

## MONTGOMERY COUNTY PUBLIC SCHOOLS

*Expanding Opportunity and Unleashing Potential*

PROCUREMENT UNIT

May 17, 2022

301-279-3555

RFP Number: 4938.1  
Due Date: June 14, 2022  
Open Time: 2:00 p.m.

To: Prospective Respondents:

The purpose of this Request for Proposal (RFP) is to prequalify one or more highly-qualified Contractor(s) to provide pre-kindergarten through Grade 12 school-based mental health services to students throughout the county. These students may be un- or under-insured, receive Medicaid, and/or have private insurance.

Please respond according to the instructions provided in the attached. Submissions must be received on or before 2:00 p.m., on June 14, 2022. Submissions received after this date and time will not be considered.

The contractor must submit their offer per the instructions under the RFP, Section 8.0 Mandatory Submissions. The submission must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the MCPS Board of Education offices, this RFP will open at the same time on the next regular working day.

Sincerely,



Angela McIntosh Davis, Team Leader  
Procurement Unit

AMD  
Enclosure

**Department of Materials Management**  
***MONTGOMERY COUNTY PUBLIC SCHOOLS***  
**Procurement Unit**  
**45 West Gude Drive, Suite 3100**  
**Rockville, Maryland 20850**

**Request for Proposal No. 4938.1**

**School-Based In-Person and Virtual Mental Health Therapeutic Services**

**1.0 INTENT**

The intent of Montgomery County Public Schools (MCPS) is to prequalify one or more highly-qualified Contractor(s) to provide pre-kindergarten through Grade 12 school-based mental health services to students throughout the county. These students may be un- or under-insured, receive Medicaid, and/or have private insurance.

MCPS recognizes the increasing need for additional and more intensive mental health support for students in schools. The COVID-19 pandemic has created an educational and home environment that is illustrating the increased need for services due to the impact of trauma, grief and loss, and additional mental illness needs. The need for mental health services likely is to increase and the effects of the resulting trauma will be felt for years. MCPS acknowledges the need for greater access to mental health services for students and families who may not have the independent means to acquire such support.

MCPS is proposing a model of service in which school-based mental health staff members, such as the school counselor, school social worker, and school psychologist, may refer students who require additional mental health services to a community agency with which MCPS has an established partnership and agreement. Referrals to this agency will be based on objective, systematically collected baseline and progress data to ensure that students are appropriately referred. Referrals for service will be made after students receive MCPS Tier 1 and Tier 2 services, resources, and intervention with no significant effect on their progress. Based on specific identified data points, school-based staff members may make an informed decision for Tier 3 or targeted interventions, as such intensive support that cannot be provided by student services personnel or existing partner service agencies.

Successful providers/agencies must have the capacity to establish in-school access to evidence-based, in person or virtual, outpatient treatment services and be capable of providing mental health services at varying levels of intensity, based on the individualized needs of the students and which are able to adjust as rapidly as the changing needs of the students. Additionally, successful providers/agencies will be required to collaborate with school-based staff members to support students.

School-based mental health services will be available for all students, regardless of ability to pay.

Goals for school-based mental health services:

- To provide evidence-based mental health services that address intervention and prevention services for MCPS students and families in need.

- To increase the accessibility of mental health services for MCPS students and families in need of these services in a non-stigmatizing environment.
- MCPS reserves the right to add prequalified Contractors throughout the contract term to serve the specific needs of an individual student, as determined by MCPS in its sole discretion, provided that the additional Contractor prequalifies under the same terms and conditions as set forth in this RFP.

## 2.0 BACKGROUND

Montgomery County Public School (MCPS) is the 14th largest school system in the United States, and the largest in the state of Maryland. During the 2020-2021 school year, MCPS served more than 160,000 students. With a Fiscal Year (FY) 2021 Operating Budget of approximately \$2.76 billion, MCPS employs more than 24,000 employees. Among the 209 schools that MCPS operates, 39 are National Blue Ribbon schools. Six MCPS high schools rank in the top 200 of *The Washington Post's* 2021 High School Challenge, and all 25 MCPS high schools appear on this list, which only includes the top 11 percent of high schools in the country. MCPS has one of the highest graduation rates among the nation's largest school districts, according to an *Education Week* report. In 2010, MCPS was the recipient of the Malcolm Baldrige National Quality Award, the highest presidential honor given to American organizations for performance excellence. The student demographics of MCPS in 2020–2021 were as follows:

White: 25.8%  
Hispanic/Latino: 32.7%  
Black or African American: 21.7%  
Asian: 14.2%  
Two or more races: ≤ 5.0%  
American Indian or Alaskan Native: ≤5.0%  
Native Hawaiian or other Pacific Islander: ≤5.0%  
Students receiving Free and Reduced-price Meals System (FARMS): 38.7%  
Students ever receiving FARMS: 46.0%  
English for Speakers of Other Languages (ESOL): 16.4%  
Students receiving special education services: 12.5%

## 3.0 SCOPE OF SERVICES

This RFP is looking for highly qualified providers/agencies to provide the following evidence-based mental and behavioral health services to MCPS students:

- Comprehensive clinical assessments
- Short-term, solution-focused, and evidence-based individual therapy
- Group therapy
- Family therapy

Mental and behavioral health services provided to MCPS students in school should be based on the following principles and guidelines:

- Services will be provided (in-person and virtually) and supervised by a local mental health provider agency.
- Family engagement and active family involvement is critical at the initiation and throughout the treatment process. Services will only be provided to students following the receipt of parent/guardian consent. In addition, an exchange of information form will be completed and signed to allow for the agency and schools to collaborate to support the student.
- Services should be proactive and positive, building on the strengths of the student and families. Service providers must build strong alliances collaborating and sharing information with school administrators, student services staff, teachers (general education and special education), and all other district employees, including participation in Educational Management Teams (EMT), Student Well-being Teams, Collaborative Student Services Teams (CCST), and/or other problem-solving committees at the building-level.
- Services must follow the mandate to be least intrusive, least restrictive, and responsive to the individual needs of the child within the school setting.
- Plan to liaise with each student's healthcare provider to assist with supporting a continuum of care.
- All employees of the agency/provider shall agree to follow all Montgomery County Board of Education policies, MCPS rules, regulations, and procedures when providing services to MCPS students on school property or in a virtual setting. Providers/agencies will also serve all referred students who have no source of payment.
- Providers should be able to accept Medicaid and other insurance plan payment options.
- Providers/agencies will be responsible for billing, paperwork, necessary signatures to begin services, and for release of information.

In order to respond to this RFP, the service provider must meet the following minimum qualifications:

- Be committed as an organization to the concepts of recovery and resiliency.
- Accept a variety of private insurances and have credentialed staff to meet those requirements.
- Clearly indicate how the proposed programs will accommodate families that speak a language other than English, including Spanish-speaking students and families.
- Describe your program capacity regarding the number of consumers that could be served during the contract term.
- Describe referral connections/process your agency has established for children who need a higher level of care.
- Describe how your agency expects to conduct the intake and assessment process.
- Describe what assessment instruments will be utilized during this process and how long for a completed assessment.
- Describe how student goals will be developed and what evidence will be collected to determine progress towards goals.
- Explain how the agency will ensure ongoing internal monitoring and quality

assurance within the outpatient clinic programs and services.

- Have procedures for on-call, after-hour services, or 24-hour access to support for students and families during the school year and during student holidays/vacations and summer breaks.
- List the insurance companies you are able to bill and describe how you plan to handle clients who do not have insurance.
- Provide staff with all required and appropriate licensure and training to provide mental and behavioral health services to students, as well as verification of background checks.
- Introduction of Service: providers should describe proposed range of services either in person or virtually (e.g., assessment, individual/group therapy, family outreach, in-home services, crisis/emergency care during and after school hours, follow up, aftercare/discharge, provision for care during student holidays/vacations and summer break, etc.). Also describe the types of therapies that will be provided, including specific interventions and modalities. Providers should also include evidence-based treatment modalities that are currently being used by the agency and data that supports positive outcomes. Ability to deliver trauma-focused cognitive behavioral therapy is preferred.
- Be prepared to enter into a Memorandum of Understanding or Professional Services Agreement with MCPS.
- MCPS reserves the right to award contracts to multiple providers.

#### **4.0 CONTRACT TERM**

The initial term of contract shall be for one year, subject to the provisions of the MCPS General Contract Articles; however, the contract may not begin until one day after approval by the Board and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms, and conditions for up to three additional terms for one (1) year each. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful Respondent(s) 90 days prior to the expiration of the original contract. The Respondent(s) shall have ten (10) days from the date of notification to return the notice acknowledging its intent to accept or reject the extension.

Once all responses are evaluated, MCPS staff may make a recommendation to the Board to extend the contract or decide to rebid. If the contract is extended by the Board, a contract amendment will be issued.

#### **5.0 CONTRACT TERMINATION**

MCPS reserves the right to cancel the contract in whole or in part at any time in accordance with Article 12 of the MCPS General Contract Articles. MCPS also reserves the right to cancel the contract with a Respondent for failure to comply or failure to fulfill the terms of this contract in accordance with Article 13 of the MCPS General Contract Articles.

## 6.0 REFERENCES

All Offerors shall include a list of a minimum of five references who use the Offeror's services who can attest to their quality of work and, if possible, shall include school districts of comparable size to MCPS that have utilized the Respondents' services within the last three (3) years. Include name of client, contact person, e-mail address and phone number of all references. Also, as an attachment, Offerors shall include a list of all current school district clients.

References may or may not be reviewed or contacted at the discretion of MCPS. Typically, only references of the top ranked shortlisted Offerors are contacted. MCPS reserves the right to contact references other than, and/or in addition to, those furnished by an Offeror.

<u>Company Name and Address</u>	<u>Contact Person</u>	<u>Phone#</u>
1. _____		
Email _____		
2. _____		
Email _____		
3. _____		
Email _____		
4. _____		
Email _____		
5. _____		
Email _____		

## 7.0 FORMAT OF RESPONSE

**7.1** Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification.

**7.2** Respondents shall include any and all statements and representations made within its proposal in the contract for services with the MCPS. This includes, but is not limited to, the Respondent's point-by-point response to this RFP. If the Respondent responds only "Understand and comply," it is assumed that the Respondent complies with MCPS' understanding of the requirement.

**7.3** MCPS shall not be responsible nor be liable for any costs incurred by the vendor in the preparation and submission of their proposals and pricing.

**7.4** A pricing proposal shall be submitted as a separate document outlining content, timeline for implementation, training, professional development, etc.

## **8.0 MANDATORY SUBMISSIONS**

Each Offeror must submit a complete proposal including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP No. 4938.1 document or as otherwise specified by MCPS. Offerors may request via e-mail to Mr. Caleb Young, Buyer II, Procurement Unit, at [caleb\\_young@mcpsmd.org](mailto:caleb_young@mcpsmd.org) a Microsoft Word version to help them in preparing the response.

One (1) original and three (3) copies, as well as one (1) electronic version on flash drive of the response, and one (1) redacted copy, as well as one (1) electronic version on flash drive of the redacted response must be sent by mail, courier, or hand-delivery to the address below. Responses shall be in binders with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes or electronic submission of proposals will be accepted. Proposals are to be received no later than 2:00 p.m. on June 14, 2022. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools  
Procurement Unit  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850

Submissions will become the property of MCPS.

The proposal must be signed by an official having authority to contract with MCPS. The firm and the official's name shall be used in the contract process. MCPS reserves the right to make an award without further discussion of the proposals received. MCPS also may negotiate with the one Offeror who submits the best proposal or with two or more Offerors who are in the competitive range. Therefore, it is important that the Offeror's proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After the submission and closure of proposals, no information will be released until after the award. It is understood that the Offeror's proposal will become a part of the official file on this matter without obligation to MCPS.

The proposal must be complete and comply with all aspects of these specifications. Marketing or promotional verbiage will likely overshadow the Offeror's qualifications and expertise. MCPS urges the Offeror to be specific and brief in their responses.

MCPS shall not be responsible or liable for any costs incurred by the Offeror in the preparation and submission of their proposals and pricing.

### **8.1 Complete Response must include:**

- Point-by-point Response to each section of the RFP, including but not limited to each subsection and bulleted list in Section 3.0.
- Pricing Proposal shall be a firm rate based on 3.0 Scope of Work and related subsections.
- References, See 6.0 References
- List of all current school district clients, See 6.0 References
- Respondent's annual fiscal report in order to demonstrate the Respondent's financial stability (If desired, the Respondent also may include any other financial documents that the Respondent wishes to include regarding Respondent's financial condition).
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachment B)
- Minority Business Enterprise (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Mid-Atlantic Purchasing Team Rider Clause
- Current Form W-9
- A list of any allowable variances from, or objections to, this RFP or the terms and conditions of the MCPS General Contract Articles, as well as a justification for any such variances or objections (a list of non-negotiable terms and conditions are provided in Section 20.0 of this RFP).
- A redacted copy of the Respondent's proposal as specified in Sections 9.0 and 10.0.

### **9.0 TREATMENT OF TECHNICAL DATA IN PROPOSAL**

The proposal submitted in response to this RFP may contain technical data which the Offeror does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data, subject to the provisions of the Maryland Public Information Act ("MPIA"), may be so restricted:

Provided, that Offeror marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend: "Technical data contained in pages of this proposal shall not be used or disclosed, except for evaluation purposes."

Provided, that if a contract is awarded to this Offeror as a result of or in connection with the submission of this proposal, MCPS shall have the right to use or disclose these technical data to the extent provided in the contract.

This restriction does not limit the right of MCPS to use or disclose technical data obtained from another source without restriction.

MCPS assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed, if marked in accordance with the instructions in Section 10.0.

## 10.0 PROPRIETARY AND CONFIDENTIAL INFORMATION

Offerors are notified that MCPS has unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights means that MCPS has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the Offeror in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential, commercial, or financial information of an Offeror, as defined by the MPIA, State Government Article, Section 10-617, from disclosure. It is the responsibility of the Offeror to clearly identify each part of its proposal that is confidential, commercial, or financial information by stamping the **bottom right-hand corner** of each pertinent page with one-inch bold face letters stating the words “**confidential**” or “**proprietary**.” The Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS keeping the information confidential, the Offeror must agree to defend and hold MCPS harmless if any information is inadvertently released. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

## 11.0 EVALUATION CRITERIA

MCPS reserves the right to ask clarifying questions about submitted proposals. Offerors also may ask questions that they may have related to this RFP prior to submitting their responses. See Section 12.0, Schedule of Events. Only proposals received by the deadline will be considered. Proposals will be screened down to a number of finalists.

MCPS reserves the right to convene a meeting with the top qualified Offeror(s) prior to awarding a contract. The purpose of the meeting will be to afford both parties an opportunity to discuss any aspects of the requirements and services that will be performed and clarify any issues. Issues raised during the meeting, which cannot be resolved to the satisfaction of MCPS, shall be cause to reject the proposal.

All Offerors are advised that in the event of receipt of an adequate number of proposals, which, in the opinion of MCPS require no clarification and/or supplementary information, such proposals may be evaluated without further discussions. Therefore, proposals should be submitted initially on the most complete and favorable terms and conditions. Should proposals submitted require additional clarification and/or supplementary information, Offerors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when requested.

Proposals meeting all requisite criteria will be evaluated. Those who do not meet requisite criteria will not be evaluated further.

**11.1** The determination of those that are qualified, interested, and available, and MCPS’ choice of the best qualified will be based on the following criteria:

11.1.1 Completeness of response.

- 11.1.2 Ability to perform and meet MCPS' needs (based on the criteria set forth in this RFP, including but not limited to Section 3.0, Scope of Services).
- 11.1.3 Qualifications, reputation, and experience of the Respondent relevant to the Scope of Services including specific experience in providing services to school districts of similar size.
- 11.1.5 Past performance as determined by recent and relevant contracts. Evaluations will be based on information obtained from references provided by the bidder as well as other relevant past performance information obtained from other sources known to MCPS.
- 11.1.6 Pricing proposal and fee structure.

A selection committee comprised of MCPS staff and potentially outside stakeholders will evaluate proposals based on these criteria.

## 12.0 SCHEDULE OF EVENTS

The anticipated schedule of activities related to this RFP is as follows:

<b>RFP issued:</b>	<b>May 17, 2022</b>
<b>Questions due:</b>	<b>May 31, 2022 by 4:00PM</b>
<b>Responses to questions posted:</b>	<b>June 6, 2022</b>
<b>Proposals Due:</b>	<b>June 14, 2022 at 2:00PM</b>
<b>Anticipated award date:</b>	<b>August 2022</b>

All dates are subject to change at the discretion of MCPS.

## 13.0 PRE-PROPOSAL CONFERENCE

Not applicable to this RFP

## 14.0 ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the Offeror's responsibility to check the MCPS website under "Open Solicitations" <http://procurement.montgomeryschoolsmd.org/home/Bids> or contact the Procurement Unit at 301-279-3555 to verify whether addenda/errata have been issued.

In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Offerors must acknowledge receipt of such addenda/errata by returning one signed copy of each of the

addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

#### **15.0 eMARYLAND MARKETPLACE ADVANTAGE (EMMA)**

Maryland law requires local and state agencies to post solicitations on EMMA. Registration with EMMA is free. It is recommended that any interested supplier register at [www.procurement.maryland.gov](http://www.procurement.maryland.gov), regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

#### **16.0 MULTI-AGENCY PARTICIPATION**

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, nonpublic schools such as charter schools, special districts, intermediate units, nonprofit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at the time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and also will provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award Offeror(s) and this contract shall be binding only upon the appropriate approved signature of such an agreement. Invoices shall be submitted “directly” to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Offeror. MCPS assumes no authority, liability, or obligation on behalf of any other public or nonpublic entity that may use any contract resulting from this bid. MCPS pricing is based on the specifications provided in this solicitation.

#### **17.0 INQUIRIES**

Inquiries regarding this solicitation must be submitted in writing to Mr. Caleb Young, Buyer II, MCPS Procurement Unit, via e-mail to [caleb\\_young@mcpsmd.org](mailto:caleb_young@mcpsmd.org). Questions are due by 4:00 p.m. on May 31, 2022. Responses will be posted on MCPS’ Procurement website on June 6, 2022. The Board will not be responsible for any oral or telephone explanation or

interpretation by any agent or employee of MCPS. Any binding information given to an Offeror in response to a request will be furnished to all Offerors as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the uninformed Offerors. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

**Contact by Offerors with any other MCPS employee regarding this solicitation until the contract is awarded by MCPS will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its RFP response.** In addition, MCPS expects all Offerors to review and assure compliance throughout the RFP process with Board Policy BBB, *Ethics*, and MCPS Regulation GCA-RA, *Employee Conflict of Interest*.

The MCPS Procurement website address is [www.montgomeryschoolsmd.org/departments/procurement/](http://www.montgomeryschoolsmd.org/departments/procurement/).

## **18.0 UNNECESSARILY ELABORATE BROCHURES**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate art work and expensive visual and other presentation aids are neither necessary nor wanted.

## **19.0 BID PROTESTS**

Any bid protests, including appeals, will be governed by the applicable MCPS Procurement Unit Regulations. The burden of production of all relevant evidence, data and documents and the burden of persuasion to support the protest is on the Offeror making the protest.

## **20.0 CONTRACT**

MCPS plans to enter a contractual agreement with Respondent(s) to whom the award is made and intends to make MCPS General Contract Articles, attached hereto and incorporated herein as Appendix A, part of the contractual agreement, except and unless modified by MCPS. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles. Lacking any response to the contrary, MCPS will infer that the Respondent agrees to the specifications of this RFP and each term and condition of the MCPS General Contract Articles. Respondents should note that any variance may provide a basis for MCPS to reject the proposal. **In particular, the provisions set forth in Articles 5, 12-14, 16-18, 21-24, 26, 28, and 29 of the MCPS General Contract Articles are non-negotiable.**

As a note of clarification, Article 19 of the MCPS General Contract Articles applies to any products or services that the Respondent develops specifically for MCPS pursuant to this RFP, not to the Respondent's existing off-the-shelf products and services. MCPS understands and acknowledges that the Respondent retains all intellectual property rights to its existing off-the-shelf products and services and that MCPS will be granted licenses to utilize such products and services.

In addition, with regard to Article 8.D. of the MCPS General Contract Articles, MCPS reserves the right to submit payment in the form of credit card, Single Use Account (SUA), or Automated Clearing House (ACH). The Respondent shall not assess MCPS with any additional charge, fee, or price for the use of these electronic payment methods.

## **21.0 NOTICE TO OFFERORS**

**The appropriate items below must be completed as part of the RFP. Failure to comply may disqualify your bid. Type or print legibly in ink.**

**(See next page)**

**I. OFFEROR INFORMATION:** As appropriate, check and/or complete one of the items below.

- 1. Legal name (as shown on your income tax return) \_\_\_\_\_
- 2. Business Name (if different from above) \_\_\_\_\_
- 3. Tax Identification Number \_\_\_\_\_

**A copy of your W-9 must be submitted with this bid response.**

**II. OFFEROR'S CONTACT INFORMATION:** This will be filed as your permanent contact information.

- 1. Company Name \_\_\_\_\_
- 2. Address \_\_\_\_\_
- 3. Bid Representative's Name \_\_\_\_\_
- 4. Phone Number/Extension \_\_\_\_\_
- 5. Email Address \_\_\_\_\_
- 6. Website \_\_\_\_\_

**III. OFFEROR'S CERTIFICATION:** Upon notification of award, this document in its entirety is the awarded Offeror's contract with MCPS. By signing below, the undersigned acknowledges that he/she is entering into a contract with MCPS.

- A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.
- B. I hereby certify that I am authorized to sign for the bidder and that all statements, representations, and information provided in this response to the Request for Proposals, including but not limited to the Non-Debarment Acknowledgement, are accurate.

By (Signature) \_\_\_\_\_  
Name and Title \_\_\_\_\_  
Witness Name and Title \_\_\_\_\_