the [International VPAT](#) from the Information Technology Industry Council (ITI). The ACR must:
- a. Be updated annually.
 - i. If there is a major release (e.g., version 1.1 to version 2.0) within the contract period, the ACR must be updated again within sixty (60) days of the release.
 - b. Reflect the version of the product being purchased as part of the contract.
 - c. Explain how the product was tested for digital accessibility, including testing with assistive technologies.
 - d. Represent all types of pages and functionality, including the digital accessibility of 3rd-party tools embedded in or used with the product.
 - e. If the ACR is being updated from a previously submitted version, it should demonstrate the elimination of digital accessibility barriers from the previous ACR.
 - f. Relevant documents should be submitted to ACR.VPAT@PGCPS.ORG.
6. The Maryland State Department of Education (MSDE) requires PGCPS to certify that “the digital tool vendor has submitted [a] detailed timeline for the product being made accessible, [and] an accessibility roadmap or plan of action with measurable milestones.” To meet this requirement, Vendor shall demonstrate their efforts toward ongoing maintenance and support for digital accessibility by:
- a. Conducting annual accessibility audits for conformance to:
 - i. WCAG 2.1, Levels A and AA or higher
 - ii. Requirements outlined under Section 508 of the U. S. Rehabilitation Act

of 1973, as revised.

- b. Provide PGCPSS with an annual Digital Accessibility Roadmap (DAR) that is based on the results of annual accessibility audits, as outlined in 6a. At a minimum, the following information must be provided in the DAR:
 - i. A description of the digital accessibility issue(s) to be addressed, including:
 1. The associated WCAG 2.1, Level A and AA success criteria.
 2. Location(s) within the product where the issue(s) exists.
 3. Current resolution status. Please choose one of the following:
 - a. Remediation of the issue is already in progress.
 - b. Research is being conducted to find a solution.
 - c. Other (please explain).
 - ii. Remediation timeline that:
 1. Defines quantifiable milestones for remediating the targeted digital accessibility issue(s) within the product.
 2. Anticipated dates when each milestone will be achieved.
 3. The DAR must be submitted to ACR.VPAT@PGCPS.ORG annually, on or before the last day of the PGCPSS fiscal year (June 30th).
7. Within 18 months after purchasing or renewing a digital tool, if PGCPSS finds that the tool fails to meet the equivalent access standards in accordance with the Agreement, PGCPSS will send a written notice to the Vendor of their failure to comply with the equivalent access standards required under the Agreement. Upon receipt of notice, Vendor, at Vendor's expense, will modify the digital tool to meet the required equivalent access standards. The timeframe for completing the modifications will be determined by PGCPSS and Vendor and will be based on the types of violations identified.
8. Vendor acknowledges that in addition to Maryland's state requirements for equivalent access, PGCPSS is subject to federal statutes and regulations governing the provision of accessible educational materials (AEM).
 - a. [NIMAS](#) stands for the National Instructional Material Accessibility Standard and is a "packaging mechanism for the delivery of print instructional materials in accessible formats for blind and other persons with print disabilities."
 - b. The federal [Individuals with Disabilities Education Act \(IDEA\)](#) has provisions to improve the quality and delivery of accessible formats and defines the types of materials for which NIMAS files can be requested.
 - c. The U.S. Department of Education's (USDOE) [2020 Final Notice](#) of Interpretation of NIMAS and Digital Materials states that digital instructional materials in the form of structured documents or publications can be accepted as NIMAS files into the National Instructional Materials Access Center (NIMAC). The National Center for Accessible Educational Materials states that [Applicable Materials](#) are "documents or publications that are formatted similar to print books, such as sections with headings, a linear reading order, and static text and images ... [and]

are not primarily or substantially composed of interactive or audiovisual content."

9. For any digital instructional materials in the form of structured documents or publications that are part of product, Vendor agrees to annually provide proof to PGcps that NIMAS-formatted files have been uploaded to the NIMAC for conversion to accessible formats. This proof must include:
 - a. The NIMAC certification for each product
 - b. The NIMAS identifier number
10. Vendor agrees to indemnify, defend and hold harmless PGcps from any costs, expenses, liabilities, or obligations arising from digital accessibility-related issues involving the digital tools provided under the Agreement. This indemnification includes the defense of any legal action or proceedings alleging non-compliance with federal or State of Maryland digital accessibility laws and regulations and payment of any resulting liabilities. This DAA will survive the termination of the Agreement.
11. Vendor understands that failing to meet the equivalent access standards established under Subsection (a)(2) of Section 508 of the federal Rehabilitation Act of 1973 or WCAG version 2.1, levels A and AA may face civil penalties stated in the Education Article, § 7-910, Annotated Code of Maryland as follows:
 - a. For a first offense, a fine not exceeding \$5,000; or
 - b. For a subsequent offense, a fine not exceeding \$10,000.
12. Vendor acknowledges that supplying third-party technology and/or content does not exempt Vendor from ensuring product compliance with the equivalent access standards established in this DAA. This includes requirements under Subsection (a)(2) of Section 508 of the federal Rehabilitation Act of 1973 and WCAG version 2.1, levels A and AA. Vendor bears sole responsibility for determining the digital accessibility of such technology and must ensure that it can be edited or remediated as necessary to comply with required digital accessibility standards and the equivalent access requirements outlined in Education Article, § 7-910, Annotated Code of Maryland and the Title II rule of the Americans with Disabilities Act (ADA), titled, "Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities."
13. In the event Vendor is in breach of any terms of this DAA, PGcps may terminate the Agreement.
14. Vendor agrees that this DAA governs the relationship between Vendor and PGcps with respect to digital technology and supersedes any Vendor DAA policies.

IN WITNESS WHEREOF, the undersigned agrees to be bound by the requirements outlined in this Digital Accessibility Agreement:

Name of Vendor Representative: _____

Title: _____

Name of Company: _____

Name of Product: _____

Date: _____

Signature: _____

For Internal Use Only

Reviewed and accepted by:

Name of PGCPS Employee: _____

Signature of PGCPS Employee: _____



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APPENDIX R - Letter of Commitment (LOC)

Required for all digital tools (as identified in Appendix L - Page 1)

A "Vendor Letter of Commitment (LOC) to Accessibility Compliance" includes:

- i. An acknowledgement that PGCPS is legislatively required to evaluate products for accessibility and that digital accessibility evaluations may require the inspection of code rendered to the Document Object Model (DOM).
- ii. Vendor agrees that they will not initiate any repercussions or loss of licenses for DOM-level code inspection conducted during the course of an accessibility evaluation conducted by PGCPS employees or contractors.
- iii. Vendor guarantees that if the product has features in place that interfere with the inspection of code rendered to the DOM or prohibit the use of 3rd-party automated accessibility testing tools to scan the DOM, the vendor will either:
 1. Timely and accurately provide PGCPS with the information needed to disable or circumvent these features, or
 2. Timely and accurately provide an alternative means for DOM-level code inspection and the use of 3rd-party automated accessibility testing tools.



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APPENDIX S - Accessibility Conformance Report (ACR)

Required for all digital tools (as identified in Appendix L - Page 1)

Vendor shall provide PGCPS with a current, complete, and accurate Accessibility Conformance Report (ACR), using the latest version of the International VPAT from the Information Technology Industry Council (ITI). The ACR must:

- a. Be updated annually.
 - I. If there is a major release (e.g., version 1.1 to version 2.0) within the contract period, the ACR must be updated again within sixty (60) days of the release.
- b. Reflect the version of the product being purchased as part of the contract.
- c. Explain how the product was tested for digital accessibility, including testing with assistive technologies.
- d. Represent all types of pages and functionality, including the digital accessibility of 3rd- party tools embedded in or used with the product.
- e. If the ACR is being updated from a previously submitted version, it should demonstrate the elimination of digital accessibility barriers from the previous ACR.
- f. Relevant documents should be submitted to ACR.VPAT@PGCPS.ORG.



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APPENDIX T - Digital Accessibility Roadmap (DAR)

Required for all digital tools (as identified in Appendix L - Page 1)

Provide PGCPS with an annual Digital Accessibility Roadmap (DAR) that is based on the results of annual accessibility audits. At a minimum, the following information must be provided in the DAR:

i. A description of the digital accessibility issue(s) to be addressed, including:

1. The associated WCAG 2.1, Level A and AA success criteria.
2. Location(s) within the product where the issue(s) exists.
3. Current resolution status. Please choose one of the following:
 - a. Remediation of the issue is already in progress.
 - b. Research is being conducted to find a solution.
 - c. Other (please explain).

ii. Remediation timeline that:

1. Defines quantifiable milestones for remediating the targeted digital accessibility issue(s) within the product.
2. Anticipated dates when each milestone will be achieved.
3. The DAR must be submitted to ACR.VPAT@PGCPS.ORG annually, on or before the last day of the PGCPS fiscal year (June 30th).



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APPENDIX U - Digital Accessibility Summary (DAS)

Required for all digital tools (as identified in Appendix L - Page 1)

Annually provide a one-page summary of the product's level of compliance with digital accessibility requirements. This summary will be made available to PGCPS employees and members of the PGCPS community upon request. The summary must:

- i. Provide information about the product's level of conformance to digital accessibility requirements outlined in Subsection (a)(2) of Section 508 of the Rehabilitation Act of 1973, as revised and the Web Content digital accessibility Guidelines (WCAG), version 2.1, levels A and AA.
- ii. Be provided in the form of an accessible PDF document that meets the requirements of the latest version of the Web Content Accessibility Guidelines (WCAG) and passes all PDF/UA checkpoints.
- iii. Along with the one-page summary, the vendor must provide a copy of the PDF/UA report showing that the PDF passes all PDF/UA checkpoints and meets the requirements of the latest version of WCAG.