

**NOTE:** Fairfax County Public Schools (FCPS) conducts all procurement activities in accordance with delegated authority from the Purchasing Agent of Fairfax County Government. Bids and proposals in response to FCPS solicitations must be delivered to the appropriate FCPS address on or before the date and time stipulated in the solicitation.

RFP 2000002820  
HIGH SCHOOL SCIENCE BASAL RESOURCES  
(2020 ADOPTION)

PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held at 1:00 p.m. on July 16, 2019 at the Fairfax County Public Schools, Gatehouse Administrative Center, 8115 Gatehouse Road, Conference Room 4050/4051, Falls Church, Virginia 22042. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

All questions pertaining to this RFP should be submitted in writing to Joanne Heaton at [jcheaton@fcps.edu](mailto:jcheaton@fcps.edu) by July 19, 2019 at 4:00 p.m. Eastern Time.

<b>ISSUE DATE:</b> June 17, 2019	<b>REQUEST FOR PROPOSAL NUMBER:</b> 2000002820	<b>TITLE:</b> High School Science Basal Resources (2020 Adoption)
<b>DEPARTMENT:</b> Instructional Services	<b>DUE DATE/TIME:</b> July 29, 2019 at 2:00 p.m. Eastern	<b>CONTRACT ADMINISTRATOR:</b> Joanne Heaton <a href="mailto:jcheaton@fcps.edu">jcheaton@fcps.edu</a>

**Proposals** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

**Note:** Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

**NAME AND ADDRESS OF FIRM:**

Telephone/Fax No.:

E-Mail Address:

Federal Employer Identification No:

**OR**

Federal Social Security No.  
(Sole Proprietor)

Prompt Payment Discount:

\_\_\_% for payment within  
\_\_\_days/net\_\_\_days

State Corporation Commission  
(SCC) Identification No.

**By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders as described in Appendix A, the Certification Regarding Ethics in Public Contracting set forth in Appendix B, and by any other relevant certification set forth in Appendix B.**

**BUSINESS CLASSIFICATION – Described in Appendix B - CHECK ONE:** ☐ LARGE (Y) ☐ SMALL (B)

☐ MINORITY-OWNED SMALL (X)

☐ MINORITY OWNED LARGE (V)

☐ WOMEN-OWNED SMALL (C)

☐ WOMEN OWNED LARGE (A)

☐ NON PROFIT (9)

CHECK ONE: ☐ INDIVIDUAL

☐ PARTNERSHIP

☐ CORPORATION

Vendor Legally Authorized Signature

Date

Print Name and Title

Sealed proposals subject to terms and conditions of this Request for Proposal will be received by the Director of the Office of Procurement Services at 8115 Gatehouse Road, Suite 4400, Falls Church, VA 22042-1203 until the date/time specified above.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION



SPECIAL PROVISIONS**1. SCOPE OF SERVICES:**

- 1.1. The purpose of this Request for Proposal is to solicit sealed proposals to establish contracts through competitive negotiation for the provision of High School Science Basal Resource Adoption. Basal resources are those resources approved by the Fairfax County Public Schools (herein referred to as "FCPS", "County") School Board through a formal process for use in schools.
- 1.2. Multiple contracts may be awarded as a result of this RFP. A single Contractor may be awarded a contract which includes awards for multiple courses. FCPS reserves the right to award contracts for multiple resources to meet the needs of a single course or for the use over several courses. FCPS reserves the right to consider a proposed resource for use with a course other than the one it was submitted for.
- 1.3. The Virginia Board of Education Standards of Learning (SOL) Documents for Science can be found at the link below.  
[http://www.doe.virginia.gov/testing/sol/standards\\_docs/science/index.shtml](http://www.doe.virginia.gov/testing/sol/standards_docs/science/index.shtml)
- 1.4. All FCPS basal resources are subject to an adoption process which includes community input and School Board approval. As such, in addition to **Special Provisions, Section 18 Basis for Award**, the following evaluation process will be followed.

**Part I:** Evaluation of Technical and Cost Proposals by Selection Advisory Committee (SAC)

**Part II:** Evaluation of proposed titles (and their related Ancillary Resources) that were selected for further review after SAC evaluation.

- 30-day public review
- Review by School Board-approved textbook committee

**Part III:** Recommendation by SAC to proceed with negotiations, taking Parts 1 and 2 above into consideration.

- 1.5. The publisher agrees to prepare and submit a NIMAS files set to the NIMAC that complies with the terms and procedures set forth by the NIMAC. Should the Contractor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets of the purchased products to the NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.

**2. PRE-PROPOSAL CONFERENCE:**

- 2.1. An optional pre-proposal conference will be held at 1:00 p.m. on July 16, 2019 at the Fairfax County Public Schools, Gatehouse Administrative Center, 8115 Gatehouse Road, Conference Room 4050/4051, Falls Church, Virginia 22042.

To request reasonable ADA accommodations, call the Office of Equity and Employee Relations at 571-423-3070, [HRequity&empolyeerelations@fcps.edu](mailto:HRequity&empolyeerelations@fcps.edu) or TRS at 711. Please allow five (5) working days in advance of the event to make the necessary arrangements.

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- 2.2. The purpose of the pre-proposal conference is to give potential offerors an opportunity to ask questions and to obtain clarification about any aspect of this Request for Proposal. Offerors may submit any questions pertaining to the RFP in writing to Joanne Heaton [jcheaton@fcps.edu](mailto:jcheaton@fcps.edu) by July 19, 2019 at 4:00 p.m. EST.

**3. CONTRACT PERIOD AND RENEWAL:**

- 3.1. This contract will begin on the date of award and terminate on August 31, 2027.
- 3.2. Automatic contract renewals are prohibited. This contract may be renewed at the expiration of its term by agreement of both parties. Contract renewals must be authorized by and coordinated through the Office of Procurement Services. FCPS reserves the right to renew the contract for three (3) additional one-year periods.
- 3.3. Notice of intent to renew will be given to the Contractor in writing by the Office of Procurement Services, normally 60 days before the expiration date of the current contract. (This notice shall not be deemed to commit the County to a contract renewal.)
- 3.4. The obligation of the County to pay compensation due the contractor under the contract or any other payment obligations under any contract awarded pursuant to this Request for Proposal is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice shall not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

**4. BACKGROUND:**

- 4.1. Fairfax County is part of the Washington D.C. metropolitan area in the Commonwealth of Virginia. It is 395 square miles in size with a population of over 1.1 million residents. FCPS is the largest school district in the Commonwealth of Virginia and 10th largest school district in the nation.
- 4.2. FCPS has 198 schools and centers as well as 48 alternative programs and learning centers. FCPS serves a diverse student population of more than 188,000 students in grades prekindergarten through 12; more than 26,000 (14% of total population) receive special education services, and more than 54,000 (29% of total population) receive English for speakers of other languages (ESOL) services. FCPS students can take Honors, Advanced Placement (AP), or International Baccalaureate (IB) classes in high school; the division offers the IB middle years program and the IB primary years program in select schools. The class of 2018 has 223 National Merit Semifinalists. Fairfax County high schools are recognized annually by the Washington Post as being among the most challenging high schools in the U.S.
- 4.3. One of the goals of the FCPS Strategic is Student Success which commits to reach, challenge, and prepare every student for success in school and life. FCPS is committed to the elimination of "gaps in opportunity, access, and achievement" by "transforming current practices to ensure

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all students achieve academic excellence.” Please reference the full Strategic Plan 2019 at <https://www.fcps.edu/about-fcps/strategic-plan>.

- 4.4. FCPS has implemented initiatives such as Access4All which aim to ensure that every FCPS student has adequate access to reliable technology and to the internet. However, at this time many FCPS students still have limited or no access to internet outside of the school day. When it is available, it is desired that the proposed materials include both an online and offline format which is interactive and accessible for all students.
- 4.5. FCPS currently follows Regulation 3004 which establishes the procedures for adopting basal resources for local use. During this adoption cycle, FCPS is currently piloting a new procedure for adoption which may be used in future basal resource adoptions. (Ref: [http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/8ST4D76A7313/\\$file/R3004.pdf](http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/8ST4D76A7313/$file/R3004.pdf) )

### **5. TASKS TO BE PERFORMED:**

- 5.1. Qualified Offerors are encouraged to submit a proposal for High School Science basal resources and supporting materials that are consistent with the Commonwealth of Virginia Board of Education and FCPS Program of Studies (Ref: [http://www.doe.virginia.gov/testing/sol/standards\\_docs/science/index.shtml](http://www.doe.virginia.gov/testing/sol/standards_docs/science/index.shtml) )
- 5.2. Offerors shall provide customer support for FCPS students, teachers and staff using contracted materials and related materials or services. Offerors shall remain in compliance with the required functionality criteria described in **Attachment B, Technical Requirements Part II** at the time of contract award and throughout the duration of the contract unless otherwise negotiated in writing.
- 5.3. At the time of contract award, the Contractor shall provide FCPS with online accounts allowing for designated FCPS employees to access the contracted materials for review and planning purposes. Terms and conditions of pre-purchase access will be established during the negotiation phase of the RFP process.

### **6. TECHNICAL PROPOSAL INSTRUCTIONS:**

- 6.1. The offeror must submit the Technical Proposal in a separate binder containing the following information. This information will be considered the minimum content of the proposal. Proposal contents shall be arranged in the same order and identified with headings as presented herein.
  - a. Name of firm submitting proposal; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers.
  - b. Understanding of the problem and technical approach.
    1. Statement and discussion of the requirements as they are analyzed by the offeror.
    2. Offeror's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving project objectives.
    3. Offeror should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for surmounting them. Special attention should be given to

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methodological issues that will be encountered in such a project.

6.2. Treatment of the Issues:

In this section, the offeror may also comment if deemed appropriate, on any aspect of the Request for Proposal, including suggestions on possible alternative approaches to the coverage, definition, development, and organization of the issues presented in the "Tasks to be Performed" section, and may propose alternative approaches.

6.3. Statement of Qualifications:

The statement of Qualifications must include a description of organizational and staff experience and resumes of proposed staff.

- a. Organizational and Staff Experience: Offerors must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include direct experience with the specific subject matter.
- b. References: Offeror should include two (2) references. Special notation should be made of K-12 school districts of similar size to FCPS. References must include organization names, addresses, names of contact persons, telephone numbers and email addresses.
- c. Personnel: Full-time and part-time staff and proposed consultants who may be assigned direct work on this project should be identified. Information is required which will show the composition of the task or work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical supervisors and key technical personnel, and approximate percentage of the total time each will be available for this project. The technical areas, character and extent of participation by any subcontractor or consultant activity must be indicated and the anticipated sources should be identified.

Resumes of staff and proposed consultants are required which indicate education, background, recent relevant experience with the subject matter of the project and with K-12 school districts of similar size to FCPS.

- d. Escalation Personnel: A team of people to whom FCPS can escalate issues must be identified and a plan for identifying and resolving ongoing and significant concerns should be detailed. The Offeror's corporate policy for escalation of issues should be included in this section.
- e. Financial Statements: The offeror shall provide an income statement and balance sheet from the most recent reporting period.

6.4. The personnel named in the technical proposal will remain assigned to the project throughout the period of this contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval being granted by the County Purchasing Agent.

6.5. The publisher agrees to prepare and submit a NIMAS files set to the NIMAC that complies with the terms and procedures set forth by the NIMAC. Should the Contractor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets of the purchased products to the NIMAC. The files will be

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used for the production of alternate formats as permitted under the law for students with print disabilities.

- 6.6. Ancillary resources to support teacher and student use of the submitted instructional materials should be submitted as part of the Technical Proposal and should be clearly labeled. All ancillary resources to be reviewed should be submitted as part of the original proposal submission in order to be considered at any point during the evaluation process. Ancillary resources received after the RFP closing date and time will not be considered until the negotiations portion of the RFP process. The criteria for SAC evaluation of these resources is included in **Attachment B, Technical Requirements Part I**.

- a. Examples of ancillary resources include, but are not limited to, print or electronic documents or applications that assist a teacher with student assessment, lesson planning, student enrichment, remediation, or professional development. Offerors should not feel bound by this list and are encouraged to present any and all resources that are available for student and teacher support from the proposed resources.

**7. CONSULTATION SERVICES:**

- 7.1. The contractor's staff must be available for consultation with County staff on an as-needed basis between 8:00 AM and 5:00 PM, Eastern Time, Monday through Friday.

**8. COST PROPOSAL INSTRUCTIONS:**

- 8.1. The offeror must submit a Cost Proposal separately from the Technical Proposal. The Cost Proposal must contain **Appendix B Pricing Schedule** which identifies the contract price for each line item listed.
- 8.2. The medium for each line item (print, digital, disc or multiple) should be identified.
- 8.3. Bundles including more than one item may be listed as a single line item, but details of the items included in each bundle must be clearly stated on the pricing schedule or an accompanying document.
- 8.4. Materials which will be offered gratis based on volume or otherwise should be identified and the details of the discount included.
- 8.5. Multiple subscription length options for online resources are preferred and each should be listed as a separate line item on the Pricing Schedule. FCPS requests the Offeror include one (1) year and seven (7) year subscription length options in their cost proposal, if available.
- 8.6. Any other costs that may arise throughout the life of the contract should also be identified in the Cost Proposal.

**9. PRICING:**

- 9.1. The subsequent contract will be a firm-fixed price agreement. The price will not increase throughout the life of the contract.

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- 9.2. As required by the Code of Virginia §22.1-241, the contract price shall not exceed the lowest wholesale price at which the resource involved in the contract are currently bid under contract anywhere in the United States.
- 9.3. In accordance with Code of Virginia §22.1-241, if, subsequent to the date of contract award, the prices of resources named in this contract are reduced or the terms of the contract are made more favorable to purchase anywhere in the United States or a special or other edition of any book named in the contract is sold outside of Virginia at a lower price than contracted in the Commonwealth, the publisher shall grant the same reduction or terms to FCPS and give FCPS the option of using such special or other edition adapted for use in Virginia and at the lowest price at which such special edition is sold elsewhere and the contract shall so state.

#### **10. TRADE SECRETS/PROPRIETARY INFORMATION:**

- 10.1. Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, **offerors must invoke the protections of this section prior to or upon submission of the data or other materials.** (Reference Appendix B Proprietary Information)
- 10.2. **The offeror must identify the data or other materials to be protected and state the reasons why protection is necessary.** Disposition of material after award(s) should be stated by the offeror.

#### **11. CONTACT FOR CONTRACTUAL MATTERS:**

- 11.1. All communications and requests for information and clarifications shall be directed to the following procurement officials:

Joanne Heaton, Contract Administrator  
Fairfax County Public Schools  
Office of Procurement Services  
8115 Gatehouse Road, Suite 4400  
Falls Church, Virginia 22042-1203  
Email: [jcheaton@fcps.edu](mailto:jcheaton@fcps.edu)

- 11.2. No attempt shall be made by any offeror to contact members of the Selection Advisory Committee (SAC) about this procurement.
- 11.3. Between the closing date of this RFP and the date of contract award, Offerors who submit a proposal in response to this RFP shall not contact FCPS schools, teachers, staff or families or discuss with them, in any way, anything within the scope of this RFP.

#### **12. REQUIRED SUBMITTALS:**

- 12.1. Each Offeror responding to this Request for Proposal must supply all the documentation required in the RFP. Failure to provide documentation with the Offeror's response to the RFP will result in the disqualification of the Offeror's proposal.

#### **13. SUBMISSION OF PROPOSAL:**

- 13.1. Offeror should submit one (1) original (duly marked) and five (5) hard copies of each of their



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Technical and Cost Proposals as follows:

- a. **TECHNICAL PROPOSAL:** The following items may be submitted as a single submission for multiple proposed basal resources as long as the information below is accurate for all basal materials included in that proposal. If any of the responses below vary by basal resource, separate submissions would be necessary and would need to be clearly labeled so that it is evident which responses correspond to which basal resource.
  - i. **Cover sheet** (DPSM32), completed and signed
  - ii. Response to the **Special Provisions Sections 6.1-6.3 (Ref: Special Provisions Section 6 Technical Proposal Instructions)**
  - iii. Completed forms in **Appendix B, other than the Pricing Schedule** (Pricing Schedule to be included as part of the Cost Proposal)
  - iv. Signed **addenda**, as applicable
  - v. A **notarized statement** that the USB drive is an accurate and complete copy of the printed version. Only one such statement is required per proposal submission. (**Ref: Special Provisions Section 13.2**)
  - vi. Response to **Attachment B Technical Requirements Part II**. If basal resources have differing technical responses, it will be necessary to complete **Attachment B Technical Requirements Part II** for each platform, etc.
    - A. Any resources with a digital or online component must meet or exceed the functionality criteria designated as "Required" in **Attachment B Technical Requirements Part II**. As part of the Technical Proposal, the Offeror must provide an explanation of how the online resource meets or exceeds each criterion as indicated on **Attachment B Technical Requirements Part II**. If an Offeror fails to respond to each criterion, the proposal may be deemed non-responsive in whole or in part and may be disqualified from further consideration.
  - vii. Response to **Attachment D Publisher Certification and Agreement** including signed Publisher's Agreement
  - viii. As part of the Technical Proposal, the following items shall be completed for each basal resource proposed. It is important that each item below is clearly labeled so that it is evident which responses correspond to which basal resource.
    - A. Response to **Attachment B Technical Requirements Part I**
    - B. Response to **Attachment E Content Review Submission Forms**
    - C. **Log in and password information** allowing the SAC to access to the proposed digital and online resources related to the basal resources for review and evaluation purposes. Log in information with administrative privileges should be included if possible.
    - D. One copy of the **print version of the student-facing basal material**, unless a print version is not available. Failure to provide a print copy of the material by the closing date of this RFP will not render the proposal non-responsive;

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however, it is preferred that the print copy is submitted with the proposal.

b. **COST PROPOSAL:**

- i. A completed copy of **Appendix B Pricing Schedule** which lists the proposed basal resource and all related student and teacher materials (Ref: **Special Provisions Section 8 Cost Proposal Instructions**).
  - ii. If available, include both a one (1) year and a seven (7) year online subscription option.
  - iii. If a bundle is submitted as a line item, provide comprehensive information describing which items are included in the bundle. Use additional documentation if necessary and reference Pricing Schedule line item number.
  - iv. If a line item may be offered gratis, indicate that in the "Gratis" column and provide details elsewhere describing terms of discount.
- 13.2. Offeror should submit **two (2) USB drives** containing separate files which include the information submitted for the Technical and Cost Proposals, as outlined in Special Provisions Section 13.1 above. One USB drive may be submitted for a proposal, but the Technical and Cost proposals must be separate files on that USB drive. One pdf file which includes the entire Technical proposal is preferred to multiple separate files on the USB drive.
- a. All USB drives should be labeled with the Offeror's name. Failure to provide labeled USB drives and an accompanying notarized statement (as indicated in 13.1.v above) may result in the disqualification of the Offeror's proposal.
- 13.3. Unless otherwise specified in writing from an authorized FCPS employee, all proposals and sample materials shall be delivered to the following address in sealed envelopes or packages with the proposal number, title and the Offerors name and address clearly displayed on the outside.
- Department of Financial Services  
Office of Procurement Services  
8115 Gatehouse Road, Suite 4400  
Falls Church, VA 22042-1203  
Telephone: 571-423-3550
- 13.4. Offerors are reminded that changes to the request for proposal, in the form of addenda, are often issued between the issue date and within three (3) days before the due date of the solicitation. All addenda MUST be signed and submitted to the Office of Procurement Services, 8115 Gatehouse road, Suite 4400, Falls Church, VA 22042-1203 before the due date/time or must accompany the proposal. Notice of addenda will be posted on [eVA](https://www.fairfaxcounty.gov/solicitation/) and the DPSM current solicitation webpage <https://www.fairfaxcounty.gov/solicitation/>. It is the Offeror's responsibility to monitor the web pages for the most current addenda.
- 13.5. It is the Offeror's responsibility to clearly identify and to describe the services being offered in response to the Request for Proposal. Offerors are cautioned that organization of their response, as well as thoroughness is critical to the County's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

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- 13.6. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required. The County encourages the use of recycled paper, therefore it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides.
- 13.7. By executing the cover sheet (DPSM32), Offeror acknowledges that they have read this Request for Proposal, understand it, and agree to be bound by its terms and conditions. Proposals may be submitted by mail or delivered in person.

**14. VIRGINIA FREEDOM OF INFORMATION ACT**

- 14.1. Except as provided, once an award is announced, all proposals/bids submitted to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a completed summary page is supplied (Appendix B) that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (USB) with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.

**15. LATE PROPOSALS:**

- 15.1. Proposals received in the Office of Procurement Services after the date and time prescribed shall not be considered for contract award and shall be returned to the offeror.

**16. PERIOD THAT PROPOSALS REMAIN VALID:**

- 16.1. Proposals will remain valid for a period of three hundred sixty-five (365) calendar days after the date specified for receipt of proposals.

**17. SAMPLES:**

- 17.1. During the evaluation process, the Offeror may be asked to provide any or all of the following as a sample provided for evaluation purposes, unless any of these formats are unavailable for a proposed resource. Additional copies of the items below may be requested throughout the evaluation process and all samples shall be provided to FCPS free of charge and delivered to the address provided in the request.
  - a. The print version of the proposed student basal resource
  - b. The offline version of the proposed student basal resource in electronic format (CD, USB flash drive, etc.)
  - c. Login information allowing users to access the online student and teacher components related to the proposed basal resource. Logins may be requested which have

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administrative privileges. Logins may also be requested which are equivalent to a student account or a teacher account.

- d. A full set of electronic ancillary resources for each proposed basal resource which cannot be accessed using the log in information requested in 17.1.c above.

**18. BASIS FOR AWARD:**

- 18.1. This Request for Proposal is being utilized for competitive negotiation. Under the competitive negotiation process, a contract may be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the Request for Proposal. The County reserves the right to make multiple awards as a result of this solicitation.
- 18.2. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below. Based upon this review, the cost proposals of the highest rated offeror(s) will then be reviewed.
- 18.3. No Offeror, including any of their representatives, subcontractors, affiliates and interested parties, shall contact any member of the Selection Advisory Committee or any person involved in the evaluation of the proposals. Selection Advisory Committee members will refer any and all calls related to this procurement to the procurement official named in 11.1 above. Failure to comply with this directive may, at the sole discretion of the County result in the disqualification of an offeror from the procurement process.
- 18.4. Based on the results of the preliminary evaluation, resources submitted by the highest rated Offeror(s) will be presented for a thirty (30) day public review period. The School Board-appointed textbook committee will perform their review, taking into account the results of the public review period. The textbook committee will report the results of their evaluation back to the Selection Advisory Committee.
- 18.5. Negotiations shall then be conducted with each of the Offerors so selected. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror which, in its opinion, has made the best proposal, and shall present that basal resource to the School Board for approval. Once approved, the County shall award the contract to that Offeror.
- 18.6. Should the County determine, in writing and in its sole discretion, that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The Committee will make appropriate recommendations to the School Board prior to award of contract.
- 18.7. Offerors shall ensure that a representative who can bind the firm is available for both the finalist interviews and negotiations.
- 18.8. **Proposal Evaluation Criteria**

The following factors will be considered in the award of this contract. The maximum score for each criterion below, to be used in the proposal evaluation, is included in brackets for your reference:

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- a. Understanding and approach to the problem and treatment of the issues (Ref: Special Provisions, Section 6.1-6.2) **[10 %]**
  - b. Qualification of Offeror with appropriately qualified and experienced personnel and results of reference checks (Ref: Special Provisions, Section 6.3) **[10 %]**
  - c. Response to Attachment B Technical Requirements Part I **[30 %]**
  - d. Response to Attachment B Technical Requirements Part II **[30 %]**
    - i. If digital resources are available for basal resources proposed, they must be submitted as part of the proposal in order to be reviewed and considered. Any optional submittals of digital resources must still meet or exceed the required functionality outlined in **Attachment B Technical Requirements Part II**. Those optional submittals shall include **Attachment B Technical Requirements Part II** as part of the proposal as indicated in Special Provisions Section 13.1.vi.
  - e. Reasonableness of cost proposal (Ref: Special Provisions, Section 8) **[20 %]**
- 18.9. Fairfax County reserves the right to make on-site visitations to assess the capabilities of individual offerors and to contact references provided with the proposal.
- 18.10. The County Purchasing Agent may arrange for discussions with firms submitting proposals, if required, for the purpose of obtaining additional information or clarification.
- 18.11. Offerors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the County Purchasing Agent, require no clarifications and/or supplementary information, such proposals may be evaluated without further discussion. Consequently, offerors should provide complete, thorough proposals with the offerors most favorable terms. Should proposals require additional clarification and/or supplementary information, offerors should submit such additional material in a timely manner.
- 18.12. Proposals which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of this Request for Proposal will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning same will be conducted.
- 18.13. The County may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

**19. CONTRACT INSURANCE PROVISIONS:**

- 19.1. The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The Contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract.

SPECIAL PROVISIONS

- 19.2. The Contractor shall, during the continuance of all work under the contract maintain the following insurance:
- a. Workers' Compensation with statutory limits and Employer's Liability with limits of not less than \$100,000.
  - b. Commercial General Liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate including contractual liability, personal and advertising injury, and products and completed operations coverage.
  - c. Automobile Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under a standard Automobile Liability policy, or a Comprehensive General Liability policy. The Garage Keeper's Liability coverage shall also be maintained where appropriate.
  - d. Professional Liability/Errors and Omissions coverage responding to Contractor's errors, acts or omissions in the amount of \$1,000,000 per claim and in the aggregate.
  - e. Cyber/Information Technology insurance in the amount of \$1,000,000 per claim, including coverage for costs of 3<sup>rd</sup> party notification, credit monitoring, and fraud protection.
- 19.3. Fairfax County Public Schools, the Fairfax County School Board, its officers and employees shall be named as an "additional insured" in the Automobile and General Liability policies.
- 19.4. Indemnification: Article 57 of the General Conditions and Instruction to Bidders (Appendix A) shall apply.
- 19.5. Additional Requirements
- a. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VI.
  - b. European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from the requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.
  - c. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
  - d. The contractor will provide a signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein.
  - e. The contractor will secure and maintain all insurance certificates of its subcontractors, which shall be made available to FCPS on demand.
  - f. No change, cancellation, or non-renewal shall be made in any insurance coverage without a 30 day written notice to FCPS. The contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the contractor to deliver a new and valid

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certificate will result in suspension of all payments until the new certificate is furnished.

- g. Compliance by the contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the contractor and all subcontractors of their liabilities provisions of the contract.
- h. Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The contractor shall assume all on the job responsibilities as to the control of persons directly employed by it and of the subcontractors.
- i. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the FCPS. The Contractor shall be as fully responsible to the FCPS for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of person directly employed by it.
- j. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- k. The Contractor and all subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91 596, as it may apply to this Contract.
- l. If the Contractor delivers services from a County leased facility, the Contractor is required to carry property insurance on all equipment, to include County owned installed and maintained equipment used by the Contractor while in their care, custody and control for use under this contract.
- m. If the liability insurance purchased by the contractor has been issued on a "claims made" basis, the contractor must comply with the following additional conditions. The limit of liability and the extensions to be included as described previously in these provisions, remain the same. The Contractor must either:
  - 1. Agree to provide certificates of insurance evidencing the above coverage for a period of two years after final payment for the contract. This certificate shall evidence a "retroactive date" no later than the beginning of the Contractor's or sub-contractor's work under this contract, or
  - 2. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

**20. METHOD OF ORDERING:**

- 20.1. The County may use two (2) different methods of placing orders from the final contract: Purchase Orders (PO's) and approved County procurement cards. The method of payment is at the discretion of the County at no additional surcharges will be accepted for the use of the procurement card.
- 20.2. A Purchase Order (PO) may be issued to the contractor on behalf of the County agency ordering the items/services covered under this contract. An issued PO will become part of the

SPECIAL PROVISIONS

resulting contract. The purchase order indicates that sufficient funds have been obligated as required by Title 15.2-1238 of the Code of the Commonwealth of Virginia.

- 20.3. Procurement Card orders and payments may also be made by the use of a Fairfax County or Fairfax County Public Schools "Procurement" Card. The Procurement Card is currently a Master Card. Contractors are encouraged to accept this method of receiving orders.
- 20.4. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates.
- 20.5. Performance under this contract is not to begin until receipt of the purchase order, Procurement Card order, or other notification to proceed by the County Purchasing Agent and/or County agency to proceed. Purchase requisitions shall not be used for placing orders.

**21. SHIPPING AND HANDLING:**

- 21.1. FCPS has a freight management agreement with UPS and FedEx Freight. The Offeror shall accept the following shipping instructions for all FCPS orders. Account numbers will be provided, as necessary, at the time of contract award. If the Offeror cannot use the freight management terms below, shipping and handling of contracted materials shall be provided at no cost to FCPS.
  - a. F.O.B. Destination
  - b. Shipments weighing less than 1000 pounds: Ship via UPS (freight collect/third party bill-to account)
  - c. Shipments weighing more than 1000 pounds: Ship via FedEx Freight (freight collect/third party bill-to account).
  - d. FCPS will not accept or pay for Freight Prepaid, COD or Interlined shipment(s).
  - e. FCPS will provide a listing of client's addresses upon request.

**22. REPORTS AND INVOICING:**

- 22.1. Contractor must maintain all records in compliance with federal and state regulations. The Contractor(s) must submit to each program administrator, monthly statistical reports and an annual tabulated report.
- 22.2. The Contractor must invoice each County department using the final contract separately. Invoices for all users of the contract must meet County requirements, unless otherwise indicated. The Contractor must send each department an itemized monthly invoice (or as agreed to between the parties), which must include the information listed below:
  - a. Employee name;
  - b. The name of the County department;
  - c. Date of services
  - d. The type of services; and,
  - e. The itemized cost for each item/service.
- 22.3. County departments must receive monthly invoices by the 10th of each month following the month the Contractor provided the service. In addition, the Contractor will provide each County department a monthly and year-to-date utilization report which lists all information shown above in paragraph 19.2, a-e. The Contractor will mail the invoices and the utilization reports to the individuals identified in the final contract.



SPECIAL PROVISIONS**23. PAYMENTS:**

- 23.1. The County will pay the Contractor based upon acceptance and approval by the County of the goods purchased.

**24. CHANGES:**

- 24.1. Fairfax County may, at any time, by written order, require changes in the services to be performed by the Contractor. If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. The County Purchasing Agent must approve all work that is beyond the scope of this Request for Proposal.
- 24.2. No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written authorization of the Fairfax County Purchasing Agent.

**25. DELAYS AND SUSPENSIONS:**

- 25.1. The County may direct the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time deemed appropriate for the convenience of the County. The County will extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.
- 25.2. If the County does not direct the Contractor, in writing, to suspend, delay, or interrupt the contract, the Contractor must give the County Purchasing Agent written notice if Fairfax County fails to provide data or services that are required for contract completion by the Contractor. The County may extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.
- 25.3. The Contractor shall continue its work on other phases of the project or contract, if in the sole discretion of the Purchasing Agent such work is not impacted by the County's delay, suspension, or interruption. All changes to the work plan or project milestones shall be reflected in writing as a contract amendment.

**26. ACCESS TO AND INSPECTION OF WORK:**

- 26.1. The Fairfax County Purchasing Agent and using agencies will, at all times, have access to the work being performed under this contract wherever it may be in progress or preparation.

**27. PROJECT AUDITS:**

- 27.1. The Contractor shall maintain books, records and documents of all costs and data in support of the services provided. Fairfax County or its authorized representative shall have the right to audit the books, records and documents of the contractor under the following conditions:

### SPECIAL PROVISIONS

- a. If the contract is terminated for any reason in accordance with the provisions of these contract documents in order to arrive at equitable termination costs;
  - b. In the event of a disagreement between the contractor and the County on the amount due the Contractor under the terms of this contract;
  - c. To check or substantiate any amounts invoiced or paid which are required to reflect the costs of services, or the Contractor's efficiency or effectiveness under this contract; and,
  - d. If it becomes necessary to determine the County's rights and the contractor's obligations under the contract or to ascertain facts relative to any claim against the Contractor that may result in a charge against the County.
- 27.2. These provisions for an audit shall give Fairfax County unlimited access during normal working hours to the Contractor's books and records under the conditions stated above.
- 27.3. Unless otherwise provided by applicable statute, the contractor, from the effective date of final payment or termination hereunder, shall preserve and make available to Fairfax County for a period of three (3) years thereafter, at all reasonable times at the office of the Contractor but without direct charge to the County, all its books, records documents and other evidence bearing on the costs and expenses of the services relating to the work hereunder.
- 27.4. Fairfax County's right to audit and the preservation of records shall terminate at the end of three (3) years as stated herein. The Contractor shall include this "Right of Audit and Preservation of Records" clause in all subcontracts issued by it and they shall require same to be inserted by all lower tier subcontractors in their subcontracts, for any portion of the work.
- 27.5. Should the Contractor fail to include this clause in any such contract or lower tier contract, or otherwise fail to insure Fairfax County's rights hereunder, the Contractor shall be liable to Fairfax County for all reasonable costs, expenses and attorney's fees which Fairfax County may have to incur in order to obtain an audit or inspection of or the restoration of records which would have otherwise been available to Fairfax County from said persons under this clause. Such audit may be conducted by Fairfax County or its authorized representative.

### **28. DATA SOURCES:**

- 28.1. The County will provide the Contractor all available data possessed by the County that relates to this contract. However, the Contractor is responsible for all costs for acquiring other data or processing, analyzing or evaluating County data.

### **29. SAFEGUARDS OF INFORMATION:**

- 29.1. Unless approved in writing by the County Purchasing Agent, the Contractor may not sell or give to any individual or organization any information, reports, or other materials given to, prepared or assembled by the Contractor under the final contract.

### **30. ACCESS TO AND CONFIDENTIALITY OF STUDENT RECORDS:**

- 30.1. At the time of award, the Contractor shall sign the Confidentiality Addendum and Covenant of Confidentiality (sample provided as **Attachment C Confidentiality Provisions- Student Records**).

### SPECIAL PROVISIONS

- 30.2. For purposes of obtaining access to Student Records in connection with the performance of this contract, each employee or agent of the Offeror shall abide by the requirements of 30.3 and 30.4 below.
- 30.3. The Offeror hereby covenants and agrees that it shall maintain in strict confidence and trust, and that it shall cause each employee of the Offeror and all other agents of the Offeror to maintain in strict confidence and trust, all student records, reports, and other documents or materials of any nature relating to any student enrolled in Fairfax County Public Schools (collectively, the "Student Records"). The Offeror shall not misuse or disclose, and shall take all reasonable steps necessary to ensure that no employee or agent of the Offeror shall misuse or disclose any Student Records.
- 30.4. Upon expiration or termination of the contract, the Offeror shall take all reasonable steps necessary to cause each employee of the Offeror and all agents of the Offeror to promptly deliver to the FCPS designated representative all Student Records in their possession. The Offeror shall (i) designate one employee to be responsible for ensuring the Offeror's confidentiality of Student Records, (ii) train the Offeror's staff members with regard to confidentiality responsibilities, and (iii) maintain at all times a list of the Offeror staff members with access to Student Records.

### **31. ORDER OF PRECEDENCE:**

- 31.1. In the event of conflict, the Acceptance Agreement (provided at contract award) and the Special Provisions of this contract shall take precedence over the General Conditions and Instructions to Bidders, (Appendix A).

### **32. SUBCONTRACTING:**

- 32.1. If one or more subcontractors are required, the contractor is encouraged to utilize small, minority-owned, and women-owned business enterprises. For assistance in finding subcontractors, contact the Virginia Department of Small Business and Supplier Diversity <https://www.sbsd.virginia.gov/>, local chambers of commerce, and other business organizations.
- 32.2. As part of the contract award, the prime contractor agrees to provide the names and addresses of each subcontractor, that subcontractor's status as defined by Fairfax County, as a small, minority-owned and/or woman-owned business, and the type and dollar value of the subcontracted goods/services provided. Reference Appendix B to this solicitation.

### **33. USE OF CONTRACT BY OTHER PUBLIC BODIES:**

- 33.1. Reference Paragraph 70, General Conditions and Instructions to Bidders, Cooperative Purchasing. Offerors are advised that the resultant contract(s) may be extended, with the authorization of the Offeror, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County of Fairfax acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to another public body will have no effect on consideration of your offer. (See Appendix B for sample listing).
- 33.2. It is the Contractors responsibility to notify the public body(s) of the availability of the contract(s).

SPECIAL PROVISIONS

- 33.3. Other public bodies desiring to use this contract will need to make their own legal determinations as to whether the use of this contract is consistent with their laws, regulations, and other policies.
- 33.4. Each public body shall execute a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contracts terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.
- 33.5. Fairfax County **shall not** be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

**34. NEWS RELEASE BY VENDORS:**

- 34.1. As a matter of policy, the County does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the County. All proposed news releases will be routed to the Purchasing Agent for review and approval.

**35. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:**

- 35.1. Fairfax County Government is fully committed to the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment. Your acceptance of this contract acknowledges your commitment and compliance with ADA.
- 35.2. Fairfax County is committed to a policy of nondiscrimination in all County programs, services, and activities and will provide reasonable accommodations upon request. Bidders requesting special accommodations should call the Office of Equity and Employee Relations at 571-423-3070, [HRequity&empolyeereleations@fcps.edu](mailto:HRequity&empolyeereleations@fcps.edu) or TRS at 711. Please allow seven (7) working days in advance of the event to make the necessary arrangements.

**36. HIPAA COMPLIANCE:**

- 36.1. Fairfax County Government has designated certain health care components as covered by the Health Insurance Portability and Accountability Act of 1996. The successful vendor may be designated a business associate pursuant to 45 CFR part 164.504(e) of those agencies identified as health care components of the County, including the Fairfax-Falls Church Community Services Board, upon award of contract. The successful vendor shall be required to execute a Fairfax County Business Associate Agreement and must adhere to all relevant federal, state, and local confidentiality and privacy laws, regulations, and contractual provisions of that agreement. These laws and regulations include, but are not limited to: (1) HIPAA – 42 USC 201, et seq., and 45 CFR Parts 160 and 164; and (2) Va Code – Title 32.1, Health, § 32.1-1 et seq. The vendor shall have in place appropriate administrative, technical, and physical safeguards to ensure the privacy and confidentiality of protected health information.

SPECIAL PROVISIONS

- 36.2. Further information regarding HIPAA Compliance is available on the County's website at <http://www.fairfaxcounty.gov/HIPAA>.

**37. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:**

- 37.1. Pursuant to *Code of Virginia*, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Any bidder or offeror that fails to provide the required information may not receive an award.

**38. BACKGROUND CRIMINAL INVESTIGATION/IDENTIFICATION:**

- 38.1. By the signature of its authorized official on the response to this solicitation, the Contractor certifies that neither the contracting official nor any of the Contractor's employees, agents or subcontractors who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. The Contractor agrees to remove from the contract any employee, agent or subcontractor who has been determined by the School Board to be disqualified from service due to such convictions or the failure to truthfully report such convictions.
- 38.2. The Contractor shall immediately notify the FCPS contract administrator if any Contractor or employee of said Contractor providing services under the contract is arrested or indicted as a defendant in Virginia or any other jurisdiction. FCPS reserves the right to require that the employee be suspended from working on the contract until the charge(s) is adjudicated. This requirement does not apply to minor traffic violations, not requiring the appearance of the employee in court, unless the charge includes the illegal possession, distribution, use or influence of drugs or alcohol.
- 38.3. Due to enhanced security measures, Contractor employees/representatives are required to have photo identification and be able to present same upon request. Contractor employees/representatives shall report to the appropriate administrative and/or main office each time a site is visited. **All Contractor employees will be required to wear a company picture ID badge, or temporary name tag, issued by the County, clearly visible above the waist.** Contractor employees/representatives who arrive at the County/School facility without appropriate identification badges will immediately be dismissed from the job site.
- 38.4. Failure to comply with the above requirements may result in termination of the contract.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

**COUNTY OF FAIRFAX  
COMMONWEALTH OF VIRGINIA**

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

BIDS ON SOLICITATIONS ISSUED BY THE COUNTY WILL BIND BIDDERS TO THE APPLICABLE CONDITIONS AND REQUIREMENTS IN THE GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS (GCIB) UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION AND SUBJECT TO APPLICABLE STATE, LOCAL, AND FEDERAL LAWS.

BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES SHOULD INFORM THEMSELVES FULLY AS TO THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS OF EACH COUNTY PROCUREMENT BEFORE SUBMITTING BIDS. FAILURE TO DO SO WILL BE AT THE BIDDER'S OWN RISK AND RELIEF CANNOT BE SECURED ON THE PLEA OF ERROR.

1. **AUTHORITY:** The Purchasing Agent has the sole responsibility and authority for purchasing supplies, materials, equipment, and services, except as excluded in the Fairfax County Purchasing Resolution. The Purchasing Agent's responsibility and authority includes, but is not limited to, issuing and modifying solicitations, negotiating and executing contracts, and placing purchase orders. In discharging these responsibilities, the Purchasing Agent may be assisted by contract specialists. Unless specifically delegated by the Purchasing Agent, no other County officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the government of the County of Fairfax for an indebtedness. Any purchase ordered or contract made that is contrary to these provisions and authorities shall be of no effect, void, and does not bind the County.
2. **DEFINITIONS:** Unless otherwise defined in the GCIB, capitalized terms shall have the meanings defined by the Fairfax County Purchasing Resolution.

AGENCY: Any Department, Agency, Authority, Commission, Board or other unit in the Administrative Service of the County.

BID: The offer of a bidder to provide specific goods or services at specified prices and/or other conditions specified in the solicitation.

BIDDER/OFFEROR: Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Purchasing Agent and offering to enter into contracts with the County. The term "bidder" will be used throughout this document and shall be construed to mean "offeror" where appropriate.

CONTRACTOR: Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the County.

INVITATION FOR BID (IFB): A request which is made to prospective suppliers (bidders) for their quotation on goods or services desired by the County. The issuance of an IFB will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.

PURCHASING AGENT: The Purchasing Agent employed by the Board of Supervisors of Fairfax County, Virginia.

REQUEST FOR PROPOSAL (RFP): A request for an offer from prospective offerors which will indicate the general terms which are sought to be procured from the offeror. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference other contractual terms and conditions applicable to the procurement.

SOLICITATION: The process of notifying prospective bidders that the County wishes to receive bids on a set of requirements to provide goods or services. The notification of County requirements may consist of public advertising (newspaper, County Web Site, or other electronic notification), the mailing of Notices of Solicitation, Invitation for Bid (IFB) or Request for Proposal (RFP), the public posting of notices, issuance of an informal solicitation to include telephone calls to prospective bidders.

**CONDITIONS OF BIDDING**

3. **BID FORMS:** Unless otherwise specified in the solicitation, all bids must be (i) submitted on the forms provided by the County, including the bid Cover Sheet and Pricing Schedule(s); (ii) properly signed in ink in the identified spaces; and (iii) submitted in a sealed envelope or package.

If the bid prices or any other submissions differ on the copy of the submitted bid, the ORIGINAL copy shall prevail.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

4. **LATE BIDS & MODIFICATIONS OF BIDS:**
  - a. Bids or proposals received after the date and time specified for receipt in the solicitation will not be considered.
  - b. **If an emergency, unanticipated event, or closing of County offices interrupts or suspends normal County business operations so that bids cannot be received at the County office designated for receipt of bids by the exact time specified in the solicitation, then bids will be due at the same time of day specified in the solicitation on the first work day that normal County business operations resume.**
  - c. The official time used for receipt of bids/modifications is the time and date stamp clock located in the Department of Procurement & Material Management. No other clocks, calendars or timepieces are recognized. All bidders must ensure all bids/modifications are received prior to the scheduled due date/time.
5. **WITHDRAWAL OF BIDS:** Bids shall be withdrawn only as set forth in the Fairfax County Purchasing Resolution.
6. **ERRORS IN BIDS:** When an error is made in extending total prices, the unit bid price will govern. Erasures in bids must be initiated by the bidder. Bidders are cautioned to recheck their bids for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if its bid is accepted.
7. **LABELING OF BIDS:** All bids and proposals submitted in response to a County solicitation must be submitted in a sealed envelope or package identified with the solicitation number, title, and bidder's name and address clearly marked on the outside of the envelope or package.
8. **ACCEPTANCE OF BIDS/BINDING 90 DAYS:** Unless otherwise specified, all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless extended by mutual consent of all parties.
9. **CONDITIONAL BIDS:** Conditional bids may be rejected in whole or in part.
10. **BIDS FOR ALL OR PART:** The Purchasing Agent reserves the right to make award on all items in the aggregate or on any of the items on an individual basis, whichever is in the best interest of the County. A bidder may restrict its bid to consideration in the group aggregate by so stating, but must name a single unit price on each item bid. Any bid in which the bidder names a total price for all the articles without quoting a unit price for each and every separate item may not be considered for award.
11. **AREA BIDS:** For the purchase and delivery of certain goods and services the County may be divided into Areas (e.g., Areas I, II, III, and IV). When such goods and services are included in the Pricing Schedule, bidders may bid on all areas or an individual area. A map showing the areas of the County will be furnished with the solicitation when required.
12. **RECEIPT OF BIDS:** Bids received prior to the time of opening will be securely kept, unopened by the County. No responsibility will attach to the Purchasing Agent or her representative for the premature opening of a bid not properly addressed and identified. Unless specifically authorized in the solicitation, telegraphic, electronic, or facsimile bids/modifications will not be considered by the County.
13. **BID OPENING:** All bids received in response to an Invitation for Bid (IFB) will be opened at the date, time and place specified, read publicly, and made available for inspection as provided in paragraph 63, General Conditions and Instructions to Bidders. The Purchasing Agent's representative assigned to open the bids will decide when the specified time for bid opening has arrived. Tabulations of bids received are posted on the County's website at: <http://www.fairfaxcounty.gov/procurement/bid-tab>  
  
Proposals received in response to a Request for Proposal (RFP) will be made available as provided in Paragraph 63, General Conditions and Instructions to Bidders.
14. **OMISSIONS & DISCREPANCIES:** Any items or parts of any equipment listed in this solicitation that clearly necessary for the operation and completion of such equipment, but are: (i) not fully described by the County; or (ii) are omitted by the County from such specification, shall be considered a part of such equipment even if not directly specified or called for in the specifications.  
  
If a bidder finds discrepancies or ambiguities in, or omissions from, the solicitation, including the drawings and/or specifications, it shall notify the Purchasing Agent at least five (5) days prior to the date set for the opening of bids. If necessary, the Purchasing Agent will send a written addendum for clarification to all bidders no later than three (3) days before the date set for opening of bids. Notifications regarding specifications will not be considered if received within five days of the date set for opening of bids.
15. **BIDDER INTERESTED IN MORE THAN ONE BID:** If more than one bid is offered by a bidder, directly or indirectly, all such bids may be rejected. A bidder who has quoted prices on work, materials, or supplies to a bidder is not disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.
16. **TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. Fairfax County's Federal Excise Tax Exemption Number is 54-74-0127K.
17. **PROHIBITION AGAINST UNIFORM PRICING:** The Purchasing Agent encourages open and competitive bidding by all possible means and endeavors to obtain the maximum degree of open competition on all purchase transactions using the methods of

## **GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

procurement authorized by the Fairfax County Purchasing Resolution. Each bidder, by virtue of submitting a bid, guarantees that it has not been a party with other bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render void the bids of participating bidders. Any disclosure to or acquisition by a competitive bidder, in advance of the opening of the bids, of the terms or conditions of the bid submitted by another competitor may render the entire proceedings void and may require re-advertising for bids.

### **SPECIFICATIONS**

18. **CLARIFICATION OF TERMS:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the contract specialist whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the contract specialist.
19. **BRAND NAME OR EQUAL ITEMS:** Unless otherwise provided in the Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired. Any article that the County in its sole discretion determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible for clearly and specifically identifying the product being offered and providing sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make, or manufacturer specified. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product is an equivalent product, such bid will be considered to offer the brand name product referenced in the solicitation.
20. **SPECIFICATIONS:** When a solicitation contains a specification that states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.

The bidder must abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

### **AWARD**

21. **AWARD OR REJECTION OF BIDS:** The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified offeror whose proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many bidders as deemed necessary to fulfill the anticipated requirements of Fairfax County. The Purchasing Agent also reserves the right to reject the bid of a bidder deemed to be a non-responsive bidder.

In determining the responsibility of a bidder, the following criteria will be considered:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - d. The quality of performance of previous contracts or services;
  - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
  - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - g. The quality, availability and adaptability of the goods or services to the particular use required;
  - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
  - i. Whether the bidder is in arrears to the County on debt or contract or is a defaulter on surety to the County or whether the bidder's County taxes or assessments are delinquent; and
  - j. Such other information as may be secured by the Purchasing Agent having a bearing on the decision to award the contract. If an apparent low bidder is not awarded a contract for reasons of non-responsibility, the Purchasing Agent shall so notify that bidder and shall have recorded the reasons in the contract file.
22. **NOTICE OF ACCEPTANCE/CONTRACT DOCUMENTS:** A written award (or Acceptance Agreement) mailed or otherwise furnished to the successful bidder within the time for acceptance specified in the solicitation shall result in a binding contract. The following documents, which are included in the solicitation, are incorporated by reference in and made part of the resulting contract:
    - a. County of Fairfax Solicitation Form (Cover Sheet) and other documents which may be incorporated by reference, if applicable
    - b. Acceptance Agreement



**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

- c. General Conditions and Instructions to Bidders
  - d. Special Provisions and Specifications
  - e. Pricing Schedule
  - f. Any Addenda/Amendments/Memoranda of Negotiations
23. **TIE-BIDS:** If all bids are for the same total amount or unit price (including authorized discounts and delivery times), and if the public interest will not permit the delay of re-advertisement for bids, the Purchasing Agent is authorized to award the contract to the tie bidder that has its principal place of business in the County, or if there be none, to the resident Virginia tie bidder, or if there be none, to one of the tie bidders by drawing lots in public; or the Purchasing Agent may purchase the goods or services in the open market except that the price paid shall not exceed the lowest contract bid price submitted for the same goods or services. The decision of the County to make award to one or more such bidders shall be final.
24. **PROMPT PAYMENT DISCOUNT:**
- a. Unless otherwise specified in the solicitation, prompt payment discounts requiring payment in less than fifteen (15) days will not be considered in evaluating a bid for award. However, even though not considered in the evaluation, such discounts will be taken if payment is to be made within the discount period.
  - b. If a discount for prompt payment is allowed, the discount period will begin on the date of receipt of a properly completed invoice or acceptance of materials or services, whichever is later.
  - c. For determining acceptance of supplies in accordance with the provisions of the prompt payment discount paragraph, inspection and acceptance shall be accomplished only after examination (including testing) of supplies and services to determine whether the supplies and services conform to the contract requirements.
- For the purpose of earning the discount, payment is deemed to be made as of the date of mailing of the County check or issuance of an Electronic Funds Transfer, or completion of a credit card transaction.
25. **INSPECTION-ACCEPTANCE:** Acceptance shall occur only after receipt and inspection provided such inspection, as appropriate, is accomplished within a reasonable time. The County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
26. **DEFINITE BID QUANTITIES:** Where definite quantities are specifically stated, acceptance will bind the County to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the County will not be required to accept delivery of any balances unordered, as of the contract expiration date, unless the Contractor furnished the Purchasing Agent with a statement of unordered balances not later than ten (10) days after the termination date of the contract.
27. **REQUIREMENT BID QUANTITIES:** On "Requirement" bids, acceptance will bind the County to pay for, at unit bid prices, only quantities ordered and delivered. Where the County specifies estimated quantities, the Contractor shall not be required to deliver more than ten (10) percent in excess of the estimated quantity of each item, unless otherwise agreed upon.

**CONTRACT PROVISIONS**

28. **TERMINATION OF CONTRACTS:** Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
- a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.
  - b. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
29. **TERMINATION FOR CONVENIENCE:** A contract may be terminated in whole or in part by the County in accordance with this clause whenever the Purchasing Agent determines that such a termination is in the best interest of the County. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.
30. **TERMINATION OF CONTRACT FOR CAUSE:**
- a. If, through any cause, the Contractor fails to fulfill in a timely and proper manner its obligations under this contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, the County shall have the right to terminate the contract. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

- b. Termination of the Contract for Cause does not relieve the Contractor of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the County from the Contractor is determined.
31. **CONTRACT ALTERATIONS:** No alterations in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or her authorized agent.
32. **SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS:** It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. If the Contractor desires to assign its right to payment of the contract, Contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from its obligations or change the terms of the contract.
33. **FUNDING:** The obligation of the County to pay compensation due the Contractor under the contract or any other payment obligations under any contract awarded pursuant to this contract is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.
34. **DELIVERY/SERVICE FAILURES:** If a Contractor (i) fails to deliver goods or services within the time specified or within a reasonable time as interpreted by the Purchasing Agent; or (ii) fails to make replacements or corrections of rejected articles or services when so requested, immediately or as directed by the Purchasing Agent, then the Purchasing Agent shall have the authority to purchase in the open market goods or services of comparable grade or quality to replace goods or services not delivered or rejected. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the Purchasing Agent, for any expense incurred in excess of contract prices. Such purchases shall be deducted from the contract quantities if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.
35. **NON-LIABILITY:** The Contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, the transportation carrier, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the Purchasing Agent's opinion, are beyond the reasonable control of the Contractor. Under such circumstances, however, the Purchasing Agent may, at her discretion terminate the contract.
36. **NON-DISCRIMINATION:** During the performance of this contract, the Contractor agrees as follows:
- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
  - e. Contractor shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended. Contractor shall further require that all of its subcontractors will comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.
37. **SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS USE:**
- a. It is the declared policy of the County of Fairfax, through its Small and Minority Business Enterprise Program, that Fairfax County and its employees undertake every effort to increase opportunity for use of small or minority businesses in all aspects of procurement to the maximum extent feasible.
  - b. Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to small, women and minority businesses.
  - c. Where Federal grants or monies are involved, it is the policy of Fairfax County, through its agents and employees, to comply with the requirements set forth in the 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as they pertain to small and minority business use.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

38. **GUARANTEES & WARRANTIES:** All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before contract execution. Unless otherwise stated, manufacturer's standard warranty applies.
39. **PRICE REDUCTION:** If the Contractor makes a general price reduction for any material covered by the solicitation to customers generally, an equivalent price reduction shall apply to this contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers (i.e., wholesalers, jobbers, or retailers), which was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price is not a "general price reduction" under this provision. The Contractor shall submit its invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. The Contractor will also within ten days of any general price reduction notify the Purchasing Agent of such reduction by letter. FAILURE TO DO SO MAY RESULT IN TERMINATION OF THE CONTRACT.
40. **CHANGES:** If in the Purchasing Agent's opinion, it becomes proper or necessary in the execution of this contract to make any change in design, or to make any alterations that will increase the expense, the Purchasing Agent shall determine an equitable adjustment to the Contractor's compensation.

No payment shall be made to the Contractor for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless some changes in or additions to the contract requiring additional outlay by the Contractor are first expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.

41. **PLACING OF ORDERS:** Orders against contracts will be placed with the Contractor by Purchase Order or Procurement Card (P-Card) executed and released by the Purchasing Agent or their designee. When a Blanket Purchase Order has been released by the Purchasing Agent, telephonic orders may be placed directly with the Contractor by authorized personnel in the ordering Agency.

**DELIVERY PROVISIONS**

42. **SHIPPING INSTRUCTIONS - CONSIGNMENT:** Unless otherwise specified in the solicitation each case, container, package, etc., delivered under the contract must be plainly marked, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Deliveries must be made within the hours of 8:00 AM - 3:00 PM. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the receiver at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays, unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.
43. **RESPONSIBILITY FOR MATERIALS OR GOODS TENDERED:** Unless otherwise specified in the solicitation, the Contractor is responsible for the materials or supplies covered by the contract until they are delivered at the delivery point designated by the County. The Contractor bears all risk of loss on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at its risk and expense or dispose of them as the County's own property.
44. **INSPECTIONS:** Inspection and acceptance of materials or supplies will be made after delivery at the designated destinations unless otherwise stated. If inspection is made after delivery at the designated destination, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection is conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
45. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the contract or as directed by the Purchasing Agent when not in conflict with the contract. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. If the Contractor claims the delay in receipt of goods was caused by the County, the Contractor must provide evidence satisfactory to the Purchasing Agent supporting the Contractor's claim. Any request for extension of delivery time from that specified in the contract must be approved by the Purchasing Agent, such extension applying only to the particular item or shipment affected. If the Contractor is delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction contracts. See contract for the individual instructions.
46. **POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated in the contract or purchase order. The materials must be delivered to the "Ship to" address indicated on the purchase order.
47. **ADDITIONAL CHARGES:** Unless bought F.O.B. "shipping point" and Contractor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, difference between freight or mail and express charges may be added to invoice.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

48. **METHOD AND CONTAINERS:** Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers that are constructed to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.
49. **REPLACEMENT:** Materials or components that have been rejected by the Purchasing Agent, in accordance with the terms of a contract, shall be replaced by the Contractor at no cost to the County.
50. **PACKING SLIPS OR DELIVERY TICKETS:** All shipments must be accompanied by Packing Slips or Delivery Tickets and must contain the following information for each item delivered:
- a. The Purchase Order Number,
  - b. The Name of the Article and Stock Number (Supplier's),
  - c. The Quantity Ordered,
  - d. The Quantity Shipped,
  - e. The Quantity Back Ordered,
  - f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions is sufficient reason for the County's refusal to accept the goods.

**BILLING**

51. **BILLING:** Billing for the Fairfax County Public Schools and for County agencies: Unless otherwise specified on the contract or purchase order (PO), invoices are to be submitted for each purchase order immediately upon completion of the shipment or services. Invoices should be mailed to the "BILL TO" address on the PO or to the appropriate address specified in the contract.

**PAYMENTS**

52. **PAYMENT:** Payment shall be made after satisfactory performance that is in accordance with all provisions of the contract, and upon receipt of a properly completed invoice. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any subsequent modifications.
53. **PARTIAL PAYMENTS:** Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, up to 5 percent (5%) of the value of the entire order may be retained until completion of contract.
54. **PAYMENT FOR EQUIPMENT, INSTALLATION, AND TESTING:** When equipment requires installation (which includes erection, setting up or placing in position, service, or use) and testing, and the installation or testing is delayed, payment may be made based on 50% of the contract price when such equipment is delivered on the site. A further allowance of 25% may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made based on 75% at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.

**GENERAL**

55. **GENERAL GUARANTY:** Contractor agrees to:
- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a contract for which the Contractor is not the patentee, assignee, licensee or owner.
  - b. Warrant that when the contract includes a software license, or use of licensed software, the Contractor is the owner of the Software or otherwise has the right to grant to the County the license to use the Software granted through the Contract without violating or infringing any law, rule, regulation, copyright, patent, trade secret or other proprietary right of any third party.
  - c. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
  - d. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other contractors, for which his or her workers are responsible.
  - e. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules, regulations, and policies of the County.
  - f. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.
56. **SERVICE CONTRACT GUARANTY:** Contractor agrees to:
- a. Furnish services described in the solicitation and resultant contract at the times and places and in the manner and subject to conditions of those documents provided that the County may reduce the said services at any time.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

- b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.
- c. All work and services rendered in strict conformity to all laws, statutes, and ordinances and the applicable government rules, regulations, methods, and procedures.
- d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. The County is under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.
- e. Stipulate that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material. Notification of an omission or failure will be documented by the Purchasing Agent.

**57. INDEMNIFICATION:**

- a. General Indemnification: Contractor must indemnify, keep and save harmless, and defend the County, its agents, officials, employees and volunteers against Claims that may accrue or arise against the County as a result of the granting a contract, if the Claim was caused by the negligence or error, or omission of the Contractor, its employees, its subcontractor, or its subcontractor's employees. As used in this Section, a Claim includes: injuries, death, damage to property, breach of data security, suits, liabilities, judgments, or costs and expenses. Upon request by the County, the Contractor must at its own expense: appear, defend, and pay all attorney's fees and all costs and other expenses related to the Claim. If, related to a Claim, any judgment is rendered against the County or a settlement reached that requires the County to pay money, the Contractor must at its own expense satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by the Contractor, does not limit the Contractor's responsibility to indemnify, keep and save harmless, and defend the County as provided in this Contract.
- b. Intellectual Property Indemnification: In addition to the General Indemnification, Contractor will indemnify the County for and defend the County against third-party claims for infringement of any valid United States patent, trademark or copyright by the Contractor's products, software, services, or deliverables. Contractor must indemnify the County for any loss, damage, expense or liability, including costs and reasonable attorney's fees that may result by reason of any such claim.

In the event of a claim covered by this subparagraph, and in addition to all other obligations of Contractor in this Paragraph 58, Contractor must at its expense and within a reasonable time: (a) obtain a right for the County to continue using such products and software, or allow Contractor to continue performing the Services; (b) modify such products, software, services or deliverables to make them non-infringing; or (c) replace such products or software with a non-infringing equivalent. If, in the Contractor's reasonable opinion, none of the foregoing options is feasible Contractor must immediately notify the County and accept the return of the products, software, services, or deliverables, along with any other components rendered unusable as a result of the infringement or claimed infringement, and refund to the County the price paid to Contractor for such components as well as any pre-paid fees for the allegedly infringing services, including license, subscription fees, or both. Nothing in Paragraph 58, however, relieves the Contractor of liability to the County for damages sustained by the County by virtue of any breach of contract related to a third-party infringement claim.

- c. Right to Participate in Defense. The County may, at its sole expense, participate in the defense or resolution of a Claim. Contractor will have primary control of the defense and resolution of the Claim, except when such defense or resolution requires the County to (i) admit liability or wrongdoing; or (ii) to pay money. In either of these cases Contractor must obtain the County's prior written consent before entering into such settlement or resolution.
- d. No Indemnification by the County. The parties agree that under applicable law the County cannot indemnify or defend the Contractor. To the extent any promise or term contained in this Contract, including any exhibits, attachments, or other documents incorporated by reference therein, includes an indemnification or obligation to defend by the County, that promise or term is stricken from this Contract and of no effect.

**58. OFFICIALS NOT TO BENEFIT:**

- a. Each bidder or offeror shall certify, upon signing a bid or proposal, that to the best of their knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of their immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.
- b. Whenever there is reason to believe that a financial benefit of the sort described in paragraph "a" has been or will be received in connection with a bid, proposal or contract, and that the Contractor has failed to disclose such benefit or has inadequately disclosed it, the County Executive, as a prerequisite to payment pursuant to the contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.
- c. In the event the bidder or offeror has knowledge of benefits as outlined above, this information should be submitted with the bid or proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder or offeror shall address the disclosure of such facts to the Fairfax County Purchasing Agent, 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013. Relevant Invitation/Request for Proposal Number (see cover sheet) should be referenced in the disclosure.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

59. **LICENSE REQUIREMENT:** All firms doing business in Fairfax County, shall obtain a license as required by Chapter 4, Article 7, of The Code of the County of Fairfax, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration, telephone (703) 222-8234 or visit: <https://www.fairfaxcounty.gov/taxes/business/understanding-bpol-tax>. The BPOL Tax number must be indicated in the space provided on the Cover Sheet, "Fairfax License Tax No." when appropriate.
60. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a Fairfax County pursuant to the Fairfax County Purchasing Resolution shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. Fairfax County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
61. **COVENANT AGAINST CONTINGENT FEES:** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.
62. **VIRGINIA FREEDOM OF INFORMATION ACT:** All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
  - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
  - c. Trade secrets or proprietary information submitted by a bidder, offeror or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to the prequalification process identified in the Special Provisions, shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror or Contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.
  - d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.
  - e. The County cannot maintain as confidential any information, data, or records obtainable through the Virginia Freedom of Information or similar law. This includes records or information that have not been properly designated as trade secret or proprietary information pursuant to Va. Code Ann. § 2.2-4342(F).

**BIDDER/CONTRACTOR REMEDIES**

63. **INELIGIBILITY:**
- a. Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the Purchasing Agent.
    - 1. The Notice of Suspension shall state the reasons for the actions taken and such decision shall be final unless the person or firm appeals within ten (10) days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.
    - 2. The Notice of Debarment shall state the reasons for the actions taken and the decision shall be final unless the person or firm appeals within ten (10) days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.
  - b. The Purchasing Agent shall have the authority to suspend or debar a person or firm from bidding on any contract for the causes stated below:
    - 1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
    - 2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County Contractor;
    - 3. Conviction under the state or federal antitrust statutes arising out of the submission of bids or proposals;

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

4. Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension or debarment action:
  - a. failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
  - b. a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for suspension or debarment;
5. Any other cause the Purchasing Agent determines to be so serious and compelling as to affect responsibility as a Contractor, such as debarment by another governmental entity for any cause listed herein, or because of prior reprimands;
6. The contractor has abandoned performance, been terminated for default on a Fairfax County project, or has taken any actions that inure to the detriment of Fairfax County or a Fairfax County project;
7. The Contractor is in default on any surety bond or written guarantee on which Fairfax County is an obligee.
- c. If, upon appeal, it is determined that the action taken by the Purchasing Agent was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief available to the person or firm shall be restoration of eligibility. The person or firm may not institute legal action until all statutory requirements have been met.

**64. APPEAL OF DENIAL OF WITHDRAWAL OF BID:**

- a. A decision denying withdrawal of a bid submitted by a bidder or offeror shall be final and conclusive unless the bidder appeals the decision within ten (10) days after receipt of the decision by instituting legal action as provided in the Code of Virginia. The bidder or offeror may not institute legal action until all statutory requirements have been met.
- b. If no bid bond was posted, a bidder refused withdrawal of bid under the provisions of Article 2, Section 4.A.8, of the Fairfax County Purchasing Resolution, prior to appealing, shall deliver to the County a certified check or cash bond in the amount of the difference between the bid sought to be withdrawn and the next low bid. Such security shall be released only upon a final determination that the bidder was entitled to withdraw the bid.
- c. If, upon appeal, it is determined that the decision refusing withdrawal of the bid was not an honest exercise of discretion, but rather was arbitrary or capricious or not in accordance with the Constitution of Virginia, applicable state law or regulation, or the terms or conditions of the Invitation to Bid, the sole relief shall be withdrawal of the bid.

**65. APPEAL OF DETERMINATION OF NONRESPONSIBILITY:**

- a. Any bidder who, despite being the apparent low bidder, is determined not to be a responsible bidder for a particular County contract shall be notified in writing by the Purchasing Agent. Such notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within ten (10) days of receipt of the notice by instituting legal action as provided in the Code of Virginia. The bidder may not institute legal action until all statutory requirements have been met.
- b. If, upon appeal, it is determined that the decision of the Purchasing Agent was arbitrary or capricious and the award for the particular County contract in question has not been made, the sole relief available to the bidder shall be a finding that the bidder is a responsible bidder for the County contract in question. Where the award has been made and performance has

begun, the County may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing Contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing Contractor be entitled to lost profits.

**66. PROTEST OF AWARD OR DECISION TO AWARD:**

- a. Any bidder or offeror may protest the award or decision to award a contract by submitting a protest in writing to the Purchasing Agent, or an official designated by the County of Fairfax, no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. Any potential bidder or offeror on a contract negotiated on a sole source or emergency basis who desires to protest the award or decision to award such contract shall submit such protest in the same manner no later than ten days after posting or publication of the notice of such contract as provided in Article 2, Section 2, of the Fairfax County Purchasing Resolution. However, if the protest of any actual or potential bidder or offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction which are subject to inspection under Article 2, Section 4.D of the Fairfax County Purchasing Resolution, then the time within which the protest must be submitted shall expire ten days after those records are available for inspection by such bidder or offeror under Article 2, Section 4.D, or at such later time as provided herein. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror. The written protest shall include the basis for the protest and the relief sought. The Purchasing Agent shall issue a decision in writing within ten (10) days of the receipt of the protest stating the reasons for the action taken. This decision shall be final unless the bidder or offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in the Code of Virginia. Nothing in this section shall be construed to permit a bidder to challenge the validity of the terms or conditions of the Invitation for Bid or Request for Proposal.
- b. If prior to award it is determined that the decision to award is arbitrary or capricious, then the sole relief shall be a finding to that effect. The Purchasing Agent shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made but performance has not begun, the performance of the contract may be declared void by the County. Where the award has been made and performance has begun, the Purchasing Agent may declare the contract void upon a finding that this action is in the best interest of the County. Where a contract is declared void, the performing Contractor shall be compensated for the cost of performance at the rate specified in the contract up to the time of such declaration. In no event shall the performing Contractor be entitled to lost profits.

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

- c. Pending final determination of a protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this article shall not be affected by the fact that a protest or appeal has been filed.
  - d. An award need not be delayed for the period allowed a bidder or offeror to protest, but in the event of a timely protest, no further action to award the contract will be taken unless there is a written determination that proceeding without delay is necessary to protect the public interest or unless the bid or offer would expire.
67. **CONTRACTUAL DISPUTES:**
- a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the Purchasing Agent, who shall reduce her decision to writing and mail or otherwise forward a copy to the Contractor within ninety (90) days. The decision of the Purchasing Agent shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A Contractor may not institute legal action, prior to receipt of the Purchasing Agent's decision on the claim, unless the Purchasing Agent fails to render such decision within the time specified.
  - b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
68. **LEGAL ACTION:** No bidder, offeror, potential bidder or offeror, or Contractor shall institute any legal action until all statutory requirements have been met.
69. **VENUE:** This contract and its terms, including but not limited to, the parties' obligations, the performance due, and the remedies available to each party, are governed, construed, and interpreted in accordance with the laws of the Commonwealth of Virginia. Any jurisdiction's choice of law, conflicts of laws, rules, or provisions that would cause the application of any laws other than those of the Commonwealth of Virginia do not apply. Any and all disputes, claims, and causes of action arising out of or in any way connected with this contract or its performance must be brought in the applicable court of Fairfax County, or in the United States District Court for the Eastern District of Virginia, Alexandria Division.
70. **COOPERATIVE PURCHASING:** The County or any entity identified in the Fairfax County Purchasing Resolution, Article 1, Section 3 may participate in, sponsor, conduct or administer a cooperative procurement agreement as set forth in the Fairfax County Purchasing Resolution.
71. **DRUG FREE WORKPLACE:** During the performance of a contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a Contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
72. **IMMIGRATION REFORM AND CONTROL ACT:** Contractor agrees that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
73. **AUDIT OF RECORDS:** The parties agree that County or its agent must have access to and the right to examine any books, documents, papers, and records of the Contractor involving transactions related to the Contract or compliance with any clauses thereunder, for a period of three (3) years after final payment. The contractor must include this requirement in all subcontracts related to this Contract.
74. **NONVISUAL ACCESS:** All information technology, which is purchased or upgraded by the County under this contract, must comply with the following access standards from the date of purchase or upgrade until the expiration of the Contract:
- a. Effective, interactive control and use of the technology (including the operating system), applications programs, and format of the data presented, shall be readily achievable by nonvisual means;
  - b. the technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom the blind or visually impaired individual interacts;
  - c. Nonvisual access technology shall be integrated into networks used to share communications among employees, program participants, and the public; and
  - d. The technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired. A covered entity may stipulate additional specifications in any procurement.



**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

- e. Compliance with the nonvisual access standards set out this Section is not required if the Board of Supervisors determines that (i) the information technology is not available with nonvisual access because the essential elements of the information technology are visual and (ii) nonvisual equivalence is not available.

**APPROVED:**

**/S/ Elizabeth D. Teare**  
**COUNTY ATTORNEY**

**/S/ Cathy A. Muse**  
**COUNTY PURCHASING AGENT**

**OFFEROR DATA SHEET**

NAME OF OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Name and e-mail addresses of both service and fiscal representatives (Key Personnel) who would handle this account.

Service Representative: \_\_\_\_\_

Telephone Number: (      ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Fiscal Representative: \_\_\_\_\_

Telephone Number: (      ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Payment Address, if different from above:

\_\_\_\_\_

\_\_\_\_\_

## PRICE SUMMARY

### PLEASE NOTE:

If the "Digital" column is marked, indicate length of subscription (in years) included with purchase in the "Subscription Length" column

If a bundle is submitted as a line item below, provide comprehensive information describing which items are included in the bundle (use additional documentation if necessary)

If a line item may be offered gratis, indicate that in the "Gratis" column and provide details elsewhere describing terms of discount

Additional documentation can be used to provide more information for line items, if necessary. Please indicate on any additional documentation to which line item it refers.

Line Item #	FCPS Course Name or Attachment A Course List Line Number	ISBN	Textbook Title	Author(s)/ Editor(s)	Edition	Copyright Year	UOM	Mark all that apply			Subscription Length (years)	Contract Price	Gratis (Y/N), provide details
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PRICE SUMMARY (continued)

PLEASE NOTE:

If the "Digital" column is marked, indicate length of subscription (in years) included with purchase in the "Subscription Length" column  
If a bundle is submitted as a line item below, provide comprehensive information describing which items are included in the bundle (use additional documentation if necessary)  
If a line item may be offered gratis, indicate that in the "Gratis" column and provide details elsewhere describing terms of discount  
Additional documentation can be used to provide more information for line items, if necessary. Please indicate on any additional documentation to which line item it refers.

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**VIRGINIA STATE CORPORATION COMMISSION (SCC)**  
**REGISTRATION INFORMATION**

The bidder:

☐ is a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids:

**BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE**

All firms located or operating in Fairfax County must obtain a Business, Professional and Occupational License (BPOL) as required by Chapter 4, Article 7, of the Code of the County of Fairfax, Virginia. In order for the Department of Tax Administration to determine your BPOL requirement prior to contract award, it is necessary for you to provide the following information:

- If you currently have a Fairfax County business license, please submit a copy with your proposal.
- Do you have an office in:

Virginia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fairfax County	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Date business began/will begin work in Fairfax County

A detailed description of the business activity that will take place in Fairfax County. If business is located outside of Fairfax County, give the percentage of work actually to be done in the County

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Complete and return this form or a copy of your current Fairfax County Business License with your proposal.**

**CERTIFICATION REGARDING DEBARMENT OR SUSPENSION**

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all offerors submitting a proposal in response to this Request for Proposal:

1. The Offeror certifies, to the best of its knowledge and belief, that neither the Offeror nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Nonprocurement Programs* issued by the General Services Administration.
2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
3. The Offeror shall provide immediate written notice to the Fairfax County Purchasing Agent if, at any time prior to award, the Offeror learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to Fairfax County government, the Fairfax County Purchasing Agent may terminate the contract resulting from this solicitation for default.

Printed Name of  
Representative: \_\_\_\_\_

Signature/Date: \_\_\_\_\_/\_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

SSN or TIN No: \_\_\_\_\_

**CERTIFICATION REGARDING ETHICS IN PUBLIC CONTRACTING**

In submitting this proposal and signing below, Offeror certifies the following in connection with a bid, proposal, or contract:

Check one:

☐

1. I have not given any payment, loan, subscription, advance, monetary deposit, services or anything of more than nominal value to any public employee or official who has official responsibility and authority for procurement transactions.

☐

2. I have given a payment, loan, subscription, advance, monetary deposit, services or anything of more than nominal value to a public employee or official who has official responsibility and authority for procurement transactions, and in exchange I received consideration of substantially equal or greater value.

☐

3. I have given a payment, loan, subscription, advance, monetary deposit, services or anything of more than nominal value to a public employee or official who has official responsibility and authority for procurement transactions, but in exchange I have not received consideration of substantially equal or greater value.

If #2 above is selected, please complete the following:

Recipient: \_\_\_\_\_

Date of Gift: \_\_\_\_\_

Description of the gift and its value:

\_\_\_\_\_

Description of the consideration received in exchange and its value:

\_\_\_\_\_

\_\_\_\_\_

Printed Name of Bidder/Offeror Representative: \_\_\_\_\_

Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

***This certification supplements but does not replace the requirements set forth in paragraph 58 (OFFICIALS NOT TO BENEFIT) of the General Conditions and Instructions to Bidders included in this solicitation.***



**SAMPLE LISTING OF LOCAL PUBLIC BODIES**

REFERENCE, SPECIAL PROVISIONS, PARAGRAPH TITLED "USE OF CONTRACTS BY OTHER PUBLIC BODIES." You may select those public bodies that this contract may be extended to; a "blank" will signify a "NO" response:

	Alexandria Public Schools, VA		Manassas Park, Virginia
	Alexandria Sanitation Authority		Maryland-National Capital Park & Planning Commission
	Alexandria, Virginia		Maryland Transit Administration
	Arlington County, Virginia		Metropolitan Washington Airports Authority
	Arlington Public Schools, Virginia		Metropolitan Washington Council of Governments
	Bladensburg, Maryland		Montgomery College
	Bowie, Maryland		Montgomery County, Maryland
	Charles County Public Schools, MD		Montgomery County Public Schools
	College Park, Maryland		Northern Virginia Community College
	Culpeper County, Virginia		Omni Ride
	District of Columbia		Potomac & Rappahannock Trans. Commission
	District of Columbia Courts		Prince George's County, Maryland
	District of Columbia Public Schools		Prince George's County Public Schools
	DC Water and Sewer Authority		Prince William County, Virginia
	Fairfax County Water Authority		Prince William County Public Schools, VA
	Fairfax, Virginia (City)		Prince William County Service Authority
	Falls Church, Virginia		Rockville, Maryland
	Fauquier County Government and Schools, Virginia		Spotsylvania County Schools, Virginia
	Frederick, Maryland		Stafford County, Virginia
	Frederick County Maryland		Takoma Park, Maryland
	Gaithersburg, Maryland		Upper Occoquan Sewage Authority
	Greenbelt, Maryland		Vienna, Virginia
	Herndon, Virginia		Virginia Railway Express
	Leesburg, Virginia		Washington Metropolitan Area Transit Authority
	Loudoun County, Virginia		Washington Suburban Sanitary Commission
	Loudoun County Public Schools		Winchester, Virginia
	Loudoun County Sanitation Authority		Winchester Public Schools
	Manassas, Virginia		
	Manassas City Public Schools, Virginia		

**Complete and return this form with your proposal.**

\_\_\_\_\_  
Vendor Name

**BUSINESS CLASSIFICATION**

**DEFINITIONS**

***Small Business*** – means a business, independently owned or operated by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

***Minority-Owned Business*** - means a business concern that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

***Woman-Owned Business*** – means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

**YOU MUST CLASSIFY YOUR BUSINESS/ORGANIZATION BY MARKING THE APPROPRIATE BOXES ON THE COVER SHEET (DPSM32).** This designation is required of all business/organizations including publicly traded corporations, non-profits, sheltered workshops, government organizations, partnerships, sole proprietorships, etc.

**PROPRIETARY INFORMATION**

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the Owner and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

**NOTICE OF PROPRIETARY INFORMATION  
Confidentiality References Protection in Accordance with the Code of Virginia,  
Section 2.2-4342F**

Section Title	Page Number	Reason(s) for Withholding from Disclosure

**INSTRUCTIONS:** Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials.

- A. This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus, identify confidential statistical data, amount or source of any income of any person (or) partnership. "Reference the Virginia Public Procurement Act, Section 2.2-4342F. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B. This page contains proprietary information including confidential, commercial or financial information which was provided to the Government on a voluntary basis and is of the type that would not customarily be released to the public. See Virginia Public Procurement Act, Section 2.2-4342F; 5 U.S.C. 552 (b)(4); 12 C.F.R. 309.5(c)(4).
- C. This page contains proprietary information including confidential, commercial or financial information. This disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342F; 552 (b)(4); 12 C. F. R 309.5(c)(4).

**RETURN THIS PAGE, IF APPLICABLE**

**SUBCONTRACTOR (S) NOTIFICATION FORM**

Contract Number/Title: \_\_\_\_\_

Prime Contractors Name: \_\_\_\_\_

Prime Contractor's Classification: \_\_\_\_\_

You are required to provide the County with names, addresses, anticipated dollar amount and small/minority classification of each first-tier subcontractor (ref. Special Provisions, titled "Subcontracting"). Please complete this form and return it with your submission.

**Please check here if you are not using a subcontractor:** \_\_\_\_\_

SUBCONTRACTOR(S) NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	ANTICIPATED DOLLAR AMOUNT	VENDOR CLASSIFICATION

**Complete and return this form with your proposal.**

### COURSE LIST

Discipline	Courses	Standards	Offering
<b>Environmental Science</b>	Environmental Science	<a href="#">VDOE Content Guidelines</a>	All Schools
<b>Biological Sciences</b>	Biology 1/Biology 1 HN	<a href="#">VDOE 2018 Standards</a>	All Schools
	AP Biology	College Board	All Schools
	IB Biology I, IB Biology SL, IB Biology HL II	International Baccalaureate	Some Schools
	AP Environmental Science	College Board	Some Schools
	IB Environmental Systems SL	International Baccalaureate	Some Schools
	Genetics and Biotechnology	FCPS Program of Studies*	Some Schools
	Human Anatomy and Physiology	<a href="#">VDOE Content Guidelines</a>	Some Schools
<b>Chemical Sciences</b>	Chemistry 1/Chemistry 1 HN	<a href="#">VDOE 2018 Standards</a>	All Schools
	AP Chemistry	College Board	Some Schools
	IB Chemistry I, IB ChemistrySL II, IB ChemistryHL II	International Baccalaureate	Some Schools
<b>Earth Sciences</b>	Geosystems/Honors Geosystems	<a href="#">FCPS Program of Studies</a>	All Schools
	Oceanography	<a href="#">FCPS Program of Studies</a>	Some Schools
	Astronomy	<a href="#">VDOE Content Guidelines</a>	Some Schools
	AP Environmental Science	College Board	Some Schools
	IB Environmental Systems SL	International Baccalaureate	Some Schools
<b>Physical Sciences</b>	Active Physics	<a href="#">FCPS Program of Studies</a>	Some Schools
	Physics 1/Physics 1 HN	<a href="#">VDOE 2018 Standards</a>	All Schools
	AP Physics 1	College Board	Some Schools
	AP Physics 2	College Board	Some Schools
	AP Physics C M&EM, AP Physics C M, AP Physics C EM	College Board	Some Schools
	IB Physics I, IB Physics SL II, IB Physics HL II	International Baccalaureate	Some Schools

**\* Biological Sciences**  
**Genetics & Biotechnology Course Outline**  
**2017-18**  
**(Draft)**

<b>Unit 1: Introduction &amp; History of Biotechnology</b>	
What is Biotechnology? How are we using Biotechnology Today? (Current Events) How has Biotechnology been used throughout history? What is Genetics? Cellular Respiration Fermentation Lab Notebook Procedures Experimental Design Basics	Lab: The Tongue Map Simply... A History of Biotechnology It's Time to Eat - Intro to the History of Biotechnology A Journey Through Time - Biotech Timeline Biotechnology Timeline Cellular Respiration PowerPoint & Note Sheet Lab Notebook Setup/Fire Drill Questionnaire Good Laboratory Practices & Standard Operating Procedures – WHO Handbook Industry Practices - How to Write an SOP  Lab: Pizza Lab - Investigating Bread Making History of Yeast & Cheese Making Web-Quest Lab: Root Beer Fermentation Components of an Experiment Cellular Respiration & Fermentation Worksheets
<b>Unit 2: Genetics</b>	
Meiosis Monohybrid Dihybrid Sex-Linked Linkage/Recombination Pedigrees Karyotypes Genetic Counseling Human Traits/Polygenic Traits Genetic Disorders Fruit Flies – Life Cycle – Sexing – Designing an Experiment Chi-Square Analysis Molecular Genetics Signal Transduction Pathway Pedigrees	Genetics Review Packet SpongeBob Genetics Worksheet Independent Assortment PowerPoint Independent Assortment w/ Couples Activity Lab: Dragon Genetics Dragon Genetics Monohybrid and Dihybrid Genetics Worksheet Lab: Chromosomes & Genes – A Simulation Dihybrid Cross "How To" Worksheet Sex Determination And Sex Linked Traits w/Brief History of Inheritance PowerPoint Sex Linked Traits Worksheet Lab: An Adventure in Dog Hair Signal Transduction Pathway Diagram Lab: Determining the Sex of Fruit Flies Lab: Natural Selection with Drosophila Morgan's Genetics & Linked Genes Genetic Recombination and Gene Mapping Crossing Over Worksheet Linkage Worksheet Chromosome Mapping Worksheet Practice Problems - Linkage and Recombination, Genetic Maps Genetic Disorders PowerPoint Lab: Human Molecular Genetics Molecular Genetics of Cancer – Reading Pedigree Practice Problems
<b>Unit 3 Genomics</b>	
DNA Structure & Function Human Genome Project Recombinant DNA	Creating a DNA Model Nucleotides and Nucleic Acids Worksheet DNA Replication PowerPoint & Notes

Restriction Enzymes Plasmids Pipetting Gel Electrophoresis PCR DNA Sequencing GMOs CRISPR-Cas9 Epigenetics Current Events & Techniques (NextGen Sequencing Individualized Med)	DNA Replication Worksheet DNA Replication - Simulation Activity DNA Goes to the Races Activity Lab: Pipetting Skills Lab: Introductory Gel Electrophoresis Lab: Restriction Digestion of DNA Samples Genomics & Recombinant DNA Technology PowerPoint & Notes Gene Cloning Using Plasmids Worksheet DNA Scissors Activity Recombinant Paper Plasmids Activity Lab: pGLO Bacterial Transformation Lab: DNA Sequencing The Ethics of GMO Technology DNA for Dinner - Investigating Edible GMOs Bill Nye Video on GM Foods Videos & Animations
<b>Unit 4 Proteomics</b>	
Protein Structure & Folding Protein Synthesis Recombinant Proteins Bioinformatics	Protein Folding Activity & Worksheets Protein Folding 3-D Tuber Insulin Model Bioinformatics Insulin BLAST activity Videos (Diabetes & Insulin) Extraordinary Measures Video Worksheet
<b>Unit 5 Forensic Science</b>	
Finger Print Analysis Use of Blood in Forensics <ul style="list-style-type: none"> <li>- Blood Typing</li> <li>- Blood Spatter</li> </ul> DNA Extraction DNA Fingerprinting	Forensic Science PowerPoint & Notes Fingerprint Self-Analysis Lab: Gunshot Residue Simulation Lab: Dusting for Latent Prints Blood Components & Blood Typing Notes & PowerPoint Lab: ABO Blood Typing Lab: A Matter of Spatter - Blood Spatter Analysis Lab: DNA Extraction from Strawberries PCR & Gel Electrophoresis PowerPoint & Notes PCR Worksheet Gel Electrophoresis Worksheet DNA Fingerprinting (E-Bio) Worksheet Lab: Forensic DNA Analysis Determining DNA Fragment Sizes Worksheet
<b>Unit 6: Microbiology</b>	
BSL Levels Structure and Life Cycles of bacteria & viruses Microscope Skills Aseptic Technique Controlling Microbial Growth Bioterrorism Use of Bacteria in Biotechnology	Panic in Level 4 - Reading Bacteria & Viruses PowerPoint & Notesheet Shapes of Bacteria and Virus Life Cycles Worksheet Lab: Microscope - Estimating Size and Calculating Magnification Lab - Observing Bacterial Cells Microbial Growth PowerPoint & Notes Counting Bacterial Colonies Lab: Aseptic Technique and Pouring Agar Plates Lab: Making a Streak Plate Culturing Bacteria in the Laboratory Biofilm Article Controlling Microbial Growth PowerPoint & Notes Bacteria and Biotechnology - Article Review Bioterrorism

	<p>Lab: Spread of Infectious Diseases</p> <p>Viruses PowerPoint &amp; Notes</p> <p>Build a Virus</p> <p>Virus Handouts</p> <p>Ebola Outbreak Activity</p> <p>CDC Video:</p> <p><a href="http://www.pbslearningmedia.org/resource/47aa94a2-8b31-4bda-9e5e-4131e56d57b2/ebola-in-the-news/#">http://www.pbslearningmedia.org/resource/47aa94a2-8b31-4bda-9e5e-4131e56d57b2/ebola-in-the-news/#</a></p> <p>Gene Therapy Webquest</p>
<b>Unit 7: Immunology</b>	
<p>The Human Immune System</p> <ul style="list-style-type: none"> <li>- Innate Immunity</li> <li>- Acquired Immunity</li> </ul> <p>Vaccines</p> <p>Use of Antibodies in</p> <p>Biotechnology</p> <p>ELISA</p> <p>Monoclonal Antibodies</p>	<p>Targets for Defense Worksheet</p> <p>The Body's Defenses Worksheet</p> <p>The Immune System PowerPoint</p> <p>Innate Immunity - 1st &amp; 2nd Lines of Defense</p> <p>The Immune System (Innate Immunity) Notesheet</p> <p>Immune System Campaign Poster Assignment</p> <p>The Immune System Game - You Make Me Sick - Board Game</p> <p>The Immune System Worksheet</p> <p>Vaccine WebQuest</p> <p>Lab: ELISA Simulation</p> <p>The Immune System - in more detail -</p> <p><a href="http://www.nobelprize.org/educational/medicine/immunity/immune-detail.html">http://www.nobelprize.org/educational/medicine/immunity/immune-detail.html</a></p> <p>What are Blood Types?</p> <p>Blood Group Antigens / Blood Clotting &amp; Defense Worksheet</p> <p>Antibodies and Biotechnology</p> <p>Monoclonal Antibodies Worksheet</p> <p>The Immune System Coloring Sheet</p>



### **TECHNICAL REQUIREMENTS - PART I**

**Instructions:** For each basal resource submitted, **Offeror must provide at least one example to show how the proposed resource meets each criterion 1-10 below.** The Offeror should include screenshots, excerpts or images from the resource to illustrate or explain each example rather than simply referencing certain page numbers in a print resource.

1	The Solution must align with the 2018 Science Virginia Standards of Learning, including content, scientific and engineering practices, and enduring understandings
2	The Solution must present content in an engaging context (e.g. problem-solving situations, interdisciplinary, career connections)
3	Science content is accurate and grounded in current research; is free of errors, misleading statements, or statements that may reinforce commonly held student misconceptions
4	Students can access scientific inquiry tasks in multiple formats that support the science 5E instructional model
5	The Solution must provide supports and scaffolds that make rigorous standards accessible to all students, including English Learners, Students with Disabilities, and advanced academics students (e.g. read-aloud supports, adjusting readability level, variety of graphics, charts, and visuals)
6	The Offeror must provide several methods of training for teachers in addition to face-to face training (e.g., online, tutorials, videos, webinars, and manuals)
7	The Solution may include interactive tools to monitor student progress and provide feedback for intervention and enrichment
8	The Solution may include an interactive bank of mastery problems for teacher use
9	The Solution must include engaging visuals, videos, animations, and simulations that promote conceptual understanding
10	The Solution presents key events, concepts, and representations through multiple perspectives that relate to students' diverse backgrounds and experiences

## TECHNICAL REQUIREMENTS - PART II

**Instructions: Any resources with a digital or online component must meet or exceed the functionality requirements below. The Offeror must provide an explanation of how they meet or exceed each criterion. Required functionality is indicated with an (R) and desired functionality is indicated with a (D). Narrative is indicated by No (N), Short (S), or Detailed (D).**

RFP Section	Technical Requirements	Level	Narrative Required
<b>Delivery Methods:</b>			
1	Content must be fully accessible through FCPS supported browsers. Provide a list of all minimum browsers, versions, plugins required, and client operating systems as well as browsing functionality that may require compatibility mode.	R	D
1a	Online resource must be supported against Chrome (latest version) and later.		
1b	Provide a list of all supported browsers and functionality that may require compatibility mode.		
1c	Provide a list of all plugins required.		
1d	Provide a list of all client operating systems.		
1e	Describe the process for updating to support new browsers versions and the policy for supporting older browsers.		
1f	Describe testing process for new browser releases.		
2	Content must be accessible via mobile device, either via browsers in a Responsive Web Design (RWD) format or in a mobile app. Provide description of:	R	S
2a	Mobile support of iOS.		
2b	Mobile support of Android.		
3	Offeror will provide an offline version of the resource in the format of an app, ePub, pdf or equivalent.	R	S
4	Describe what product features do not work offline.	R	D
<b>Maintenance, Upgrades, and Planned Outages:</b>			
5	System Availability should be available to a level of 99.9%, calculated over a 30 day period, 24/7, outside of regularly-scheduled maintenance and/or update windows.	R	S
5a	Offeror must provide the system's actual monthly availability for the last school year.		
6	Offeror communication for unscheduled service outage	R	S
6a	How does Offeror communicate unscheduled outages?		
6b	Offeror will provide identified FCPS contact with notification of service outage		
6c	Offeror will describe the level of granularity available for communicating with established user groups (e.g. all students, all teachers, students by course, teachers by course, etc.)		
7	Offeror communication of scheduled/planned system outages/upgrades	R	S
7a	How does Offeror communicate scheduled maintenance (including system updates/releases)?		
7b	When does Offeror communicate scheduled maintenance? FCPS preference: a minimum of 7 days		

7c	Offeror will provide identified FCPS contact with minimum of 7 days notification		
7d	Offeror will provide current yearly schedule and the schedule for previous year(s).		

Standards Support:			
8	Offeror should conform to and deliver access to content via IMS Global Learning Tools Interoperability standard. Describe the system's support for IMS standards including LTI Common Cartridge, Thin Common cartridge, and IMS One Roster v1.0 (or higher).	D	S
8a	Describe support IMS standards for LTI Common Cartridge		
8b	Describe support IMS standards for Thin Common Cartridge		
8c	Describe support IMS standards for One Roster		

Account Management			
9	Accounts must be set up on a schedule determined by FCPS prior to the start of the school year.	R	N
10	The system should support User account creation and maintenance performed using an automated method on a daily basis or more frequent basis. FCPS prefers the following methods: Clever, LTI, or OneRoster CSV). Describe these options in detail. If this preference cannot currently be met, please detail the Offeror's automation options (e.g. CSV over SFTP, Web Service via cURL, etc.) and provide detailed documentation.	R	D
11	The system should support unique UserID for FCPS students, teachers and staff specified by FCPS and independent of other using institutions. For Directory-linked IDs (those that authenticate via LDAP, SAML Clever etc.) Student usernames are their student ID which do not change with an email address in the format of <studentID>@fcpschools.net, and Staff Username and email address may change due to name changes. Staff emails are in the form of <username>@fcps.edu. Describe how the system deals with the change of a username or email address.	R	D
12	The system should support User account creation and maintenance performed using an automated method on a daily basis (SFTP, cURL etc.). Detailed results for each processed data file shall be made available, or delivered, to FCPS using an automated method for validation of file completeness, date/time of data delivery, and number/location of any errors. Describe these options in detail. If this cannot currently be met, please detail the Offeror's intent and/or options to develop processes that adequately meet these requirements and the anticipated timeline of completion.	R	D

Authentication:			
13	The system should support the option of Authentication of Users via interaction with district identity management server (Novell Access Manager) using SAML 2.0, Clever, or LDAP. Provide detailed documentation for how the system integrates with these methods.	R	D
14	Describe any "native" system authentication time-out and discuss what if any interaction there would be between the system timeout and a Federated SAML timeout. Describe the defaults and options for configuration.	D	S

15	Where "native" passwords are used, the system shall provide the capability to enforce complex password policy as well as provide capability to enforce different password policies for different groups of users. The FCPS security policy (Regulation 6225.5) is linked for further information: <a href="http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/8YCPFY647147/\$file/R6225.pdf">http://www.boarddocs.com/vsba/fairfax/Board.nsf/files/8YCPFY647147/\$file/R6225.pdf</a> . Complex password policy: An employee's, contractor's, or a middle or high school student's password must be at least eight (8) characters long and must contain at least one (1) uppercase alphabetic character, one (1) lowercase alphabetic character, and one (1) numeral.	R	S
16	If applicable, Offeror must describe the system's "native" password management capabilities (i.e., admin reset, global reset, individual self- service reset, forced change, etc.).	R	D
16a	Indicate whether the proposed system provides the ability to require the end user to change "native" passwords upon initial login.		
16b	Describe any "native" password self-service. Describe if and how this function can be suppressed when using non-native passwords (e.g. Clever, LDAP, SAML)		
17	Passwords shall be transmitted via HTTP over TLS and where applicable (e.g. for non SAML/LDAP linked admin accounts) stored in an encrypted format.	R	S

#### Reporting:

18	Offerors should provide reports within 5 days of request. Reports shall be delivered to the designated FCPS representative in Microsoft Excel or CSV format unless otherwise agreed upon in writing.	R	D
18a	Daily usage reports (to include logins for teachers and students separately) for the last 30, 60, 90 days and for full school year		
18b	Support ticket reports to include request and resolution		
18c	Are reports (daily usage and support tickets) available on-demand?		
18d	Describe current reporting capabilities and anticipated future reporting capabilities available to FCPS.		

#### Roles and Managements Capabilities:

19	The system shall support a role-based access system following the "need to know" principle. This principle requires each user be granted the most restrictive set of privileges needed for the performance of authorized tasks. The system shall support controls to ensure the provision of, and access to data, features, functionality, and administrative capabilities based on end users permissions for delivery of services based on end-user roles. List and describe the user roles within the system and access to data.	R	D
19a	Student		
19b	Teacher		
19c	School Based admin		
19d	Central (Sys Admin)		
20	Describe any class, school and central district management portal or other administrative features.	R	D
20a	Class (student) features		
20b	Class (Teacher) features		
20c	School features		
20d	Central/District features		

21	Role permissions shall be configurable at the district level.	D	S
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Network			
22	Network bandwidth	R	S
22a	Describe any system features that would consume a significant amount of network bandwidth.		
22b	Provide expected average concurrent bandwidth requirements per user.		
22c	What do organizations of similar size and scope use in terms of bandwidth per user?		

Support:			
23	Offeror must provide clearly visible support contact information within the online environment.	R	N
24	Offeror must provide support for system admins and end-users during regular business hours (M-F)	R	S
24a	Offeror provides additional evening support hours for end-users		
24b	Offeror provides additional weekend support hours for end-users		
25	Offeror provides the following methods of support for end-users	R	S
25a	Toll-free help desk live operator		
25b	Email		
25c	Live chat		
25d	Searchable knowledge base. Describe what tools and documentation are available and accessible online that provide training materials, support references, quick reference guides, or other items.		
26	Offeror provides the following for system admins/designated FCPS support contacts	R	S
26a	Escalation POC, contact information and process		
26b	Tier 2 and Tier 3 technical support hours		
27	Provide a report covering the current school year outlining the top 10 customer reported issues for the product(s) being proposed. Note their frequency, impact, the resolution, and the time to resolve.	R	D
28	Offeror should provide a web-based incident tracking system, allowing designated FCPS support contacts to create and track system problems. Describe current incident tracking capabilities.	D	S

Security and Privacy:			
29	Encryption: All user names and logins, and all transfer of student data via web browser, mobile app or API must be encrypted (e.g. TLS). Any passwords or other sensitive student data stored locally on the client (e.g. on a mobile device, or HTML local storage) must be encrypted.	R	D
29a	The Offeror shall provide information and documentation on the security of data at rest.		
30	Data location: Any student identifiable data must be stored in servers based in the United States. Identify state in which servers are located.	R	S

30a	The Offeror should describe the system safeguards in place to prevent unauthorized access to the system.		
31	Auditing: The Offeror shall describe the auditing capacity of the system.	R	S
31a	The system shall provide logon/logoff monitoring and support activity-based auditing when requested by FCPS		
31b	The system shall provide FCPS an audit report that details account privileges that can be filterable by school and role.		
32	Privacy Policies: Privacy policies must be posted online and accessible to all users. Notice of changes to policies should be provided to the designated FCPS contact no later than within 24 hours of their effective date. FCPS requires that the Offeror be a signatory to the SIIA/Future of Privacy Forum student data privacy pledge ( <a href="http://studentprivacypledge.org/">http://studentprivacypledge.org/</a> ) or certify in writing that they provide equivalent or better assurances. Provide documentation of pledge signature or certification of assurances equal to or greater than those required by the pledge.	R	S

**Security and Privacy: Continued**

33	The Offeror must agree to sign and comply with the FCPS confidentiality addendum at the time of contract award (Ref: Attachment B for sample)	R	S
34	The Offeror shall list any 3rd party tracking or advertising networks used in the system.	R	S
35	Secure Development: The Offeror must provide information on how the system supports a secure web environment, including but not limited to, cookie handling, input validation, directory browsing control, and system hardening.	R	D
36	The Offeror shall describe current processes and policies for host site security, including but not limited to, physical access control, virus protection, system updates, server and device security standard, backup and disaster recovery, change management, and incident handling.	R	D
37	If the application provides a system-wide user directory listing, it must also provide a method to delist a student in the directory. Describe method used.	R	D

## CONFIDENTIALITY PROVISIONS

### STUDENT RECORDS

#### (SAMPLE)

**THIS AGREEMENT**, executed and effective as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, a corporation organized and existing under the laws of \_\_\_\_\_ (the "Company"), and the **FAIRFAX COUNTY SCHOOL BOARD**, a public body corporate and politic organized and existing under the laws of the Commonwealth of Virginia (the "School Board"), recites and provides as follows.

#### Recitals

The Company and the School Board agree that the purpose of such terms and conditions is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA), including but not limited to (i) the identification of Company as an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (ii) the establishment of procedures for the protection of confidential student records, including procedures regarding security and security breaches.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties agree as follows.

#### Agreement

The Agreement is amended hereby as follows:

1. The following provisions shall be deemed to be included in the Agreement:

##### **Confidentiality Obligations Applicable to Certain FCPS Student Records.**

The Company hereby covenants and agrees that it shall maintain, in strict confidence and trust, all FCPS student records containing either (1) non-directory information of any kind, whether provided by or created for FCPS pursuant to this contract, or (2) directory information as to which the eligible student or his family has opted out of disclosure (collectively, "FCPS Confidential Student Records").

The Company shall cause each officer, director, employee and other representative who shall have access to FCPS Confidential Student Records during the term of the Agreement (collectively, the "Authorized Representatives") to maintain in strict confidence and trust all FCPS Confidential Student Records. The Company shall take all reasonable steps to insure that no FCPS Confidential Student Records are disclosed to any person or entity except those who (i) are Authorized Representatives of the Company performing functions for FCPS under the Agreement and have agreed to be bound by the terms of this Agreement or a Confidentiality Agreement (as defined below) executed pursuant hereto; (ii) are authorized representatives of FCPS, or (iii) are entitled to such FCPS Confidential Student Records from the Company pursuant to federal and/or Virginia law. The Company shall use FCPS Confidential Student Records, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such records, solely for purposes related to and in

fulfillment of the performance by the Company of its obligations pursuant to the Agreement.

The Company shall: (i) designate one of its Authorized Representatives to be responsible for ensuring that the Company and its Authorized Representatives maintain the FCPS Confidential Student Records as confidential; (ii) train the other Authorized Representatives with regard to their confidentiality responsibilities hereunder and pursuant to federal and Virginia law; (iii) maintain at all times a list of Authorized Representatives with access to FCPS Confidential Student Records; (iv) cause each Authorized Representative to execute a written covenant of confidentiality in substantially the form set forth on Attachment hereto (the "Confidentiality Agreement") prior to his or her performance of any services contemplated by the Agreement and shall deliver any and all such Confidentiality Agreements to the School Board upon request.

**Other Security Requirements.** The Company shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of FCPS Confidential Student Records, including procedures to (i) restrict access to such records as described in the "Confidentiality" provision of this Agreement; (ii) establish user IDs and passwords as necessary to protect such records; (iii) protect all such user passwords from detection and unauthorized use; (iv) prevent hostile or unauthorized intrusion that could compromise confidentiality, result in data corruption, or deny service; (v) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (vi) minimize system downtime; (vii) notify FCPS of planned system changes that may impact the security of FCPS Confidential Student Records; (viii) return or destroy FCPS Confidential Student Records that exceed specified retention schedules; (ix) permit periodic security audits by FCPS or designated third party using applicable regulations and industry best practice standards as benchmarks, and make commercially reasonable efforts to remediate the vulnerabilities discovered; (x) in the event of system failure, enable immediate recovery of FCPS records to the previous business day.

In the event of a security breach, the Company shall (i) immediately take action to close the breach; (ii) notify FCPS within 24 hours of Company's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the FCPS Confidential Student Records compromised by the breach; (iii) return compromised FCPS Confidential Student Records for review; (iv) provide communications on the breach to be shared with affected parties and cooperate with FCPS efforts to communicate to affected parties by providing FCPS with prior review of press releases and any communications to be sent to affected parties; (v) take all legally required, reasonable, and customary measures in working with FCPS to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (vi) cooperate with FCPS by providing information, records and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (vii) provide FCPS with notice within 24 hours of



notice or service on Company, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Company's handling of FCPS records of any kind, failure to follow security requirements and/or failure to safeguard confidential information. The Company shall provide satisfactory documentation of its compliance with the security requirements of this provision prior to performing services under the Agreement. The Company's compliance with the standards of this provision is subject to verification by FCPS personnel or its agent at any time during the term of the Agreement.

**Applicability of Confidentiality and Security Provisions to Non-Confidential Records**

To the extent that FCPS provides non-confidential information to Company under this Agreement, such as student records containing only directory information as to which no opt-out has been filed, de-identified student information, and FCPS records not pertaining to students, the Confidentiality and Security paragraphs shall not apply, *provided that* the notice obligation under subsection (vii) shall apply to lawsuits and investigations involving FCPS records of any kind.

**Disposition of FCPS Confidential Student Records Upon Termination of Agreement**

Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, the Company covenants and agrees that it promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the School Board, all FCPS Confidential Student Records. The Company hereby acknowledges and agrees that, solely for purposes of receiving access to FCPS Confidential Student Records and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), the Company and its Authorized Representatives shall be deemed to be school officials of the School Board, and shall maintain FCPS Confidential Student Records in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records. The non-disclosure obligations of the Company and its Authorized Representatives regarding the information contained in FCPS Confidential Student Records shall survive termination of the Agreement. The Company shall indemnify and hold harmless the School Board from and against any loss, claim, cost (including attorneys' fees) or damage of any nature arising from or in connection with the breach by the Company or any of its officers, directors, employees, agents or representatives of the obligations of the Company or its Authorized Representatives under this provision or under a Confidentiality Agreement, as the case may be.

**Certain Representations and Warranties.** The Company hereby represents and warrants as follows: (i) the Company has full power and authority to execute the Agreement and to perform its obligations hereunder and thereunder; (ii) the Agreement constitute the valid and binding obligations of the Company, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or similar laws affecting the rights of creditors and general principles of equity; and (iii) the Company's execution and delivery of the Agreement and compliance with their respective terms will not

violate or constitute a default under, or require the consent of any third party to, any agreement or court order to which the Company is a party or by which it may be bound.

**Governing Law; Venue.** Notwithstanding any provision contained in the Agreement to the contrary, (i) the Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without reference to conflict of laws principles; and (ii) any dispute hereunder which is not otherwise resolved by the parties hereto shall be decided by a court of competent jurisdiction located in the Commonwealth of Virginia.

**Termination.** This agreement shall remain in force until notification to terminate is issued by FCPS. At time of termination, vendor is to follow regulations for Disposition of FCPS Confidential Student Records Upon Termination of Agreement as stated above.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officers effective as of the date first written above.

**[Company]**

By: \_\_\_\_\_  
**[Name]**  
**[Title]**

**FAIRFAX COUNTY SCHOOL BOARD**

By: \_\_\_\_\_  
Michelle R. Pratt  
Director, Office of Procurement

**Attachment**  
**Covenant of Confidentiality**

In connection with the performance by \_\_\_\_\_ (the "Company") of its obligations under that certain agreement with the Fairfax County School Board dated \_\_\_\_\_, 20\_\_\_\_, as the same shall have been amended by that certain Agreement of even date therewith (the "Agreement"), the undersigned authorized representative of the Company (the "Authorized Representative"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged, hereby covenants and agrees as follows, with knowledge that the Fairfax County School Board is relying upon the statements set forth herein.

The Authorized Representative hereby covenants and agrees that he or she: (i) shall maintain in strict confidence and trust all records, reports and other documents or materials of any nature relating to the operations, students, families and employees of Fairfax County Public Schools (collectively, the "FCPS Confidential Student Records"); (ii) shall not disclose any FCPS Confidential Student Records to any person or entity who has not agreed to be bound by the terms of the Agreement, or a sworn statement executed pursuant thereto, unless the person or entity is an Authorized Representative of FCPS or is otherwise entitled to access to such FCPS Confidential Student Records pursuant to federal and/or Virginia law; (iii) shall use the FCPS Confidential Student Records solely for purposes related to and in furtherance of the performance by the Company of its obligations pursuant to the Agreement; (iv), upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, promptly shall deliver all FCPS Confidential Student Records to Fairfax County Public Schools; (v) shall continue to maintain as confidential all information obtained from FCPS Confidential Student Records after the expiration or termination of the Agreement.

**IN WITNESS WHEREOF**, the Authorized Representative has executed this Covenant of Confidentiality as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Address]

(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
[Telephone No.]

## **PUBLISHER CERTIFICATION AND AGREEMENT**

### **Introduction**

For the purposes of this document, the term "resources" means print or electronic media for student use that serve as the primary resource for a grade-level subject or course.

By submitting resources for evaluation, publishers agree to follow the procedures set forth in this document. Failure to comply with all procedures may result in disqualification of the resource as a part of the review and approval process.

### **Primary Material Submitted for Review**

As noted in Section 22.1-238.C of the *Code of Virginia* above, the term resource refers to print or electronic media for student use that serves as the primary resource for a grade-level subject or course.

For the remainder of this document, such instructional media will be referred to as "primary material." Primary material contains the content information that is the basis for the grade-level subject or course. Review committees will review the material selected by the publisher as the "primary material."

In submitting their materials for review, publishers must provide an explanation of if and how the content in the primary material medium (digital or print) is different from or comparable to that offered in the other medium. For example, digital primary material may contain items such as embedded video clips or content that is delivered through an interactive format.

### **Submission Forms**

Publishers must complete the Publisher's Certification and Agreement listing all primary materials submitted for review consideration at the time it signals intent to submit resources for review as part of FCPS's basal resource approval process.

**Publisher's Certification**

Only one copy is required per proposal submission provided all resources submitted are included below. Print and complete additional pages if more space is necessary.

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Publishing Company)

Name of Primary Contact: \_\_\_\_\_

Phone Number, including area code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The publishing company indicated above submits the following primary materials to the FCPS for consideration in resource approval process.

Line Item # on Pricing Schedule	Title	ISBN	Copyright	Grade Level or Course

The PUBLISHER certifies the following:

1. Each resource has been thoroughly examined and reviewed by at least three qualified content experts for factual accuracy in the subject matter and the resources are free from any factual or editing errors. The credentials of the author(s) and/or editor(s) and content review experts are provided on the attached forms which must be completed and accompany the submitted proposal.
2. Each resource has been thoroughly examined and reviewed by qualified editors to identify any typographical errors.
3. Any duplicate version (i.e., print or digital) of the primary material that is available to Virginia school divisions contains at least the same content included in the primary material selected by the publisher for review. Any additional content, above that contained in the primary material reviewed is accurate and free of errors. If the content of the print and digital versions of the same primary material varies, those variations are outlined in an attachment to the certification.
4. The Quality Assurance and Editing Process described below was followed for all primary materials submitted by the publisher for review.

**Quality Assurance and Editing Process:**

Please describe, **in three pages or less**, the internal process used to ensure accuracy and lack of bias including:

- the quality assurance and workflow steps used to ensure accuracy of content;
- the quality assurance and workflow steps used to eliminate editing and typographical errors, including errors in grammar, written expression, spelling, formatting, and other substantive elements that may affect student learning;
- the fact-back-up guidelines (i.e., what is an acceptable source for a fact and what is not) used by the authors, editors, and outside content experts;
- the review by outside content experts, other than the authors, to verify accuracy and ensure freedom from bias; and
- the process used to reach consensus on information with divergent interpretations.

**Publisher's Agreement**

Only one copy is required per proposal submission

The PUBLISHER agrees to the following:

1. After submission of a resource to FCPS for consideration in the basal resource approval process, the PUBLISHER will promptly inform FCPS in writing of any changes made in the resource prior to its approval by the School Board.
2. If any factual or editing errors are identified in a PUBLISHER's resource following its approval by the School Board, the PUBLISHER will submit a corrective action plan to FCPS within 30 days of being notified by FCPS of the errors. Each corrective action plan must be tailored to the materiality of the errors identified and must be implemented in the manner most conducive to and least disruptive of student learning. Corrective action plans may include, but are not limited to: a) corrections upon reprinting of the resource; b) corrective edits to an online resource; c) electronic errata sheets posted on the PUBLISHER's and FCPS's Web sites; d) print errata sheets provided to schools for insertion into resources; e) replacement books; and f) return of the resource and refund of any payment made for the resource. Upon approval of the corrective action plan, the PUBLISHER will implement the plan at the PUBLISHER's expense.
3. If, upon being notified by FCPS of factual or editing errors in an approved resource, the PUBLISHER disputes that the resource contains such errors, the PUBLISHER must submit a written explanation of its position to FCPS within 30 days of receiving notice from FCPS of the error. Upon request, the PUBLISHER may meet with FCPS. The School Board reserves to itself the right to make a final determination of whether the resource contains a factual or editing error. If the School Board determines that the resource contains such an error, the PUBLISHER will submit a corrective action plan to FCPS within 15 days after receiving notice of the School Board's determination.
4. If numerous and/or significant errors are identified in a resource on the School Board's approved list, the School Board may, in its sole discretion, withdraw the resource from the approved list. The School Board must notify the PUBLISHER in writing before it removes its resource from the approved list. The PUBLISHER will have 30 days to respond in writing and the right to meet with FCPS before removal. A "significant error" is a factual or editing error that the School Board or Department of Education determines within the context of the intended use of the resource will substantially interfere with student learning. A change in knowledge that occurs subsequent to publication shall not constitute a significant error.
5. If the PUBLISHER makes updates/revisions to resources after they have been approved by the School Board, the PUBLISHER will ensure that the updated/revised material has been vetted through the same quality assurance process for accuracy and editing outlined in the signed certification. The PUBLISHER will notify FCPS and any school division that has purchased this material of the updates/revisions that have been made.

- ☐ Please check here if this submission includes an attachment that outlines if and how duplicate versions (print or digital) of primary materials vary. (Item #3 in the certification)

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(Signature of President of the Company or Designee)

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(Date)

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(Name and Title of Person Signing)

### **AUTHOR(S)/EDITOR(S) AND CONTENT REVIEW EXPERT INFORMATION**

This attachment must be completed for each material submitted for review. Please print additional copies for each material as necessary.

#### **Primary Material**

Please list name and edition of the resource, or series submitted as a primary material.

**Publisher:** \_\_\_\_\_  
**Product Name:** \_\_\_\_\_  
**Author(s):** \_\_\_\_\_  
**Edition:** \_\_\_\_\_ **ISBN:** \_\_\_\_\_  
**Line Item # on Pricing Schedule:** \_\_\_\_\_

#### **Author/Editor Information**

Please complete the table below. Include each author and/or editor associated with the development of the primary material. Please insert copies of the table for additional authors/editors.

<b>Author/Editor:</b>	<b>Role of the author/editor in writing the resource (include references to specific sections, chapters, pages, etc.)</b>
Education and professional background:	
Related published works:	
Professional qualifications and specific areas of expertise:	
Did the author/editor review the final copy of his/her work before publication? <input type="checkbox"/> Yes <input type="checkbox"/> No	



### Content Review Expert Information

Please include each content review expert associated with the quality assurance process for accuracy and editing for the primary material listed. At least one content review experts should be included, preferably from experts with a graduate degree in the content area being reviewed or teachers with recent experience teaching the content in the appropriate grade level or course. Please insert copies of the table for additional content review experts as necessary.

**Publisher:** \_\_\_\_\_  
**Product Name:** \_\_\_\_\_  
**Author(s):** \_\_\_\_\_  
**Edition:** \_\_\_\_\_ **ISBN:** \_\_\_\_\_  
**Line Item # on Pricing Schedule:** \_\_\_\_\_

Reviewer:	Role the reviewer had in the review process (entire book or include references to specific sections, chapters, pages, etc.)
Education and professional background:	
Related published works:	
Professional qualifications and specific areas of expertise:	