PRINCE GEORGE’S COMMUNITY COLLEGE

REQUEST FOR PROPOSAL #19-13

FOR

Event Ticketing Software System and Services

ISSUE DATE: MARCH 1, 2019

NOTICE: Prospective Offerors who have received this document from a source other than the Issuing Office are advised to contact the Issuing Office and provide their name and email address in order to ensure that amendments to the Request for Proposal or other communications can be sent to them. This is a courtesy, not a requirement of the College, the College does not take responsibility if any Prospective Offeror is not informed of communication issued under this RFP. It is the sole responsibility of any Prospective Offeror to visit the College’s website for all documents relating to this RFP.

PRINCE GEORGE’S COMMUNITY COLLEGE
301 Largo Road
Largo, Maryland  20774
www.pgcc.edu
SOLICITATION SCHEDULE

RFP #19-13

Issue Date: March 1, 2019

Last Day for Questions: March 14, 2019, at 10:00 AM ET

Proposal Due Date: March 26, 2019, 10:00 AM ET

Oral Presentation/Discussion Session(s): April 4-6, 2019 (projected)
For invited shortlisted firms only

Contractor(s) Selection Anticipated to be finalized: May 1, 2019 (projected)

Contract Commencement: June 1, 2019

(Note: Board of Trustees approval may be required prior to the execution of the Contract)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION #</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Solicitation Schedule</td>
</tr>
<tr>
<td>Section I</td>
<td>General Information/Instructions to Offerors</td>
</tr>
<tr>
<td>Section II</td>
<td>Scope of Work</td>
</tr>
</tbody>
</table>
| Section III| Article 1. Proposal Requirements  
             Article 2. Proposal Evaluation Process  
             Article 3. Final Evaluation, and Ranking and Selection |

APPENDIX A: Proposal Documents and Forms

- Acknowledgement of Receipt of Addenda, if any issued  
- Bid/Proposal Affidavit  
- Mercury Affidavit  
- Conflict of Interest Affidavit and Disclosure  
- MBE Utilization Affidavit  
- MBE Participation Schedule  
- References

APPENDIX B:

- Business Capabilities/Requirements Quick Reference Form  
- Business Capabilities/Requirements Questionnaire.  
- Pricing Form/Affidavit

APPENDIX C: Contract Documents and Forms

APPENDIX M: MBE Information and Forms

APPENDIX S: Solicitation Terms and Conditions
REQUEST FOR PROPOSALS

FOR

Time and Attendance Software System and Services

SECTION I. GENERAL INFORMATION

Summary.

1.1. Solicitation. The intent of this Request for Proposal (“RFP” or “Solicitation”) is to provide firms an opportunity to present their qualifications and experience, to providing the scope of services described in this RFP and in relation to the needs of Prince George’s Community College (“PGCC” or “College”). Proposals that concisely present the information requested in the order and manner requested will be considered more favorably than a Proposal (“Proposal” or “Offer”) from an Offeror of commensurate qualifications that displays a lack of organization, conciseness, or attention to detail.

1.2. Procurement Regulations. This RFP shall be conducted in accordance with College’s Policies and Procedures. The procurement method is Competitive Sealed Proposals.

1.3. Prince George’s Community College Profile and Background.

Prince George’s Community College is the number one choice of Prince George’s County residents for an undergraduate education and the leading institution in training and preparing employees for the county’s workforce. Since 1958, the college has provided students, the county, and region with high quality and affordable education, cutting-edge workforce and development training and the opportunity to achieve their dreams and aspirations.

Prince George’s Community College serves a diverse population of more than 44,000 students who represent 128 countries throughout the world. The College in partnership with County agencies, schools, and businesses provides two-year degree programs, transfer opportunities, career education, workforce training and continuing education. Students can earn associate degrees, certificates, letters of recognition, and licensures. At Prince George’s Community College, student success is the highest priority. The college is committed to promoting opportunities for students to succeed inside and outside of the classroom.
1.4 Qualifying Proposals.

Only those firms who meet the minimum qualifications listed below shall be considered for a possible award.

- Any ability to interface with Colleague to deposit the ticket sales directly into an assigned PGCC account number
- All services must interface with Prince George’s Community College internal network but an independent backup system of access must be available in case Prince George’s Community College internal network is inoperable.

No exceptions shall be made to this requirement.

2. Issuing Office.

2.1 Issuing Office:

Tom Sanford, Sr. Buyer  
Prince George’s Community College  
Office of Procurement, Kent Hall 264  
Largo, MD 20774-2199  
tsanford@pgcc.edu  
Telephone No.: 301-546-6000

and

Beth Vu Kirk, Director of Procurement  
Prince George’s Community College  
Office of Procurement, Kent Hall 264  
Largo, MD 20774-2199  
Kirkbv@pgcc.edu  
Telephone No.: 301-546-6000

2.2 The Issuing Office shall be the sole point of contact with the College for purposes of the preparation and submittal of proposals in response to this solicitation.

3. Questions and Inquiries.

All questions and inquiries regarding this procurement must be directed to the individual(s) referenced with the Issuing Office above. Questions must be submitted in writing via email to the individuals listed above. Inquiries will receive a written reply/confirmation, submitted inquiries that are not confirmed by the College may not have been received. It is the sole responsibility of potential proposers to ensure inquiries/questions are received for response. Copies of replies will be sent to all other Offerors, but without identification
of the inquirer. All such questions and inquiries must be received by the date and time as listed in the Solicitation Schedule of this RFP.

Potential proposers are advised that the College reserves the right to use its best judgment in choosing to respond or not to respond to any questions received before or after the above stated cut-off date for questions.

4. **Minority Business Enterprises (MBE) and Local Businesses.**

Minority participation is important to PGCC. Prince George’s Community College strongly encourages qualified local minority businesses and local business to provide goods and services for the performance of College functions. Minority Business Enterprises (MBE) firms are strongly encouraged to respond to this solicitation. An MBE is defined by the College as follow: A Minority Business Enterprise (MBE) is any legal entity, other than a joint venture, organized to engage in commercial transactions which is at least 51% owned and controlled by one or more minority persons (African Americans, Hispanics, American Indians, Asians, women and the physically or mentally disabled), or a non-profit entity organized to promote the interest of the physically or mentally disabled.

Although State certification is not required, Offerors shall be required to provide adequate proof that each MBE proposed/utilized meets the College’s requirement/status and be required to execute the College’s MBE Affidavit or other execute/provide other required documents determined by the College, at a later date.

Potential proposers that are not certified by the Maryland Department of Transportation (MDOT), are encouraged to initiate certification as soon as possible. For more information on the State’s MBE program or questions related to certification, please contact MDOT’s Office of Minority Business Enterprise/Equal Opportunity, telephone 800-544-6056 or view the MDOT website: [http://www.mdot.state.md.us/mb/index.html](http://www.mdot.state.md.us/mb/index.html).

**MBE Contract Participation Goal/Commitment: 15%**

The MBE goal is the minimum percentage the awarded vendor will retain for MBEs of the total overall contract(s) value that is established for this solicitation/awarded contract, unless waived by the College. This subcontracting goal will become part of the contract. The MBE goal may be fulfilled by an MBE prime, if awarded the contract.

**Proposers are to provide within their proposal a completed and signed MBE Utilization Affidavit (see Appendix A) and include a completed MBE Participation Schedule.** Proposers are strongly encouraged to include local (Prince George’s County based company/ies) MBEs within your firm’s proposal. **The Procurement Officer may deem the proposal not susceptible of the award, if the MBE documents are not provided within the Proposal.**

5. **Acceptance of Terms and Conditions.**

By submitting a Proposal, an Offeror shall be deemed to have accepted the terms, conditions, and requirements set forth in this RFP. The RFP including all addenda in total
shall be incorporated into the Contract by reference. Any exceptions to the terms and conditions shall be submitted as specified in the Response Requirements section of this Solicitation. Contract exceptions not provided in the format required under this RFP shall not be accepted nor be made part of any Contract, if awarded.

6. **Contractual Agreement and Term.**

   It is intended that one (1) will result from this Solicitation.

   Any Contract arising from this RFP action shall commence on the date the Contract is executed on behalf of PGCC, or such other date as PGCC and the Contractor shall agree. The initial term of the Contract is anticipated to start in August, 2018, through completion of the project.

7. **Confidentiality of PGCC’s and Offeror’s Information.**
   Refer to Appendix S for the terms of confidentiality of PGCC’s and Offeror’s information.

8. **Post-Award Confidentiality.**
   Refer to Appendix C for the confidentiality obligations of awardees and PGCC.
SECTION II. SCOPE OF WORK

1. Overview.

The Contractor shall provide a web-based event ticketing software system.

The ticketing software system will support on-campus and potentially off-campus events. The size and number of tickets required for any given event may vary from 50 available tickets to over 700 tickets. The utilization of the ticketing software system shall support a variety of events sponsored by more than 50 internal end-users (academic departments, student organizations, college administration, off-campus groups, and athletics) requesting the issuance or the sale of tickets.

The College anticipates a total transaction volume of approximately 20,000 transactions per year, with financial volume of $350,000 to $450,000 annually. The number of events averages 150 per year, and the number of tickets issued averages about 60,000. The main physical office is in the Center for Performing Arts, with three “front counter” workstations and three “back office” for phone sales and administrative work. Night-of-show or day-of-show sales are conducted on-site; up to eight users may be logged on to the system at any point in time.

2. Background.

Currently, the College’s campus ticket office does not currently manage the majority of ticketing for athletic events. However, we seek a system that would support expansion to athletic ticketing at a later point in time.


The Contractor’s services and the ticketing system’s functionality and capabilities shall include but are not limited to the listed functionalities in the Business Capabilities/Requirements Form and Questionnaire, Appendix B and as indicated as available in the Contractor’s response proposal and the following:

1. Ability to interface/integrate with the College’s current, network, website platform and financial system.
2. Independent backup system of access
3. Revenue accounting and reporting for all activities and events conducted by the ticket office.
4. Provide all necessary software, equipment, resources and materials to fulfill all the requirements stated in this RFP.
5. Process/produce tickets for subscription and single ticket sales for events in multiple locations and venues
6. Content Resource Management (CRM), marketing, group sales, fundraising, membership, access control, fiscal reporting, data management and analysis.
7. Separate sales and accounting data by event location and end-user/sponsor.
8. Provide all necessary system hardware, equipment and maintenance, as well as data integrity.
9. Equipment may include but not limited to: workstations, ticket printers, credit card scanners, report printers, bar code scanners, Access Control equipment, and all necessary hardware to interface system with the College’s LAN

• (4) Point of sale (POS) stations. POS stations should consist of CPU, monitor, keyboard, mouse, credit card swipe/EMV chip reader, all adapters, cables, and connections.
• POS station should have mobile capabilities
• System report printer connected to all stations in all locations
• (4) Ticket printers
• Gate access server and (2) WiFi receivers/directional antennae
• (8) Ticket scanners and chargers with (4) back up batteries
• (10) Over-ride cards, if applicable

10. Software system must accept all major credit cards
11. Provide hardware and software support services
12. Provide hardware maintenance (and/or replacements) and software upgrades
13. Provide Internet sales operations including branding of sales to the venue
14. Reporting: Sales reports, exporting to Excel, seller reconciliation reports, sales by venue, marketing reports, automated scheduled reports sent via email, and variable exclusion and inclusion reports

15. Provide ticket sales, with the following features/functionality:
   • buyer type and multiple buyer types in the same order
   • exchange tickets
   • donate tickets
   • Ability to sell tickets using dummy/internal payment types and account credits.
   • quick or anonymous sales, and the ability to turn off that function when not needed
   • assign events to seasons or event groups
   • print and reprint receipts
   • print, reprint, and un-print tickets
   • print the house or batch print

16. Provide Subscription sales
17. Social media interfacing
18. Remote access to the software system
19. PCI Compliant and meet all industry standards during the life of the Contract
20. SSAE16 Compliance, provide Prince George’s Community College with the most recent SOC report and that of all subservice provider(s) relevant to this contract.
21. Provide box office consultation and training
22. Training after implementation start up and ongoing training
23. Ongoing support and maintenance services: equipment and software system
SECTION III. PROCUREMENT PHASES AND EVALUATION PROCESS

ARTICLE 1. PROPOSAL REQUIREMENTS

1. General Requirements

1.1 Submission. An original plus three (3) copies (for a total of 4), as well as a CD or a flash drive, of the Proposal must be received at the Issuing Office by the time and date per the Solicitation Schedule, as well as listed on the cover of this RFP, in order to be considered. Proposals must be in a sealed envelope or container. Offerors should clearly mark the original hard copy of the Proposal, as this is considered by PGCC to be the official Offer from the Proposer. No pricing information is to be provided in the Proposal; if any pricing information is included, the Proposal may be deemed non-responsive by the Procurement Officer. By providing a CD or flash drive, Offeror grants PGCC the right to reproduce and distribute copies of the Proposal internally for evaluation purposes. The Proposal on the CD/flash drive must be compiled as one document and provided in pdf and WORD/Excel for ease of use by PGCC. Clearly mark on the coversheet and binder which proposal is the original.

1.2 Transmittal Letter: A transmittal letter prepared on the Offeror’s business stationery must accompany the Proposal. The letter should be an executive summary that clearly and concisely summarizes the content of the Proposal. The letter must be signed by an individual who is authorized to bind the firm to all statements, including services and financial statements, contained in the Proposal. (See 1.2 below.) Include the Offeror’s official business address and state in which it is incorporated or organized (if Offeror is not an individual). An appropriate contact name, title, phone number, and email address should also be provided for PGCC’s use during the procurement process. Do not include price information in the transmittal letter.

1.3 Signing of Forms: A Proposal, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Proposal shall be signed by such member(s) of the partnership with authority to bind the partnership. If submitted by a corporation, a Proposal shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary; if not signed by an officer, there must be attached a copy of a board resolution or that portion of the by-laws, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

2. Initial Technical Criteria

Clear, concise, yet detailed responses to the technical criteria below are to be provided in the Proposal. In addition, the Bid/Proposal Affidavit and Acknowledgement of Receipt of Addenda (if applicable) must be included. Standard sales material may be provided, but must be attached as an appendix rather than included within the body of the Proposal.
Offerors must paginate the Proposal and are requested to provide tabs to separate responses to each of the technical criteria.

The following information must be furnished in the Proposal per this solicitation, as more fully described within this RFP. Failure to include any of the items listed below may disqualify your firm’s response. Offerors are requested to compile their Proposals in the same order. It is the Offeror’s responsibility to tailor its response to demonstrate its qualifications to perform the scope of work specifically for PGCC.

1. **Response Requirements:**

   The proposal should be divided by tabs referencing the sections provided below:

   **Tab 1: Table of Contents**
   Include a Table of Contents displaying the organization of the proposal being submitted.

   **Tab 2: Transmittal Letter** This letter will summarize in a brief and concise manner, the proposer's understanding and interest of the Scope of Work and make a positive commitment to provide the services during the contract term. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official’s title or authority. The letter should not exceed two pages in length.

   **Tab 3: Experience and Capabilities**

   a. **Section I: Firm Information**
      List Name of Firm, Year Firm was established; Type of Ownership; Name of Parent Company (if any); Name and contact information of not more than Two principals to contact; Present Offices; Total Personnel; Personnel by Discipline; History and Information about the Firm.

   b. **Section II: Account Manager and Project Team Members**
      
      Detail the proposed Account Manager and Team Members and provide resumes of key persons, specialist, and individual consultants. List ONLY the individuals who will directly contribute to the project and have a defined role and ongoing support services. Include on the Resume: Name & title; Project assignment; Name of firm associated with; Year’s experience with firm; Total year’s experience; Education; Degrees, Active Registrations, and experience and qualifications relevant to the proposed project. (If awarded the contract, the contract shall require the assignment of these same participants to the project. No substitutions will be permitted unless approved by the college. The college’s approval will not be unreasonable withheld.)
c. Section III: Three (3) Client References (see form, page 34) and Three (3) Letter of Recommendation

Submit three Client References and three Client Letters of Recommendation. References should include contact name and phone number, project associated with, and a brief description of the project(s) associated with the submitting firm.

d. Section IV:

1. Project Schedule and Specific Information
Provide a Project Schedule and include the phases of work. Explain the information/data/deliverables required from the College and when the information/data is required to meet the proposed schedule.

2. Implementation Process/Management
a. Include how your firm will insure the proposed and agreed to schedule shall be managed throughout the development and implementation process to meet the required completion date.

b. Describe/explain project management process/procedures used by your firm to ensure deadlines and due dates are met. Include if your firm has a performance implementation and use guarantee.

3. Business Capabilities/Requirements Form
Complete the Business Requirements Form by placing an “X” in the applicable field (Y/N), see Appendix B. Include in comments to provide clarity, if needed.

4. Business Capabilities/Requirements Questions
Provide a detailed succinct response to each question, see Appendix B

e. Section V: Additional Information. Include in this section any additional information requested. This section can also be used to include additional information as deemed appropriate by the firm.

The College may elect to request Best and Final Technical Proposals (BAFO’s).

Tab 4: Pricing

Complete and submit the Pricing Form/Affidavit and include a detailed pricing matrix. As applicable, the Financial/Price Proposal should consist of, but not limited to:

- Completion of the Price Proposal Form (Appendix B) to include the total fee/cost for services as described in this RFP
- Hourly rates by Team Member/Consultant
- Proposed payment schedule/milestones
• Monthly subscription fee
• Set-up fee
• Flat fee for development and implementation as described in this RFP and in the proposed schedule/implementation plan.
• Equipment
• Training – remote and onsite
• Maintenance and Support
• Upgrades/Updates

The College may elect to request Best and Final Price Proposals (BAFO’s).

Tab 5:

• **Proposal Affidavit:** Complete and sign the Proposal Affidavit enclosed in Appendix A and enclose with the Proposal.

• **Insurance:** Provide a copy of a Certificate of Insurance verifying your firm's Coverage for Professional Liability, Commercial General Liability, Workmen's Compensation, Automobile Liability Insurance, and Professional Liability, as applicable.

• **Acknowledgement of Receipt of Addenda Form:** If any addenda to the RFP documents are issued prior to the due date and time for Proposals, this form (found in Appendix A) must be completed, signed, and included in the Offeror's Proposal.

• **Acknowledgement of Review of Contract:** The PGCC Contract for this Procurement will contain the provisions in Appendix C as well as any additional terms required by the College. By submitting a Proposal, the Offeror warrants that they have reviewed Appendix C and will execute a contract: a) in substantially the same form; and b) with these terms and conditions upon request by PGCC. For accounting purposes only, PGCC will also issue a purchase order to the awarded Contractor.

Any exceptions to the Contract or terms and conditions are to be addressed and provided in this section of the Proposer’s proposal/submission.

• **Minority Business Enterprise Documents**
  - MBE Utilization Affidavit
  - MBE Participation Schedule

• **Other Required Documents**
  - Mercury Affidavit
  - Conflict of Interest Affidavit and Disclosure
• IT Survey. Proposers may be required to complete the College’s IT Survey either during the procurement process or after. The Survey may impact the College to issue a final award and contract execution.

4. **Modifications of Proposal.** Offerors may modify their Proposals by e-mail or as approved by the Procurement Officer at any time prior to the due date and time, provided that the Issuing Office is satisfied that a written confirmation of the modification with the signature of the Offeror was mailed prior to the Proposal due date and time. Proposals may not be modified, supplemented, cured, or changed in any way after the due date and time, unless specifically requested by the College.
SECTION III
ARTICLE 2. PROPOSAL EVALUATION PROCESS

1. Qualifying Proposals.
   1.1 Procurement Officer Review: The Procurement Officer shall first review each Proposal for compliance with the mandatory requirements of this RFP (i.e., susceptibility of award). Failure to comply with any mandatory requirement will normally disqualify a Proposal. The College reserves the right to waive a mandatory requirement when it is in its best interest to do so.

   1.2 Evaluation and Selection Committee: All Qualifying Proposals will be reviewed by a PGCC Evaluation and Selection Committee (the “Committee”) established by the Procurement Officer. As the procurement progresses, the Committee may seek input from other appropriate College staff or request additional technical assistance from any other source.

2. Evaluation of Qualifying Proposals.
   2.1 Initial Evaluation: Following the Procurement Officer’s qualifying review, the Committee shall conduct its evaluation of the technical merit of the Proposals in accordance with the Evaluation Criteria. Minor irregularities contained in Proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the College’s best interest. The decision for progressing in the procurement process will be made based on the strengths, weaknesses, advantages, and deficiencies that the Proposals represent. Pricing and MBE participation shall also be considered and rated and be incorporated in the overall rating/ranking.

   The College’s Proposal Evaluation team will rate and score the proposals based the Offeror’s submission to each response criteria listed in Section III, Article 1.

   2.2 Shortlisting: In accordance with the Evaluation Criteria set forth in Article 1, § 2, a shortlist may be developed based on the Initial Evaluation results. All Offerors will be notified of the results as they pertain to their respective Proposal.

   3.1 Purpose: Based on the Evaluation Committee’s Initial Evaluation, the College may invite, without cost to itself, the shortlisted Offerors to an oral presentation/discussion session (“Discussion Session”). The purposes of the Discussion Session are as follows:
     (i) To provide the Offeror the opportunity to demonstrate its experience;
     (ii) To discuss/clarify any and all aspects of the Proposal, in particular the proposed options, approach/methodologies, implementation process, schedule, staffing of the contract, and ongoing support of the services and other applicable professional services;
(iii) To allow the College to meet the Offeror's key personnel and for these personnel to convey directly their experience and expertise in the proposed product and its implementation; and 
(iv) To provide an opportunity to clarify the scope of services for the intended contract and discuss any items addressed in the Proposal that may require additional clarification.

3.2 Format: The Discussion Session will be informal, as the College is not interested in a sales presentation by executives and business development staff; rather, the College is requesting evidence of the Offerors ability to meet the College’s requirements and an interactive discussion with each of the shortlisted Offerors. It is important that those key personnel who are proposed to be assigned to the College fully participate in the presentation and discussion. Ample time will be available for the College and the Offeror to ask questions and discuss issues and concerns related to the services, the scope of the services, and the Offeror’s capabilities and qualifications. We anticipate that the Discussion Session will be approximately 90 minutes in length.

Each shortlisted Offeror will be required to have the key personnel team proposed in the firm’s proposal attend the session in Largo, Maryland: Principal in Charge, PGCC’s Following the Discussion Session, additional follow-up, clarification documentation may be requested of each Offeror.

3.3 Date: The times and dates for the Discussion Session(s) will be set upon completion of the Initial Evaluation; however, it is anticipated that the Discussion Session(s) will be conducted on the times and dates listed per the Solicitation Schedule, as well as on the cover of this RFP. Offerors are therefore advised to set this(ese) date(s) aside in its (their) entirety on the calendars of the appropriate key personnel. 

4. Second Phase Evaluation (if applicable).

4.1 Criteria: Following the Discussion Session held with shortlisted Offerors, a Second Phase Evaluation will be conducted. The Evaluation Committee will re-evaluate all criteria of the Proposals of shortlisted Offerors, incorporating assessments of the Discussion Session and outcomes of reference checks, if performed. The College reserves the right to make a determination that an Offeror is not shortlisted prior to completing reference checks. The order of Evaluation Criteria remains the same.

4.2 Process: Further shortlists may result as the procurement progresses. At each phase of the process, those firms that do not remain shortlisted will not progress in the procurement. All Offerors will be notified of the results of the T Evaluation as they pertain to their respective Proposals. It is PGCC’s intent to incorporate references prior to establishing the final shortlist of proposals. However, the College reserves the right to modify scoring if pertinent information regarding a Proposer’s capability is obtain prior to an award. Once a final shortlist of proposals is established, the Committee will rank the remaining Proposals from highest to lowest.
SECTION III
ARTICLE 4. FINAL EVALUATION, RANKING AND SELECTION

1. Recommendation of Award or Further Discussions.
   The Committee may recommend an Offeror for contract award(s) based upon the Offeror’s Proposal without further discussion. However, should the Committee find that further discussion would benefit the College, the Committee may recommend such discussions to the Procurement Officer. Should the Procurement Officer determine that further discussion would be in the best interest of the College, the Procurement Officer shall establish procedures and schedules for conducting discussions and will notify responsible Offerors.

2. Final Ranking and Selection.
   2.1 Process: Following evaluation of the Proposals (and Best and Final Offers, if applicable), the Evaluation and Selection Committee will make an initial overall ranking of the Proposals and recommend to the Procurement Officer the award of the contract(s) to the Offeror whose Proposal(s) is (are) determined to be the most advantageous to the College. The decision of the award(s) of the Contract will be made at the discretion of the Procurement Officer and will depend on the facts and circumstances of the procurement. All Offerors will be notified of the award(s) selection.

   2.2 Basis for Award: Technical merit may have a greater weight than financial and price in the final ranking. Award may be made to the Offeror with a higher technical capability and Price is not the lowest. The Procurement Officer retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Offeror(s) that would best meet the needs of the College as set forth in the RFP. This RFP may be subject to the Board of Trustee’s final approval prior to the execution of the contract.

   2.3. Negotiations: The College may select for award one or more Offeror(s) to negotiate the terms and conditions of the Contract. The College reserves the right to make an award with or without negotiation.

3. Debriefing.
   3.1 Request: Unsuccessful Offerors may request a debriefing. A request must be submitted in writing to the Procurement Officer within ten (10) days after the date on which Offeror knows, or should have known, that its Proposal was unsuccessful. Debriefings shall be conducted at the earliest feasible time.

   3.2 Discussion: Debriefings shall be limited to discussion of the Offeror’s Proposal only and shall not include a discussion of a competing Offeror’s Proposal. The debriefing may include information on areas in which the unsuccessful Offeror’s Proposal was deemed weak or insufficient. The debriefing may not include discussion or dissemination of the thoughts, notes, or ranking from an individual Evaluation Committee Member.
APPENDIX A

PROPOSAL FORMS

1. Acknowledgement of Receipt of Addenda Form
2. Bid Proposal/Affidavit
3. Mercury Affidavit
4. Conflict of Interest Affidavit and Disclosure
5. MBE Utilization Affidavit
6. MBE Participation Schedule
7. References
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: _______

PROPOSAL DUE DATE: ______________________ at X:XX AM/P.M.

RFP FOR: ________________________________

NAME OF OFFEROR: ____________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

   Addendum No. _____       dated _____
   Addendum No. _____       dated _____
   Addendum No. _____       dated _____
   Addendum No. _____       dated _____
   Addendum No. _____       dated _____
   Addendum No. _____       dated _____

As stated in the RFP documents, this form is included in our Proposal.

____________________________________
Signature

____________________________________
Printed Name

____________________________________
Title
BID/PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _______________________________ and the duly authorized representative of (business) ______________________________________ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal, law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

______________________________________________________________________________

______________________________________________________________________________

C. AFFIRMATION REGARDING OTHER CONVICTIONS

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:

(a) Been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(b) Been convicted of any criminal violation of a state or federal antitrust statute;

(c) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. 1961, et seq., or the Mail Fraud Act, 18 U.S.C. 1341, et seq., for acts arising out of the submission of bids or
proposals for a public or private contract;

(d) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(e) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (a), (b), (c), or (d) above;

(f) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(g) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

____________________________________________________________________________

____________________________________________________________________________

D. AFFIRMATION REGARDING DEBARMENT

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, excepts 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):

___________________________________________________________________________

____________________

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

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):

_____________________________________________________________________________________

_____________________________________________________________________________________

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

H. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate $100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches $100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.
I. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate $100,000 or more shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of $500 made during the reporting period to a candidate for elective office in any primary or general election.

J. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head’s designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency’s undercover operations.)

I CERTIFY THAT:

(1) Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.

(2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:

(a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;

(b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business’ workplace and specifying the actions that will be taken against employees for violation of these prohibitions;

(c) Prohibit its employees from working under the influence of drugs or alcohol;

(d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;

(e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
(f) Establish drug and alcohol abuse awareness programs to inform its employees about:

(i) The dangers of drug and alcohol abuse in the workplace;

(ii) The business’ policy of maintaining a drug and alcohol free workplace;

(iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by J(2)(b), above;

(h) Notify its employees in the statement required by J(2)(b), above, that as a condition of continued employment on the contract, the employee shall:

(i) Abide by the terms of the statement; and

(ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under J(2)(h)(ii) above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under J(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

(i) Take appropriate personnel action against an employee, up to and including termination; or

(ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of J(2)(a)-(j), above.

(3) If the business is an individual, the individual shall certify and agree as set forth in J(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the
(4) I acknowledge and agree that:

(a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.06.

K. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic ______) (foreign ______) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: ______________________________________________________________________
Address: ____________________________________________________________________

(If not applicable so state.)

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

L. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the
Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

M. Repealed.

N. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: ________________  By: _____________________________________

(Authorized Representative and Affiant)
Mercury Content

A. Mercury Content. If required under COMAR 21.11.07, a price preference not exceeding 5 percent shall be applied in the evaluation of bids or proposals in favor of products that are mercury free or if stated elsewhere in the solicitation, to products containing the least amount of mercury. The following mercury affidavit shall be completed and returned with the bid or proposal.

B. Mercury Affidavit.

MERCURY AFFIDAVIT
AUTHORIZED REPRESENTATIVE

THEREBY AFFIRM THAT:

I am the _________________________________ (Title) and the duly authorized representative of _________________________________ (Business). I possess the legal authority to make this affidavit on behalf of myself and the business for which I am acting.

MERCURY CONTENT INFORMATION:

[ ] The product(s) offered do not contain mercury.

OR

[ ] The product(s) offered do contain mercury.

(1) Describe the product or product component that contains mercury.

(2) Provide the amount of mercury that is contained in the product or product component. Indicate the unit of measure being used.

I ACKNOWLEDGE THAT this affidavit is to be furnished to the procurement officer and may be distributed to units of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify, or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this affidavit, (2) the contract, and (3) other affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

________________________   _________________________________
Date                             Signature

Print Name: _________________________________

Authorized Representative and Affiant
CONFLICT OF INTEREST INFORMATION

A. Each solicitation that will result in the selection of a Contractor who will assist a unit in the formation, evaluation, selection, award, or execution of a contract shall provide notice of the requirement of this regulation.

B. "Conflict of interest" means that, because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the College or State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

C. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, offeror, Contractor, consultant or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

D. If the Procurement Officer makes a determination prior to award that facts or circumstances exist giving rise or which could in the future give rise to a conflict in interest, the procurement officer may reject a bid or offer under COMAR 21.06.02.03B.

E. After award the College may terminate the contract, in whole or in part, if it deems such termination necessary to avoid an actual or potential conflict of interest. If the Contractor knew or reasonably could have been expected to know of an actual or potential conflict of interest prior to or after award and did not disclose it or misrepresented relevant information to the Procurement Officer, the College may terminate the contract for default, institute proceedings to debar the Contractor from further contracts, or pursue such other remedies as may be permitted by law or the contract.

F. A conflict of interest may be waived if the Procurement Officer, with approval of the agency head or designee, determines that waiver is in the best interest of the State. The determination shall state the reasons for the waiver and any controls that avoid, mitigate, or neutralize the conflict of interest.

G. Each bidder or offeror responding to a solicitation that will result in the selection of a Contractor who will assist a unit in the formation, evaluation, selection, award, or execution of another College or State contract shall provide the affidavit and disclosures set forth in Subsection H of this regulation to the Procurement Officer with the bid or offer and such other times as may be required by the Procurement Officer.

H. The affidavits and disclosures required by Subsection G of this regulation shall be in substantially the same form as follows:
CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, offeror, Contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in D below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explains in detail--attach sheets if necessary):

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror will immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

By: ____________________________
(Signature of Authorized Representative and Affiant)

Printed Name: ____________________________ Date: ____________

Title: ____________________________

Federal Employer Identification Number (FEIN): ____________________________
PRINCE GEORGE’S COMMUNITY COLLEGE

MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

I hereby declare and affirm that I am the _______________________________________
 (Title)

and the duly authorized representative of _______________________________________

______________________________________________________________________________

(Name of Bidder)

1. I further declare and affirm that the Bidder acknowledges the Minority Business Enterprise
participation goal of not less than the percent provided in the solicitation (____%) of the total
contract amount, and commits to make a good faith effort to achieve the goal.

Therefore, I will not be seeking a waiver pursuant to MBE provisions included in this
solicitation.

OR

☐ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I
hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within
10 business days of receiving notice that our firm is the apparent awardee, I will submit
all required waiver documentation in accordance with the provisions included in the
solicitation or as requested by the College at a later date.

2. If requested and/or required under this solicitation by PGCC to submit an
Attachment B – MBE Participation Schedule with our firm’s Proposal, I acknowledge
that I will/have identified the MBE’s that meet the College’s MBE status and goal
requirements, per the solicitation documents.

3. I understand that if I am notified that I am the apparent awardee, I must submit the
following additional documentation within 10 working days of receiving notice of the
potential award or from the date of conditional award, whichever is earlier.

(a) Outreach Efforts Compliance Statement (Attachment C)
(b) Subcontractor Project Participation Certification (Attachment D)
(c) Any other documentation, including waiver documentation, if applicable, required
by the Procurement Officer to ascertain bidder or offeror responsibility in connection
with the certified MBE participation goal.

I understand that if I fail to return each completed document within the required time,
the Procurement Officer may determine that I am not responsible and therefore not
eligible for contract award. If the contract has already been awarded, the award is
voidable.
4. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided (or will be provided) not less than the same information and amount of time to respond as were (are) non-MBE subcontractors.

5. I understand that my failure to comply with the requirements of this solicitation and the contract may result in my being assessed liquidated damages as stated in the Contract issued with this solicitation.

6. I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

__________________________  __________________________
Bidder/Offeror Name  Signature of Affiant

__________________________  __________________________
Address  Printed Name, Title

__________________________  __________________________
Date

SUBMIT THIS AFFIDAVIT WITH INITIAL PROPOSAL
MBE Participation Schedule
(for submission with Proposal)

This document must be included with the bid or Price Proposal offer. If the Offeror fails to submit this form with the bid or Price Proposal offer as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the Offer is not reasonably susceptible of being selected for award.

<table>
<thead>
<tr>
<th>Prime Contractor (Firm Name, Address, Phone</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>Total Contract Amount</td>
</tr>
</tbody>
</table>

List Information For Each Certified MBE Subcontractor On This Project

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
<th>MBE Certification Number</th>
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</thead>
<tbody>
<tr>
<td>Work To Be Performed</td>
<td></td>
</tr>
<tr>
<td>Dollar Amount or Percentage of Total Contract</td>
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**USE THE ATTACHED CONTINUATION PAGE AS NEEDED**

**SUMMARY**

TOTAL MBE PARTICIPATION:    ______% $________

TOTAL AFRICAN-AMERICAN MBE PARTICIPATION:   ______% $________
TOTAL ASIAN-AMERICAN MBE PARTICIPATION:   ______% $________
TOTAL HISPANIC-AMERICAN MBE PARTICIPATION:   ______% $________
TOTAL WOMAN-OWNED MBE PARTICIPATION:   ______% $________
TOTAL OTHER MBE PARTICIPATION:   ______% $________

Document Prepared By: (please print or type)
Name: ________________________ Title: __________________________
## MBE Participation Schedule, continued

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
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<tr>
<td>Dollar Amount or Percentage of Total Contract</td>
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</table>
CLIENT REFERENCES

EACH BIDDER MUST LIST BELOW AT MINIMUM, THREE CUSTOMERS OF A SIMILAR SIZE AND PROJECT WITH STATED TIMELINES COMPLETED WITHIN THE LAST THREE YEARS. FAILURE TO SUBMIT REFERENCES WITH BID RESPONSE MAY LEAD TO THE DISQUALIFICATION OF BIDDER.

1. Customer Name: ____________________________________________
   Address: ___________________________________________________
   Contact Person: _____________________________________________
   Phone Number: ______________________________________________
   Email Address: ______________________________________________

   Projects:

2. Customer Name: ____________________________________________
   Address: ___________________________________________________
   Contact Person: _____________________________________________
   Phone Number: ______________________________________________
   Email Address: ______________________________________________

   Projects:

3. Customer Name: ____________________________________________
   Address: ___________________________________________________
   Contact Person: _____________________________________________
   Phone Number: ______________________________________________
   Email Address: ______________________________________________

   Projects:
If the vendor fails to complete the contract by the time specified, or within the time to which completion may have been extended, the vendor shall pay to the college liquidated damages, for each calendar day of delay in delivery. Vendor agrees based on the parties’ knowledge at the time of contracting the parties agree that $1,000 is a reasonable estimate of the damages that would accrue if the vendor fails to meet the specific due date/s. Said liquidated damages shall be deducted from invoices rendered. If the vendor finds it impossible for reasons beyond his control to complete the requirements of the contract by the date specified, or as extended, in accordance with this provision, he may, at any time prior to the expiration of the contract time as extended, make a written request to the Procurement Office for an extension of time setting forth therein the reasons which he believes will justify the granting of his request. The vendor’s plea that insufficient time as specified is not a valid reason for extension of time. If the Procurement Office finds that the work was delayed because of conditions beyond the control and without the fault of the vendor, she may extend the time for completion in such amount as the conditions justify. The extended time for completion shall then be in full force and affect the same as though it were original time for completion.

PRINT NAME

SIGNATURE

TITLE
APPENDIX B

1. Business Capabilities/Requirements Quick Reference Form
2. Business Capabilities/Requirements Questions
3. Price Proposal Form
# Business Capabilities/Requirements Quick Reference Form.

Place and “X” in the applicable cell. Include comments to provide additional clarity/explanation.

Note: For ease of use, a separate Word document is provided.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Yes Available</th>
<th>Not Available</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Requirements</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Contract based on Prince George’s Community College standard terms and conditions. Exceptions are to be provided in the specified location as noted in the RFP</td>
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<tr>
<td>Initial 3-year contract with option to extend for an additional three</td>
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<tr>
<td>Lump Sum or Flat Annual Fee</td>
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<td>Guaranteed not-to-exceed Rate of Increase (e.g. 3% percent per</td>
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<tr>
<td>24/7 Support</td>
<td></td>
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<tr>
<td>Guaranteed Up-time 99.9999%</td>
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</tr>
<tr>
<td>Does our firm have a Service Level Agreement to assure Client’s are reimbursed or credited for down time the site is not operating? Explain your firm’s downtime communication process, planned and unplanned</td>
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<tr>
<td>Security / PCI Requirements</td>
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<tr>
<td>See Statement at above of this requirements list.</td>
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<tr>
<td>Touchnet Ready Partner</td>
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<tr>
<td><strong>PCI DSS Compliant v3.2 and maintain compliance with most current version and future</strong></td>
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<td><strong>PCI Council Validated Point to Point Encryption Card Readers (Listed P2PE)</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>PCI Council validated Point to Point Encryption keypads (to be used for telephone sales.)</strong></td>
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</tr>
<tr>
<td><strong>Off-site Hosting meeting PCI standards with quarterly scan reports available.</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Our merchant name shows on customer’s credit card statement</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>SSL/TLS Encryption</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Accept ACH Payments</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Daily remittance of all credit card transactions collected to our merchant account at our</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will run on standard Office PCs using Chrome or other common web browsers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will work with BOCA Printers. If different ticket printers are necessary, indicate recommended brand/model and approximate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barcode / Ticket Scanning System needs to support real-time scanning/ authentication as well as post-event scanning.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If different scanners are necessary, indicate recommended brand/model and approximate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Box Office Management Requirements</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Counter Sales</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phone Sales</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>On line sales (white label)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA compliant online interface for patrons with visual impairment or blindness.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose your own seat as well as “best available” options.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print-at-Home Tickets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Ticketing</td>
<td>Customers can easily order tickets on iPhones and Android Phones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Admission Seating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserved Seating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Season Tickets/Packaging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support for “pick your own” Mix &amp; Match Series</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support “pick your own” series with online orders.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Ability to ask open-ended questions on web orders (e.g. “How did you hear about this event?”)</td>
<td></td>
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</tr>
<tr>
<td>Timed Entry (preferable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIP &amp; Discount Tickets</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Special Offer Codes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Audit Trails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to build own events, venues, and seating maps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to place event seat holds, technical blackouts</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Ability to set our own embedded ticketing fees as well as per-ticket and per-order convenience fees (and keep the money)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Ability to create payment types and to use combination of payment types in one order.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Campus has control of ticket design (thermal and print-at-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to create gift certificates and store credit balances.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Quick Sale Mode</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reporting Requirements**
<table>
<thead>
<tr>
<th>Drawer Reports (per person/per shift)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Day Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grouped batch reports to match bank deposits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Availability by individual event and night of run</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Reports (financial and numbers of tickets)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales by date and buyer type/discount code.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Sales Final report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comp Ticket Detail Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please supply samples of all standard reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Customer Database Requirements**

<table>
<thead>
<tr>
<th>Ability to assign campus-defined guest types (student, public, organization, inactive, etc.)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Must have a “greeting” or salutation field. Preferred: different “greeting” field for different solicitors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can show links/relationships between different patrons in system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to store seasonal addresses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Built-in system for identifying possible duplicates and merging them with human input</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Customized queries:
We need to be able to write our own robust boolean queries based on ticket purchase, donation history and demographic data.

| Ability to export results of queries in comma separated value tables (.csv) and/or Microsoft Excel formats |
| “Event Management” (assign and track staff, ushers, etc.) |

### Implementation Requirements (SoW)

| Database Migration/Import |
| End User Training |
| Upgrades and patches included |

### Ticket Sales

<p>| Ability to select seats by buyer type and have multiple buyer types in the same order |
| Ability to exchange tickets easily |
| Ability to donate tickets |
| Ability to sell tickets using dummy/internal payment types and account credits |
| Ability to have quick or anonymous sales, and the ability to turn off that function when not needed |
| Ability to assign events to seasons or event groups |
| Ability to print and reprint receipts. |
| Ability to print, reprint, and un-print tickets. |</p>
<table>
<thead>
<tr>
<th>Ability to print the house or batch print</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
</tr>
<tr>
<td>Point of sale (POS) stations</td>
</tr>
<tr>
<td>POS stations should consist of CPU, monitor, keyboard, mouse, credit card swipe/EMV chip reader, all adapters, cables, and connections</td>
</tr>
<tr>
<td>POS station have mobile capabilities</td>
</tr>
<tr>
<td>System report printer connected to all stations</td>
</tr>
<tr>
<td>Ticket printers</td>
</tr>
<tr>
<td>Ticket scanners and chargers, with back up batteries</td>
</tr>
<tr>
<td>Over-ride cards</td>
</tr>
</tbody>
</table>
## Business Capabilities/Requirements Questionnaire

Note: For ease of use, a separate Word document is provided.

<table>
<thead>
<tr>
<th>General Questions</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Event creation, including seat maps (there are currently 16 venue seat maps,</td>
<td></td>
</tr>
</tbody>
</table>
  some with different versions of price scaling), and event manager processes, and  |
  what, if any, support is provided by the vendor. Describe any limitations on      |
  configurations or seat maps.                                                     |
| 2. Available delivery methods for all sales channels (CPA, Event management,     |
  Phone, Internet, etc.).                                                          |
| 3. Creating non-inventoried, membership, and registration events.                |
| 4. SSAE16 COMPLIANCE. Ability to provide the most recent SOC report and that of    |
  all subservice provider(s) relevant to this contract- free of cost to Prince     |
  George’s Community College. To be provided annually, within 30 days of its        |
  issuance by the audit or by request.                                             |
| 5. Data access after the termination of the agreement.                            |
| 6. PCI compliant                                                                  |

### Customer Interfacing/Engagement

<p>| 7. Any limitations on the number of users who can access the system at the same   |
|   time                                                                           |
| 8. Ability to set permissions by user type                                       |
| 9. Customer can select specific seats or are sold “best available”.              |
| 10. Customers to print their own tickets.                                        |</p>
<table>
<thead>
<tr>
<th></th>
<th>Secure and/or apply discounts through use of coupon codes.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Detailed event information and venue information, and indicate the opportunity for the purchaser to access a view of the stage from the selected seating location.</td>
</tr>
<tr>
<td></td>
<td>Managing shopping cart/s with tickets from multiple events, donations, and merchandise.</td>
</tr>
<tr>
<td></td>
<td>Provide the number of “clicks” from the venue’s event page to the purchase confirmation screen.</td>
</tr>
<tr>
<td></td>
<td>Describe internet interaction between internet site and customer.</td>
</tr>
<tr>
<td></td>
<td>Mobile device scanning</td>
</tr>
<tr>
<td></td>
<td>Interfacing with Colleague financial platform to deposit the ticket sales directly into an assigned PGCC account number</td>
</tr>
<tr>
<td></td>
<td>Access Control capabilities, including the ability to scan tickets remotely (away from WiFi receivers) and have the ticket counts uploaded once scanners are back in range of receivers.</td>
</tr>
<tr>
<td>Internet Sales</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interfacing between vendor and client’s sites for event information and sales flow.</td>
</tr>
<tr>
<td></td>
<td>The ability to manage a shopping cart with tickets from multiple events, donations, and merchandise.</td>
</tr>
<tr>
<td></td>
<td>The availability to provide detailed event information and venue information, and indicate the opportunity for the purchaser to access a view of the stage from the selected seating location.</td>
</tr>
<tr>
<td></td>
<td>Ability to provide secure discounts through use of coupon codes.</td>
</tr>
<tr>
<td></td>
<td>Select specific seats or are sold “best available”.</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
</tr>
<tr>
<td>24</td>
<td>Ability for customers to print their own tickets</td>
</tr>
<tr>
<td>25</td>
<td>Ability to provide subscription sales on line</td>
</tr>
<tr>
<td>26</td>
<td>Ability to upload events to the web site both individually and in bulk</td>
</tr>
<tr>
<td>27</td>
<td>Any ability for mobile ticketing</td>
</tr>
<tr>
<td>28</td>
<td>Any digital marketing capabilities or integration</td>
</tr>
<tr>
<td>29</td>
<td>Ability for PGCC students to obtain free tickets online without any service fees, and using Shibboleth or CAS authentication as</td>
</tr>
<tr>
<td>30</td>
<td>Compliance with the Web Content Accessibility Guidelines (WCAG) 2.0</td>
</tr>
<tr>
<td>31</td>
<td>The number of operators, how the phone is answered (immediately or delayed), the average wait time the average time with the customer, the percent of calls that go directly to an agent with no wait time, and the average number of abandoned calls in a given period of time.</td>
</tr>
<tr>
<td>32</td>
<td>Phone sales customers can select specific seats or are sold tickets on a “best available” basis</td>
</tr>
<tr>
<td>33</td>
<td>Whether or not the phone agents work on commission</td>
</tr>
<tr>
<td>34</td>
<td>Phone sales, which forms of payment are accepted.</td>
</tr>
<tr>
<td>35</td>
<td>The procedures for communicating changes in event details to phone agents</td>
</tr>
<tr>
<td>36</td>
<td>The information provided to customers by the phone agents at the time of a purchase.</td>
</tr>
<tr>
<td>37</td>
<td>The opportunities for phone agents to gather marketing data from customers.</td>
</tr>
<tr>
<td>38</td>
<td>Option for client to opt out of using vendor’s phone sale services.</td>
</tr>
<tr>
<td>39</td>
<td>Reporting</td>
</tr>
<tr>
<td>39</td>
<td>Describe procedures for exporting data (e.g. mailing lists).</td>
</tr>
<tr>
<td>40</td>
<td>Describe in detail how the software handles daily, weekly, monthly and individual seller reconciliation reports, event settlement procedures and troubleshooting capabilities; including the ability to separate sales for each venue for</td>
</tr>
<tr>
<td>41</td>
<td>Describe creation of reports with variable exclusion and inclusion functions</td>
</tr>
<tr>
<td>42</td>
<td>Describe creation of reports of accumulated marketing information.</td>
</tr>
<tr>
<td>43</td>
<td>Describe any ability to schedule reports and email them</td>
</tr>
<tr>
<td>44</td>
<td>Subscriptions Sales</td>
</tr>
<tr>
<td>44</td>
<td>Describe capabilities of the system to handle fixed and “select your own” series.</td>
</tr>
<tr>
<td>45</td>
<td>Describe policy of the vendor on exchanges for subscribers</td>
</tr>
<tr>
<td>46</td>
<td>Describe policy of allowing subscribers to purchase additional tickets from venue ticket office.</td>
</tr>
<tr>
<td>47</td>
<td>Describe capabilities of system to allow subscribers to manage their subscriptions online</td>
</tr>
<tr>
<td>48</td>
<td>Ability to set package access through all sales channels</td>
</tr>
<tr>
<td>49</td>
<td>Software and Hardware Support</td>
</tr>
<tr>
<td>49</td>
<td>Describe the frequency of upgrades and provide specific examples of vendor’s response to client requested changes or improvements to the software</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>50</td>
<td>Describe details of the initial training program including expected total training time for different levels of users.</td>
</tr>
<tr>
<td>51</td>
<td>Hardware and software support services</td>
</tr>
<tr>
<td>52</td>
<td>Describe standard hours of operations for support.</td>
</tr>
<tr>
<td>53</td>
<td>Describe procedures for emergency support with contact lists.</td>
</tr>
<tr>
<td>54</td>
<td>Describe average response time for routine as well as emergency support services.</td>
</tr>
<tr>
<td>55</td>
<td>Provide box office consultation and training, as may be required. Describe amount of notification required.</td>
</tr>
<tr>
<td>56</td>
<td>Service Level Agreements and Guarantees.</td>
</tr>
<tr>
<td><strong>Credit Cards</strong></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Describe which credit cards are accepted and detail credit card processing procedures and settlements with client.</td>
</tr>
<tr>
<td>58</td>
<td>Describe how charge backs are handled including timeline for the venues to be notified, and to respond.</td>
</tr>
<tr>
<td>59</td>
<td>Describe if and all fees that are assessed and how said fees are determined.</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>List all necessary system hardware and maintenance, as well as data integrity. Equipment should include workstations,</td>
</tr>
</tbody>
</table>
Beth Kirk
Prince George’s Community College
Office of Procurement
301 Largo Road
Largo, MD 20774

Dear Ms. Kirk:

The undersigned hereby submits the Financial Proposal as set forth in RFP # _____ dated __________, 2018, and the following subsequent addenda:

Addendum ___ dated_______
Addendum ___ dated_______
Addendum ___ dated_______
Addendum ___ dated_______

We confirm that this Price Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide services as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as PGCC cannot be responsible for Proposer’s errors or omissions. Any price/fee proposal that has been accepted by PGCC may not be withdrawn by the contractor.

A. Attached to this Price Proposal Form is our firm's fee for all services, reimbursables and expenses that will be provided to complete the project as outline in this RFP. We confirm that these rates/prices are fully loaded and include all costs and expenses.

We understand that by submitting a proposal we are agreeing to the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the Proposal remains in effect.
The evaluation and subsequent final ranking of proposals will be in accordance with the RFP documents. We understand that technical weighs greater than financial.

We understand that the College reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Team proposed in the Proposal will be assigned to the PGCC Contract for the duration of this Contract. We understand that no changes in these assignments will be allowed without written authorization from the College via contract amendment prior to such changes being made.

Enclosure:

(Signatures should be placed on following page.)
The offeror represents, and it is a condition precedent to acceptance of this proposal, that the offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

### A. INDIVIDUAL PRINCIPAL

In Presence of Witness: ____________________________

| FIRM NAME | ____________________________ |
| ADDRESS | ____________________________ |
| TELEPHONE NO. | ____________________________ |
| SIGNED | ____________________________ |
| PRINTED NAME | ____________________________ |
| TITLE | ____________________________ |

### B. CO-PARTNERSHIP PRINCIPAL

(B) Name of Co - Partnership

| ADDRESS | ____________________________ |
| In Presence of Witness: ____________________________ |
| TELEPHONE NO. | ____________________________ |
| Printed Name | ____________________________ |
| By | ____________________________ |
| (Partner) | ____________________________ |
| Printed Name | ____________________________ |
| By | ____________________________ |
| (Partner) | ____________________________ |

### C. CORPORATION

(C) Name of Corporation

| ADDRESS | ____________________________ |
| Attest: ____________________________ |
| TELEPHONE NO. | ____________________________ |
| [Printed Name of Corporate (or Assistant Corporate) Secretary] | ____________________________ |
| [Corporate (or Assistant Corporate) Secretary Signature for Identification] | ____________________________ |
| By: ____________________________ |
| Signature of Officer and Title | ____________________________ |
| Printed Name | ____________________________ |
| Title | ____________________________ |
APPENDIX C

CONTRACT DOCUMENTS AND FORMS

1. Contract (Sample) to include a Service Level Agreement/Conditions.
2. Contract Affidavit
APPENDIX C

SAMPLE ONLY – CONTRACT TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT THE COLLEGE’S SOLE DISCRETION

PRINCE GEORGE’S COMMUNITY COLLEGE

CONTRACT #________

__________________ , 2019

CONTRACTOR: ______________________
Federal Employer ID: ___-_______
Address: ______________________________

Contact Person: ______________________
Contact Phone: _______________________
Contact Fax: _________________________
Contact Email: _______________________

PGCC Ordering Office:
Project Coordinator:
Coordinator Phone:
Coordinator Fax:
Coordinator Email:

PGCC Procurement Officer/Contract Manager:
Phone Number:
E-mail address:
This Agreement ("Agreement" or "Contract") is made this 6th day of December, 2019, between the Prince George's Community College ("PGCC" or "College"), and _______________ ("Contractor" or "Consultant"), with an address of ________________, collectively the "Parties".

**CONTRACT DOCUMENTS AND TERM**

This Agreement consists of multiple documents as follows in the order of precedence:

- This Agreement Form (pages 1 through 11) and any Amendments;
- The RFP ___ and Contractor’s Proposal dates ____;
- Attachment A: Contractor’s Statement of Work
- Work Orders, and Purchase Orders Terms and Conditions, issued under this Contract, whether attached hereto or not.

This as needed, non-exclusive Agreement shall be effective upon the date of execution by both Parties and shall continue through ____________, 2019, or until the work deliverables are completed, per Attachment A or unless extended by amendment.

**RECITALS.** The Contractor has been awarded a contract to provide services, as needed, for PGCC upon the terms and conditions set forth herein, and the Contractor is willing to undertake those services ("the Services") upon such terms and conditions. The Contractor represents that the Contractor is qualified to render the Services required by PGCC.

NOW, THEREFORE, PGCC and the Contractor agree as follows:

1.0 **PROFESSIONAL SERVICES**

1.1 The Contractor shall perform the non-exclusive Services as described in Attachment A to this Agreement.

1.2 Services shall be performed in accordance with a schedule of activities agreed upon by the Parties issued as a work order by the College. The Contractor will provide all the necessary equipment and materials to perform the Services in an expeditious manner as is consistent with good professional skill and care and the orderly progress of the Services. In the event of any conflict in terms between Attachment A and this Agreement, the terms and conditions of this Agreement take precedence.

1.3 The PGCC will designate a staff member to act as manager ("Project Manager") between the College and the Contractor. Throughout the period of the Services, copies of all correspondence, work products, specifications, estimates and other materials prepared by the Contractor should be directed to the Project Manager and also to any other PGCC personnel designated by the Project Manager. Direct contact or communication by the Contractor with other PGCC offices or any other entity concerning the Services shall be made only with the prior knowledge and concurrence of the Project Manager.
1.4 The professional contractor for the Services shall be the same person identified in this contract unless (a) a change is requested by the Contractor and approved in writing by the Project Manager; or (b) a change is requested in writing by the Project Manager for good cause, in which case the Contractor shall make an appropriate substitution, subject to PGCC's approval, and notify PGCC in writing. Major changes in the Contractor's organization or personnel (other than the Contractor) shall be reported to PGCC in writing as they occur.

1.5 If applicable, any amendments thereto, are made a part of this Agreement unless expressly contradicted by a term or condition of this Agreement. The Scope of Services which is set forth as Attachment A is made a part of this Agreement.

2.0 FEES AND PAYMENTS

2.1 Contractor’s rates shall not exceed the fixed rates/fee provided in Attachment A and all such rates/fee include all expenses in the performance of the Services. Payments shall be made upon acceptance of deliverables as outlined in Attachment A of this Agreement or in work orders/written directives or marketing advertisement schedules issued by PGCC. The maximum fee for all services provided under this Agreement shall not exceed $____________ for services provided during ______________, unless modified by an amendment, at a later date.

2.2 Payment requests (invoices) shall be submitted electronically to the Accounts Payable Department, Prince George’s Community College, 301 Largo Road, Largo MD 20774 at accounting@pgcc.edu and the Project Manager.

2.3 Payment shall be paid within 30 days after PGCC’s receipt and acceptance of invoice.

2.4 The Contractor shall include along with each invoice a summary of work/activities completed during the work period being invoiced. The Contractor shall clearly reference the Purchase Order or Contract number; the type of billing, i.e., the deliverable; and, additional information as may be specifically required elsewhere in this Agreement.

2.5 No invoice will be processed if there is a dispute between PGCC and the Contractor as to the current or cumulative services provided.

2.6 PGCC's approval of periodic payments to the Contractor shall not constitute, in any sense, approval or acceptance by PGCC of the Services work performed through the date of the invoice or of the Contractor's assertion of percentage of the Services completed through the date of the invoice.

2.7 It is understood that there is no guarantee of dollar amount of work under this Contract. Payment will be issued on services rendered. Adjustments to payments for non-performance may be taken by the College, as its sole discretion.
2.8 As an independent contractor of PGCC, no withholding of income tax, Social Security or other sums will be made from the payment to the Contractor.

3.0 EVALUATION AND ACCEPTANCE PROCEDURE

3.1 Upon completion and delivery of each deliverable by Contractor, PGCC will begin the evaluation and acceptance process, which shall include, but not be limited to, the steps described below. Payments, in accordance with Section 3 of this Contract will be based on the completion/delivery of a deliverable by Contractor and acceptance by PGCC of each deliverable. Contractor will demonstrate to PGCC that the deliverable has been completed or has occurred and will provide PGCC with written notice of the same.

3.2 Within the time period specified in the Contract including any Contract Amendments, or if not specified, then within five (5) business days of receipt by PGCC of a scheduled deliverable from Contractor, PGCC shall determine whether such deliverable Materially Conforms to the specifications defined in the Contract. As used herein, the term "Materially Conforms" means that the deliverable is ready to be used in production and meets or exceeds its intended functionality and performance. If the deliverable Materially Conforms to the specifications, then PGCC will provide written confirmation to Contractor that the deliverable is accepted.

3.3 If the deliverable does not Materially Conform, PGCC shall immediately return it to Contractor with a written list of deficiencies. Contractor, at no additional cost to PGCC, shall thereafter make all appropriate and necessary fixes to the deliverable and return it to PGCC within the time period specified, or if not specified, then within ten (10) business days for further testing by PGCC. If the deliverable again fails to Materially Conform then this same process will be repeated one more time. If the deliverable fails to Materially Conform to the specifications after delivery for the second time then PGCC may, at its sole discretion, (a) further extend the timeframe for cure and (b) extend the warranty period, if applicable, or (c) begin the termination process as defined in Section 6.3 of this Contract. If PGCC does not elect to terminate this Contract after the second failure, it has not automatically waived its right to do so following any additional failed attempt at correction by Contractor to which the parties may agree.

3.4 If either party fails to meet the testing period described above, or any other periods of time as mutually agreed to, the other party may declare the Contract in material breach and begin the termination process as defined in Section 6.3 of this Contract.

4.0 ONSITE AND OFFSITE MEETINGS

The College may request the Contractor to attend meetings or working sessions PGCC’s offices/campuses and/or at designated offsite locations, as needed.
5.0 OWNERSHIP OF WORK PRODUCT AND INTELLECTUAL PROPERTY

5.1 For the consideration payable under this Agreement, all work product derived from the Services and required by this Agreement shall be considered a work made for hire within the meaning of that term under the copyright laws of the United States, applicable common law and corresponding laws of other countries. PGCC shall have sole right and authority to seek statutory copyright protection and to enjoy the benefits of ownership of the work. The Contractor hereby assigns all rights, title and interest in and to the work derived from the Services and agrees to require all members of the production, as well as any agents or subcontractors of Contractor involved in Services, to agree in writing that they assign to PGCC all right, title and interest in work product derived from the Services required by this Agreement. All work product required by this Agreement shall also be protected by the attorney client and attorney work product privileges available under Maryland law.

Contractor shall retain ownership of any pre-existing intellectual property it held prior to this Agreement, and to any intellectual property it develops outside this Agreement without reference to any materials or work it exposed to under this Agreement.

5.2 Notwithstanding the terms of Paragraph 5.1, Contractor is permitted with written consent to retain all rights to the intellectual capital (including without limitation, ideas, methodologies, processes, inventions and tools) developed or possessed by the Contractor prior to, or acquired during, the performance of the Services under this Contract.

6.0 OTHER TERMS AND CONDITIONS

6.1 Maryland Law – The laws of Maryland shall govern the interpretation and enforcement of this Agreement.

6.2 Termination for Convenience - The College may terminate this Agreement, in whole or in part, without showing cause upon prior written notice to the Contractor specifying the extent and the effective date of the termination.

6.3 Termination for Default - When the Contractor has not performed or has unsatisfactorily performed the Services; payment shall be withheld at the discretion of the College. Failure on the part of a Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor will not be entitled to recover any costs incurred by the Contractor up to the date of termination.

6.4 Changes - This Agreement may be amended with the consent of both parties. Amendments may not change significantly the scope of the Agreement.

6.5 Disputes - Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Agreement in accordance with the Procurement Officer’s decision. Claims not resolved by action of the Procurement Officer may be reviewable by other College officials.
6.6 Suspension of Work - The Procurement Officer unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the College.

6.7 Delays and Extension of Time - The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Agreement.

Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without fault or negligence of the Contractor, including but not restricted to, acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a contract with the State, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence or either the Contractor, its subcontractors or suppliers.

6.8 Nondiscrimination in Employment - The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or disability of a qualified individual with a disability, and (b) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

6.9 Contingent Fee Prohibition - The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

6.10 Ethics - This Agreement is cancelable in the event of a violation of the Maryland Public Ethics Law by the Contractor or any College employee in connection with this Agreement.

6.11 Intellectual Property – Contractor agrees to defend upon request and to indemnify and save harmless PGCC, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, supplies, equipment or services covered by this Agreement.

6.12 Choice of Venue – Any lawsuits filed by either party arises out of this agreement shall be filed in either the Circuit Court or District Court for Prince George’s County, MD.

6.13. If the appropriate funds or if funds are not otherwise made available for continued performance of this Contract, this Contract shall be canceled automatically for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the College's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the College from future performance of the Contract, but not from their rights and obligations existing at the time of termination.
The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The College shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

7.0 CONFIDENTIAL INFORMATION

7.1 Contractor acknowledges and understands that in connection with this Agreement, the performance of the Services and otherwise, Contractor has had or shall have access to, has obtained or shall obtain, or has been or shall be given the College’s Confidential Information (as defined herein). For purposes of this Agreement, “Confidential Information” means all information provided by the College to Contractor, including without limitation information concerning the College’s business strategies, political and legislative affairs, students, employees, vendors, contractors, student records, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation. Confidential Information includes information in any and all formats and media, including without limitation oral, and includes the originals and any and all copies and derivatives of such information.

7.2 Contractor shall use the Confidential Information only if and when required for the performance of the Services, and for no other purpose whatsoever, and only by Contractor employees engaged in that performance.

7.3 Contractor shall not, in any manner whatsoever, disclose, permit access to, or allow use of Confidential Information to any person or entity except as specifically permitted or required under this Contract.

7.4 Contractor acknowledges and understands that PGCC is required to protect certain Confidential Information from disclosure under applicable law, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”), the Gramm Leach Bliley Act (“GLBA”), or the Maryland Public Information Act (“PIA”), including regulations promulgated thereunder, as the laws and regulations may be amended from time to time (collectively the “Privacy Laws”). The Confidential Information that is protected under FERPA was provided to the Contractor as it is handling an institution service or function that would ordinarily be performed by PGCC’s employees. The Contractor agrees that it shall be obligated to protect and may only maintain and use the Confidential Information in its possession or control in accordance with the Privacy Laws to the same extent as PGCC would be obligated if the Confidential Information was in the possession or control of PGCC. The Contractor further agrees that it is subject to the requirements governing the use and redisclosure of personally identifiable information from education records as provided in FERPA.

7.5 Contractor may disclose Confidential Information as required by legal process. If Contractor is required by legal process to disclose Confidential Information, Contractor shall immediately notify the College, and before disclosing such information shall allow
PGCC reasonable time to take appropriate legal action to prevent disclosure of the Confidential Information.

7.6 Contractor’s obligations with respect to Confidential Information shall survive the expiration or the termination of this Contract.

7.7 Contractor acknowledges that Contractor’s failure to comply fully with the restrictions placed upon use, disclosure and access to Confidential Information may cause the College grievous irreparable harm and injury. Therefore, any failure to comply with the requirements of this Section 8 shall be a material breach of this Agreement.

7.8 Contractor agrees and acknowledges that it is not the custodian of any Confidential Information that may be in Contractor’s possession or control. Contractor shall forward any request for disclosure of Confidential Information to:

          Office of Procurement  
          Prince George’s Community College  
          301 Largo Road, Largo MD 20774

7.9 Except to the extent otherwise required by applicable professional standards, the obligations under this section do not apply to information that (a) is or becomes generally known to the public, other than as a result of disclosure by Contractor, (b) had been previously possessed by Contractor without restriction against disclosure at the time of receipt by Contractor, (c) was independently developed by Contractor without violation of this Contract, or (d) Contractor and the College agree in writing to disclose. Each party shall be deemed to have met its nondisclosure obligations under this section as long as it exercises the same level of care to protect the other’s information as it exercises to protect its own confidential information, except to the extent that applicable law or professional standards impose a higher requirement.

7.10 All Confidential Information received by Contractor shall be returned to the College or destroyed upon completion or termination of this Contract.

8.0 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless College and their respective agents, servants and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Services work by the Contractor, provided that such claim, damage, loss, or expense is caused in whole or in part by any negligent or willful act or omission of the Contractor or any employee, agent or subcontractor of the Contractor. At PGCC’s request, the Contractor will defend PGCC or settle any suit, claim, or proceeding brought against PGCC in relation to this contract. This obligation is not intended to be or to imply a waiver of the sovereign immunity of PGCC. The College does not assume any obligation to indemnify, hold harmless, or pay attorney’s fees that may arise from or in any way be associated with the performance or operation of this Agreement.
9.0 RELATIONSHIP OF THE PARTIES

9.1 Nothing in this Agreement shall be construed to establish a relationship of servant, employee, partnership, association, or joint venture between the parties. Neither party shall bind or attempt to bind the other to any contract, warranty, covenant or undertaking of any nature whatsoever unless previously specifically authorized in writing in each instance. Nothing in this Agreement is intended to create a joint employment relationship.

9.2 It is understood and agreed that Contractor is an independent contractor of the College, and not an employee. Except as set forth in this Agreement, the College will not withhold income taxes, social security or any other sums from the payments made to Contractor hereunder. All employees or contractors of Contractor shall in no way be considered employees of the College, but rather they shall be employees or contractors of Contractor, and Contractor shall bear full responsibility for compensating those persons and for the performance of the Services by way of them.

9.3 Each party reserves the right to review all press releases or other public communications of the other party that may affect the party’s public image, programs or operations.

9.4 Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client’s prior written approval.

10.0 INSURANCE

The Contractor shall maintain in full force and effect adequate insurance coverage to protect against the risks associated with the performance of services under this Agreement. The Contractor shall also maintain in full force and effect workers’ compensation insurance as required by the laws of the jurisdiction in which the services are performed. Upon request, the Contractor shall provide the College with evidence of such insurance.

11.0 SOFTWARE AND SECURITY (If Applicable)

11.1 The Contractor is the owner or authorized user of the Contractor’s software and all of its components, and Contractor software and all of its components, to the best of Contractor’s knowledge, do not violate any patent, trademark, trade secret, copyright or any other right of ownership of any third party.

11.2 Contractor shall (i) establish and maintain industry standard technical and organizational measures to help to protect against accidental damage to, or destruction, loss, or alteration of the materials; (ii) establish and maintain industry standard technical and organizational measures to help to protect against unauthorized access to the Services and materials; and (iii) establish and maintain network and internet security procedures, protocols, security gateways and firewalls with respect to the Services. Contractor software and its components are equipped and/or designed with systems intended to prevent industry known system attacks (e.g., hacker and virus attacks) and unauthorized access to
confidential information.

11.3 Report any confirmed or suspected breach of College data to PGCC’s Program Manager within one (1) hour of discovery or detection. Any confirmed or suspected computer security incidents not resulting in breach of College data shall be reported to PGCC’s Program Manager within 12 hours of discovery or detection.

11.4 Follow strong identity management characteristics and practices, requiring users to adhere to organizational usage, construction, and change requirements.

11.5 Configure and maintain network to be suitably hardened against security threats and ensure adequate performance.

11.6 SSAE16 COMPLIANCE. To facilitate compliance with SSAE16, vendor must provide Prince George’s Community College with its most recent SOC report and that of all subservice provider(s) relevant to this contract. It is further agreed that the SOC report, which will be free of cost to Prince George’s Community College, will be provided annually, within 30 days of its issuance by the auditor, and no later than February 1. The SOC report should be directed to ________________ or other representative identified by the College. Contractor also commits to providing Prince George’s Community College with a designated point of contact for the SOC report, addressing issues raised in the SOC report with relevant subservice provider(s), and responding to any follow up questions posed by Prince George’s Community College in relation to the SOC report.

12.0 PCI COMPLIANT

For the life of the Contract. The Contractor shall meet industry standards as well as those set forth by the college: In cases where the contractor will store, process or transmit credit card data for the College, contractor represents and warrants that for the life of the contract and while contractor has possession of College customer cardholder data, the software and services used for processing transactions shall be compliant with standards established by the Payment Card Industry (PCI) Security Standards Council (www.pcisecuritystandards.org). In the case of a third-party application, the application will be listed as PA-DSS compliant at the time of implementation by the College.

Contractor acknowledges and agrees that it is responsible for the security of all College customer cardholder data in its possession. Contractor agrees to indemnify and hold College, its officers, employees, and agents, harmless for, from, and against any and all claims, causes of action, suits, judgments, assessments, costs (including reasonable attorneys' fees), and expenses arising out of or relating to any loss of College customer credit card or identity information managed, retained, or maintained by contractor, including but not limited to fraudulent or unapproved use of such credit card or identity information. Contractor shall, upon written request, furnish proof of compliance with the Payment Card Industry Data Security Standard (PCI DSS) within 10 business days of the request. Contractor agrees that, notwithstanding anything to the contrary in the Agreement or the Addendum, the College may terminate the Agreement immediately without penalty.
upon notice to the contractor in the event contractor fails to maintain compliance with the PCI DSS or fails to maintain the confidentiality or integrity of any cardholder data.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized officers or officials.

Prince George’s Community College  Contractor

By: ____________________________  By: ____________________________

Date: ____________________________  Date: ____________________________
Exhibit A

This Exhibit A to the contract made this 8th day of __________, between the Prince George’s Community College (“PGCC”), and ____________ (“Contractor” or “Consultant”), collectively the “Parties”.

Services shall include, but are not limited to:
CONTRACT AFFIDAVIT

(This affidavit is a mandatory contract addendum but it is **only** required from the successful Contractor also referred to as “Consultant”.)

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:
I am the (title) _______ SAMPLE ___________________________________ and the duly authorized representative of (business) ________ SAMPLE ____________________________ and that I possess the legal authority to make this Affidavit on behalf of myself and the contractor for which I am acting.

B. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic__) (foreign__) [check one] corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

   Name: _________________________________________________________

   Address: _________________________________________________________

(2) Except as validly contested, the Contractor has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

C. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned bidder or offeror certifies that, in accordance with State Finance & Procurement Article, §17-705:

   (i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

   (ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.
(2) The undersigned bidder or offeror is unable to make the above certification regarding its investment activities in Iran due to the following activities:

______________________________________________________________________________

______________________________________________________________________________

D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:
To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgments contained in that certain Proposal Affidavit dated ______________, 20__, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _______________ By: ____________________________________________________________
APPENDIX M

MINORITY BUSINESS ENTERPRISE PROVISIONS AND INFORMATION
APPENDIX M TO SOLICITATION

PRINCE GEORGE’S COMMUNITY COLLEGE
MINORITY BUSINESS ENTERPRISE PARTICIPATION

I. PURPOSE

Contractor shall structure its procedures for the performance of the work required in this contract to attempt to achieve the minority business enterprise (MBE) goal stated in the Invitation for Bids or Request for Proposals. MBE performance must be in accordance with this Exhibit. Contractor agrees to exercise all good faith efforts to carry out the requirements set forth in this Exhibit.

II. MBE Goals and Sub Goals

An MBE subcontract participation goal percent of the total contract dollar amount has been established for this procurement. By submitting a response to this solicitation, the bidder or offeror agrees that this percentage of the total dollar amount of the contract will be performed by minority business enterprises.

By submitting a response to this solicitation, the bidder or offeror agrees that these percentages of the total dollar amounts of the contract will be performed by minority business enterprises as specified.

A prime contractor — including an MBE prime contractor — may accomplish 100% the required MBE goal.

A prime contractor utilizing MBE partner(s) will accomplish the MBE subcontract goal with preferably certified MBE subcontractors.

III. PROPOSAL REQUIREMENTS

A bidder or offeror must include with its PROPOSAL:

1. A completed MBE Utilization Affidavit (see Appendix A and Appendix M) whereby the bidder or offeror acknowledges the MBE participation goal or requests a waiver, commits to make a good faith effort to achieve the goal, and affirms that MBE subcontractors were treated fairly in the solicitation process.

2. MBE Participation Schedule (see Appendix A and Appendix M ) whereby the Proposer/Offeror responds to the expected degree of Minority Business Enterprise participation as stated in the solicitation, by identifying the specific commitment of certified MBEs at the time of submission of the Price Proposal. The bidder or offeror shall specify the percentage of the contract value or dollar amount and the items of work associated with each MBE subcontractor identified on the MBE Participation Schedule.
If a bidder or offeror fails to submit the MBE Utilization Affidavit with the bid or offer as required, the Procurement Officer may deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

IV. NOTICE OF CONTRACT AWARD: Within 10 working days (unless modified by the College) from notification that it is the apparent awardee or from the date of the actual award, whichever is earlier, the apparent awardee must provide the following documentation to the Procurement Officer.

(1) Outreach Efforts Compliance Statement (Attachment M-C)

(2) Subcontractor Project Participation Statement (Attachment M-D)

(3) If the apparent awardee believes a waiver (in whole or in part) of the overall MBE goal or of any sub goal is necessary, it must submit a fully documented waiver request that complies with the provisions in this solicitation.

(4) Any other documentation required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the MBE participation goal.

If the apparent awardee fails to return each completed document within the required time, the Procurement Officer may determine that the apparent awardee is not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

V. CONTRACT ADMINISTRATION REQUIREMENTS

Contractor shall:

1. Submit monthly (unless otherwise modified by the Procurement Officer) to the Procurement Officer, hereafter referred to as “Department” or the College’s third party designee a report listing any unpaid invoices, over 30 days old, received from any certified MBE subcontractor, the amount of each invoice and the reason payment has not been made.

2. Include in its agreements with its MBE subcontractors a requirement that those subcontractors submit monthly to the Department a report that identifies the prime contract and lists all payments received from Contractor in the preceding 30 days (unless otherwise modified by the Procurement Officer), as well as any outstanding invoices, and the amount of those invoices.

3. Maintain such records as are necessary to confirm compliance with its MBE participation obligations. These records must indicate the identity of minority and non-minority subcontractors employed on the contract, the type of work performed by each, and the actual dollar value of work performed. Subcontract agreements documenting the work performed by all MBE participants must be retained by the Contractor and furnished to the Procurement Officer or designee on request.

4. Consent to provide such documentation as reasonably requested and to provide right-of-entry
at reasonable times for purposes of the College’s representatives verifying compliance with the MBE participation obligations. Contractor must retain all records concerning MBE participation and make them available for State inspection for three years after final completion of the contract.

5. At the option of the College, upon completion of the contract and before final payment and/or release of retainage, submit a final report in affidavit form and under penalty of perjury, of all payments made to, or withheld from MBE subcontractors.

Note:

A. MBE Utilization Affidavit (must be submitted with Proposal)

B. MBE Participation Schedule (must be submitted with the Proposal)

C. Outreach Efforts Compliance Statement, M-C (must be submitted within 10 working days of notification of apparent award or actual award, whichever is earlier), unless modified by the College, at a later date.

D. Subcontractor Project Participation Statement, M-D (must be submitted within 10 working days of notification of apparent award or actual award, whichever is earlier), unless modified by the College, at a later date.
PRINCE GEORGE’S COMMUNITY COLLEGE

MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT

I hereby declare and affirm that I am the _______________________________________

and the duly authorized representative of _________________________________________

________________________________________________________________________

(Name of Bidder)

1. I further declare and affirm that the Bidder acknowledges the Minority Business Enterprise
participation goal of not less than __ percent of the total contract amount, and commits to
make a good faith effort to achieve the goal.

Therefore, I will not be seeking a waiver pursuant to MBE provisions included in this
solicitation.

OR

☐ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby
request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days
of receiving notice that our firm is the apparent awardee, I will submit all required waiver
documentation in accordance with the provisions included in the solicitation or as requested by
the College at a later date.

2. If requested and/or required under this solicitation by PGCC to submit an MBE Participation
Schedule with our firm’s Proposal, I acknowledge that I will/have identify/ied the MBE’s that
meet the College’s MBE status and goal requirements, per the solicitation documents.

3. I understand that if I am notified that I am the apparent awardee, I must submit the following
additional documentation within 10 working days of receiving notice of the potential award or
from the date of conditional award, whichever is earlier.

(a) Outreach Efforts Compliance Statement (M-C Form)
(b) Subcontractor Project Participation Certification (M-D Form)
(c) Any other documentation, including waiver documentation, if applicable, required by the
Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified
MBE participation goal.

I understand that if I fail to return each completed document within the required time, the
Procurement Officer may determine that I am not responsible and therefore not eligible for
contract award. If the contract has already been awarded, the award is voidable.

4. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided (or
will be provided) not less than the same information and amount of time to respond as were (are)
non-MBE subcontractors.
5. I understand that my failure to comply with the requirements of this solicitation and the contract may result in my being assessed liquidated damages as stated in the Contract issued with this solicitation.

6. I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

__________________________  ______________________  
Bidder/Offeror Name  Signature of Affiant

__________________________  ______________________  
Address  Printed Name, Title

__________________________  ______________________  
Date

SUBMIT THIS AFFIDAVIT WITH INITIAL PROPOSAL
MBE Participation Schedule  
(for submission with Proposal)

This document must be included with the bid or Price Proposal offer. If the Offeror fails to submit this form with the bid or Price Proposal offer as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the Offer is not reasonably susceptible of being selected for award.

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<tr>
<th>Prime Contractor (Firm Name, Address, Phone)</th>
<th>Project Description</th>
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<th>Project Number</th>
<th>Total Contract Amount $</th>
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List Information For Each Certified MBE Subcontractor On This Project

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<tr>
<th>Minority Firm Name</th>
<th>MBE Certification Number</th>
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Work To Be Performed

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Dollar Amount or Percentage of Total Contract

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<th>MBE Certification Number</th>
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USE THE ATTACHED CONTINUATION PAGE AS NEEDED

SUMMARY

TOTAL MBE PARTICIPATION: _____% $_____  
TOTAL AFRICAN-AMERICAN MBE PARTICIPATION: _____% $_____  
TOTAL ASIAN-AMERICAN MBE PARTICIPATION: _____% $_____  
TOTAL HISPANIC-AMERICAN MBE PARTICIPATION: _____% $_____  
TOTAL WOMAN-OWNED MBE PARTICIPATION: _____% $_____  
TOTAL OTHER MBE PARTICIPATION: _____% $_____  

Document Prepared By: (please print or type)  
Name: ________________________ Title: __________________
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<th>Minority Firm Name</th>
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<tr>
<td>Dollar Amount or Percentage of Total Contract</td>
<td></td>
</tr>
<tr>
<td>Minority Firm Name</td>
<td>MBE Certification Number</td>
</tr>
<tr>
<td>Work To Be Performed</td>
<td></td>
</tr>
<tr>
<td>Dollar Amount or Percentage of Total Contract</td>
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<td></td>
</tr>
<tr>
<td>Dollar Amount or Percentage of Total Contract</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: MBE FORMS M-C, AND M-D ARE TO BE SUBMITTED ONLY IF THE FIRM PROGRESSES IN THE PROCUREMENT PROCESS AS IS APPLICABLE.
IF PROPOSER IS NOTIFIED AS THE APPARENT AWARDEE:

Form M-C

OUTREACH EFFORTS COMPLIANCE STATEMENT

Complete and submit this form within 10 working days of notification of apparent award or actual award, whichever is earlier, unless modified by the College, at a later date.

In conjunction with the bid/proposal submitted in response to Solicitation No.__________, I state the following:

1. Bidder/Offeror identified subcontracting opportunities in these specific work categories:
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

2. Attached to this form are copies of written solicitations (with bidding/proposal instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Bidder/Offeror made the following attempts to personally contact the solicited MBE firms:
   ______________________________________________________________
   ______________________________________________________________
   ______________________________________________________________

4. Please Check One:
   □ This project does not involve bonding requirements.
   □ Bidder/Offeror assisted MBE firms to fulfill or seek waiver of bonding requirements. (DESCRIBE EFFORTS):
   ______________________________________________________________
   ______________________________________________________________

5. Please Check One:
   □ Bidder/Offeror did attend the pre-bid/pre-proposal conference.
   □ No pre-bid/pre-proposal meeting/conference was held.
   □ Bidder/Offeror did not attend the pre-bid/pre-proposal conference.

Company Name  Signature of Representative

_________________________  ___________________________
Address  Printed Name and Title

_________________________  ___________________________
City, State and Zip Code  Date
**IF PROPOSER IS NOTIFIED AS THE APPARENT Awardee:**

**M- D**

**SUBCONTRACTOR PROJECT PARTICIPATION STATEMENT**

Please complete and submit **one form for each MBE listed on Attachment B** within 10 working days of notification of apparent award, unless modified by the College, at a later date.

<table>
<thead>
<tr>
<th>Prime Contractor Address and Phone</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>Total Contract Amount $</td>
</tr>
<tr>
<td>Minority Firm Name</td>
<td>MBE Certification Number</td>
</tr>
</tbody>
</table>

**Description of MBE’s Work to Be Performed**

**Percentage of Total Contract**

**Type of Bonds Required of MBE, if any and amounts:**

Provided that ______________________________________ (Prime Contractor Name) is awarded the contract in conjunction with Solicitation described above______, it and ______________________________ (Subcontractor Name) intend to enter into a contract by which Subcontractor shall provide the services described above.

The undersigned Prime Contractor and Subcontractor hereby certify and agree that they have fully complied with the College’s Minority Business Enterprise requirements, which provides that, except as otherwise provided or modified by the College, a contractor may not identify a minority business enterprise in a bid or proposal and:

- (1) fail to request, receive, or otherwise obtain authorization from the minority business enterprise to identify the minority business enterprise in its bid or proposal;
- (2) fail to notify the minority business enterprise before execution of the contract of its inclusion of the bid or proposal;
- (3) fail to use the minority business enterprise in the performance of the contract; or
- (4) pay the minority business enterprise solely for the use of its name in the bid or proposal.

Both parties signing below understand that failure to comply with the requirements of the College may result in both parties being assessed liquidated damages as stated in the Contract issued with the solicitation. Both parties affirm that this is a contractual requirement for both the Prime Contractor and the MBE Subcontractor.

<table>
<thead>
<tr>
<th>Prime Contractor Signature</th>
<th>Subcontractor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: ______________________</td>
<td>By: ____________________</td>
</tr>
<tr>
<td>Name, Title</td>
<td>Name, Title</td>
</tr>
<tr>
<td>Date: ____________________</td>
<td>Date: __________________</td>
</tr>
</tbody>
</table>

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Page 76 of 88
FORMS E AND F THAT FOLLOW ARE TO BE USED
TO REPORT PAYMENTS/NON-PAYMENTS
MBE M-E (Sample)
Minority Business Enterprise Participation
Prime Contractor Unpaid MBE Invoice Report

| Report #: _______ | Contracting Unit: __________________________ |
| Reporting Period (Month/Year): _______ | Contract Amount: __________________________ |
| Report is due by the 15th of the following month, or as requested by the College. | MBE Subcontract Amt: __________________________ |
| | Project Begin Date: __________________________ |
| | Project End Date: __________________________ |
| | Services Provided: __________________________ |

| Prime Contractor: | Contact Person: |
| Address: | |
| City: | State: | ZIP: |
| Phone: | FAX: |

| Subcontractor Name: | Contact Person: |
| Phone: | FAX: |

Subcontractor Services Provided:
List all unpaid invoices over 30 days old received from the MBE subcontractor named above:

1. 
2. 
3. 
Total Dollars Unpaid: $____________________________

**If more than one MBE subcontractor is used for this contract, please use separate forms.

Return one copy (hard or electronic) of this form to the following address (electronic copy is preferred):

| Contact person: | |
| Dept: | |
| Address: | |
| E-mail: | |

Signature: __________________________ Date: __________________________

Page 78 of 88
**MBE M-F (Sample)**

**Minority Business Enterprise Participation**

**Subcontractor Paid/Unpaid MBE Invoice Report**

<table>
<thead>
<tr>
<th>Report#: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period (Month/Year): ____________</td>
</tr>
<tr>
<td><strong>Report is due by the 15th of the following month,</strong> or as requested by the College.</td>
</tr>
<tr>
<td>Contracting Unit: __________________________</td>
</tr>
<tr>
<td>Contract/PO Amount: _______________________</td>
</tr>
<tr>
<td>MBE Subcontract Amount: ____________</td>
</tr>
<tr>
<td>Project Begin Date: ________________</td>
</tr>
<tr>
<td>Project End Date: ________________</td>
</tr>
<tr>
<td>Services Provided: ______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MBE Subcontractor Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MDOT Certification #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
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</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
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<tr>
<td>State:</td>
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<tr>
<td>ZIP:</td>
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<thead>
<tr>
<th>Phone:</th>
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| FAX: |

<table>
<thead>
<tr>
<th>Subcontractor Services Provided:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List all payments received from Prime Contractor during reporting period indicated above.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Dollars Paid: $________________________</th>
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</table>

<table>
<thead>
<tr>
<th>List dates and amounts of any unpaid invoices over 30 days old.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Dollars Unpaid: $________________________</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Prime Contractor:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
</tr>
</thead>
</table>

Return one copy (hard or electronic) of this form to the following address (electronic copy is preferred):
PRINCE GEORGE’S COMMUNITY COLLEGE

MINORITY BUSINESS ENTERPRISE PARTICIPATION ADDITIONAL PROVISIONS

MBE 1. **Noncompliance.** If the college determines that the apparent successful bidder/contractor has not complied with the certified MBE subcontract participation contract goal, and has not obtained a waiver in accordance with MBE 2, or if the bidder/contractor fails to submit the documentation required by the solicitation, the College, may reject the bid or offer or cancel the award of the contract. The reasons for this action shall be specified in writing and mailed or delivered to the bidder.

MBE 2. **Waiver.**

MBE 2.1. If, for any reason, the apparent successful bidder/contractor is unable to achieve the contract goal for MBE participation, the bidder may request, in writing, an exception to the goal with justification to include the following:

(a) A detailed statement of the efforts made to select portions of the work proposed to be performed by MBEs in order to increase the likelihood of achieving the stated goal;

(b) A detailed statement of the efforts made to contact and negotiate with certified MBEs, including:

   (1) The names, addresses, dates and telephone numbers of MBEs contacted, and;

   (2) A description of the information provided to MBEs regarding the specifications, and anticipated time schedule for portions of the work to be performed;

(c) As to each MBE that had placed a subcontract quotation or offer which the successful bidder/contractor considers not to be acceptable, a detailed statement of the reasons for this conclusion; and

(d) A list of minority subcontractors found to be unavailable. This list may include a statement from the apparent successful bidder/contractor that the minority business refused to give the required documentation, or documentation proving reasonable outreach and verification from the MBEs.

MBE 2.2. A waiver of a MBE contract goal may be granted only upon a reasonable demonstration by the bidder that MBE participation was unable to be obtained or was unable to be obtained at a reasonable price and if the College determines that the public interest is served by a waiver. In making a determination under this section, the College may consider engineering estimates, catalogue prices, general market availability, and availability of MBEs in the area work is to be performed, other bids or offers and subcontract bids or offers substantiating significant variances between MBE and non-MBE cost of participation, and their impact on the overall cost of the contract to the college and any other relevant factor.
MBE 2.3.  The College may waive any of these provisions for a sole source, expedited or emergency procurement in which the public interest cannot reasonably accommodate use of these procedures.

MBE 3.  Amendment for Unforeseen Circumstances.  If at any time before execution of a contract, the apparent successful bidder/contractor determines that a MBE listed on the schedule for participation has become or will become unavailable, then the apparent successful bidder/contractor shall immediately notify the Procurement Officer.  Any desired change in the schedule for participation shall be approved in advance by the Procurement Officer and shall indicate the Contractor’s efforts to substitute another MBE subcontractor to perform the work. Desired changes occurring after the date of Contract execution may occur only upon written approval by the Procurement Officer and subsequently by Contract amendment.


MBE 4.1.  To assure compliance with certified MBE subcontract requirements, the college may require the Contractor to furnish documentation that include but not limited to; forms M-E and M-F, and;

(a) Copies of purchase orders, subcontracts, cancelled checks, and other records that may indicate the number, names, dollar value of MBE subcontracts, dates, and schedule time for performance of work by an MBE subcontractor; and

(b) Entry for an on-site verification inspection.

The College reserves the right to modify change the format of these forms or the format in which MBE reporting shall be provided to the College during the duration of the Contract.

MBE 4.2.  Upon determining the Contractor’s non-compliance, the college shall notify the Contractor in writing of its findings and shall specify what corrective actions are required. The Contractor shall be required to initiate the corrective actions within 10 days and complete them within the time specified by the college.

MBE 4.3.  If the college determines that substantial non-compliance with MBE subcontract provisions exists and that the Contractor refuses or fails to take the corrective action required by the college, then the following sanctions may be invoked:

(a) Termination of the Contract in whole or in part for cause;

(b) *Liquidated damages;

(c) Initiation of any other specific remedy identified by Contract; or

(d) The college may use any other compliance mechanism authorized by Contract or by law.
MBE 4.4 Liquidated Damages.

Liquidated damages may include but are not limited to:

1) a per-day penalty in an amount determined by the College for failing to provide reports in full compliance with the College’s MBE provisions;

2) a per-subcontract penalty for every subcontract that does not require subcontractors to submit payment reports per the College’s MBE provisions;

3) a penalty for terminating, canceling, or changing the scope of work or value of a contract with an MBE subcontractor and/or amending the MBE participation schedule in an amount that equals the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract; and

4) a penalty for failure to meet the Contractor’s total MBE participation goal and subgoal commitments in an amount equal to the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

MBE 4.5 Other Provisions

The College at its sole discretion may change and modify any MBE provisions or requirements at any given time during the life of a contract. Written notification will be provided to the Contractor of any MBE provision changes.
This solicitation and any subsequent award are further subject to:

1. **Contractor’s/Offeror’s Responsibility.**
   Offerors are advised to read the requirements very carefully to ensure that each requirement is understood. If in doubt, develop and submit applicable questions in writing to the contact at the Issuing Office. An Offeror’s misinterpretation of requirements shall not relieve the Offeror of the responsibility to address accurately the requirements of the RFP or to perform the Contract, if awarded. PGCC will enter into a contractual agreement with the selected Contractor(s) only. The selected Contractor(s) shall be solely responsible for all services as required by this RFP. Subcontractors, if any, will be the responsibility of the Contractor(s) and the role of subcontractors must be clearly identified in the proposal. The use of a subcontractor(s) does not relieve the Contractor(s) of liability under a Contract.

2. **Rejection or Acceptance of Proposals.**
   The College reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of the College. Further, the College reserves the right to make a whole award, multiple awards, a partial award, or no award at all. Offerors judged by the Procurement Officer not to be responsible or Offerors whose Proposals are classified as not reasonably susceptible to being selected for award shall be so notified. The College reserves the right to increase or decrease the quantities of any materials, equipment, supplies or services.

3. **Cancellation of the RFP.**
   PGCC may cancel this RFP, in whole or in part, at any time.

4. **Incurred Expenses.**
   PGCC shall not be responsible for any expenses that Offerors may incur in preparing and submitting Proposals or in making oral presentations of their Proposals, if required.

5. **Payment.**
   The College issues payments on a net 30 day basis for PGCC approved invoices. Payment provisions shall be in arrears, with late payment and interest calculated as provided by Maryland law. For purposes of determining whether a prompt-payment discount, if applicable, may be taken by PGCC, the starting date of such reckoning period shall be the later of the date of a properly executed invoice or the date of completion of service and/or delivery of product.

6. Intentionally Left Blank
7. Confidentiality.

7.1. PGCC’s Information during the Procurement Process: The selected Contractor may have access to, may obtain, or be given confidential information, including without limitation information concerning the College’s business strategies, political and legislative affairs, students, faculty, employees, vendors, contractors, customer lists, finances, properties, methods of operation, computer and telecommunication systems, and software and documentation. Certain confidential information may be protected under the Family Educational Rights and Privacy Act (“FERPA”), the Gramm-Leach-Bliley Act, and the Maryland Public Information Act. The selected Contractor must have administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of the PGCC’s confidential information. PGCC may conduct discussions with Offerors in order to evaluate their abilities and responsiveness to the RFP. In order to facilitate the discussions and to allow Offerors to propose responsive solutions to PGCC’s needs and requirements, PGCC is willing to disclose certain confidential information to Offerors, including without limitation information concerning PGCC’s business strategies, political and legislative affairs, students, employees, vendors, contractors, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation (“Confidential Information”). By submitting a proposal in response to this RFP, Offerors agree: (i) to use Confidential Information solely for purposes of responding to and discussing the RFP; and (ii) not to disclose, permit or cause use of, or provide access to Confidential Information to any third person or entity. Upon request by PGCC, Offerors may be required to sign a Non-Disclosure Agreement.

7.2. Offeror’s Information: Offerors should give specific attention to the identification of those portions of the Proposal that the Offeror deems to be confidential, proprietary information, or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination as to whether the information may or may not be disclosed to the requesting party. That decision will take into consideration the Offeror’s position regarding its Proposal. A blanket statement by a Offeror that its entire Proposal is confidential or proprietary will not be upheld.

8. Multiple Proposals.
Contractors may submit more Proposal, per service/program category.

Contractors may submit an alternate to the solution given in this RFP.

10. Contractor Responsibilities and Use of Subcontractors
The College shall enter into contractual agreement with the selected Contractor(s) only. The Contractors(s) shall be responsible for all products and/or services required by this RFP. PGCC will consider Proposals that reflect primary and secondary service providers or a prime/subcontractor relationship. There should be proof of ability of the primary to
manage a subcontractor and successfully coordinate the delivery of quality service and
support in a timely manner. Subcontractors, if any, shall be identified and a complete
description of their role relative to the proposal shall be included. PGCC’s intent is not to
direct the use of any particular subcontractor, however, PGCC strongly encourages the
Contractor to consider the utilization of local MBEs when possible. In addition, the
Contractor may not contract with any such proposed person or entity to whom PGCC has
a reasonable objection. Notification of such objection will be made by PGCC
within fifteen (15) days of Contract. The Contractor shall be fully responsible for the acts
and omissions of its subcontractors and of persons directly or indirectly employed by them.
The use of subcontractors does not relieve the Contractor of liability.

11. **Access to Contractor Records for Quality Assurance and Auditing Purposes.**
The Contractor and its principal subcontractors must provide access to pertinent records by
College personnel or its representatives (including internal auditors, external auditors,
representatives, and agents) to provide quality assurance and auditing.

12. **Arrearages.**
By submitting a Proposal, an Offeror shall be deemed to represent that it is not in arrears
in the payment of any obligation due and owing the College, including the payment of
taxes and employee benefits and that it shall not become so in arrears during the term of
the Contract if selected for Contract Award.

13. **Taxes.**
Contractor shall exempt PGCC from taxes as applicable. Exemption Certificates shall be
provided upon request.

14. **RFP Response Materials.**
All written materials submitted in response to this RFP become the property of PGC and
may be appended to any formal documentation that would further define or expand the
contractual relationship between PGCC and the Contractor(s).

15. **Maryland Public Ethics Law, Title 15.**
The Maryland Public Ethics Law prohibits, among other things, State employees or
officials (and in some cases, former employees) and businesses in which such an individual
is employed or holds a financial interest from: (i) submitting a bid or proposal; (ii)
negotiating a contract; and (iii) entering into a contract with the governmental unit with
which the individual is affiliated per the Maryland Code Annotated, State Government
Article, § 15-502.

If the Offeror has any questions concerning application of the State Ethics law to the
Offeror's participation in this procurement, it is incumbent upon the Offeror to seek advice
from the State Ethics Commission: The Office of The Executive Director, State Ethics
Commission, 9 State Circle, Suite 200, Annapolis, Maryland 21401. For questions
regarding the applicability of this provision of the Public Ethics Law, call the State Ethics
Commission’s toll-free phone number, 877-669-6085, or see the website,
http://www.ethics.maryland.gov. The Procurement Officer may refer any issue raised by
a Proposal to the State Ethics Commission. The Procurement Officer may require the Offeror to obtain advice from the State Ethics Commission and may reject a Proposal that would result in a violation of the Ethics law.

A resulting Contract is cancelable in the event of a violation of the Maryland Public Ethics Law by a Contractor or any State of Maryland employee in connection with this procurement.

16. **Assistance in Drafting.**
Under the State Government Article, § 15-508 of the Annotated Code of Maryland, an individual or person who employs an individual who assists an executive unit in drafting specifications, an invitation for bids, a request for proposals for a procurement, or the selection or award made in response to an invitation for bids or request for proposals may not submit a bid or proposal for that procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement. For questions regarding the applicability of this provision of the Public Ethics Law, call the State Ethics Commission’s toll-free phone number, 877-669-6085, or see the website, http://www.ethics.maryland.gov.

17. **Addenda Acknowledgment.**
Offerors must acknowledge in writing the receipt of any and all addenda, amendments, and/or changes issued. Such acknowledgement must be included in the Proposal.

18. **Duration of Offers.**
Proposals (consisting of a Proposal and, if applicable, a Price Proposal) shall remain irrevocable for 120 days following the closing date of the Price Proposal due date. This period may be extended by mutual agreement between the Offeror and the College.

19. **Minority Business Enterprises.**
Minority Business Enterprises (MBE) are strongly encouraged to respond to this solicitation notice. If a sub-contracting goal and/or subgoals has been set in Section I of the solicitation, refer to Appendix M for further information regarding required process and documentation.

20. **Living Wage Requirements.**
A solicitation for services under a contract valued at $100,000 or more may be subject to Maryland’s Living Wage requirement, located at Maryland Code Annotated, State Finance and Procurement Article, Title 18, §§ 18-101 through 18-109. Additional information regarding the Living Wage requirement is contained in Appendix A, if applicable to this solicitation. An Offeror that fails to submit and complete the Affidavit of Agreement contained in Appendix A, if applicable, may be deemed not responsible by the Issuing Office. The College reserves the right to waive this requirement at any time during the procurement process.
21. **Conflict of Interest.**
The Contractor awarded the Contract shall provide the specified services for PGCC, and must do so impartially, and without any conflicts of interest. If the Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of the provisions described in the solicitation, the Procurement Officer may reject a Contractor’s Proposals. Contractors should be aware that the State Ethics Law, State Government 15-508, might limit the selected Contractor’s ability to participate in future related procurements, depending upon specific circumstances. Refer to Paragraphs 15 and 16 above. By submitting a response to the solicitation, the Contractor affirms its understanding and compliance with this clause.