

PRE-PROPOSAL CONFERENCE

RFP2000001155

An optional pre-proposal conference will be held at on May 20, 2014 @ 10:00 A.M., at the Fairfax County Government Center, Board Auditorium, 12000 Government Center Parkway, Fairfax, VA 22035. 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.

In order to allow the County time to address questions received prior to the pre-proposal conference Offerors are encouraged to submit their questions to the Contract Specialist no later than May 16, 2014, 5 PM.

All questions pertaining to this RFP should be submitted in writing to the contract specialist at dpsmteam1@fairfaxcounty.gov prior to the pre-proposal conference



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
12000 GOVERNMENT CENTER PARKWAY, SUITE 427
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3228 TTY: 1-800-828-1140

ISSUE DATE: May 2, 2014	REQUEST FOR PROPOSAL NUMBER: RFP2000001155	TITLE: Information Technology (IT) Staff Augmentation
DEPARTMENT: Information Technology (DIT)	DUE DATE/TIME: June 5, 2014 @ 2:00 P.M.	CONTRACT SPECIALIST : Teena L. Stewart / 703.324.3227 or teena.stewart@fairfaxcounty.gov

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.

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

State in which Incorporated: _____

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 Fairfax County Purchasing Agent at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013 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 a contract or contracts through competitive negotiation for the provision of Information Technology (IT) Staff Augmentation for the County of Fairfax, Virginia.
- 1.2. Fairfax County Government (FCG) seeks qualified firms which possess the knowledge and skills necessary to provide IT Staff Augmentation for various County Departments, which shall include Fairfax County Public Schools (FCPS). Qualified firms should be able to provide various IT Staff Augmentation expertise on an as needed basis as requested by the County. At minimum, the County seeks staffing in various Information Technology categories, such as but not limited to, Computer Programmers, Developers, Systems Analysts, Systems Engineers, Network Engineers, IT/Cyber Security Specialists, Telecommunications, GIS, ERP specific applications, and Project management Specialists, General Management Analysts, and others. Expertise areas include several software and hardware platforms in use by the County.
- 1.3. Work assigned may be temporary, part time, full time, on-site, remotely, and could include such tasks as assisting in the development of new systems, the maintenance of existing systems, or the installation and maintenance of software as needed. Most work performed will be during County hours Monday through Friday except County recognized holidays. There may be work outside County designated working hours supporting activities that can only be performed outside the business day, and/or on weekends, or holidays.
- 1.4. All IT Staff augmentation positions are required to have proper certifications, documented performance, criminal / security background checks, etc. as applicable to the position being requested by the County. In addition, Firms are responsible for ensuring the employee assigned to any and all County requests shall possess workplace ethics and behavior which minimally must be in compliance with FCG and or FCPS standards as applicable.
- 1.5. While multiple categories under various groups shall be awarded under this contract, an award does not guarantee work. Task orders will be issued on an intermittent, as-needed basis over the life of the contract as requirements may present themselves.

2. PRE-PROPOSAL CONFERENCE:

- 2.1. An optional pre-proposal conference will be held on May 20, 2014 at 10:00 A.M. in the Fairfax County Government Center, Board Auditorium, 12000 Government Center Parkway, Fairfax, Virginia. To request reasonable ADA accommodations, call the Department of Purchasing and Supply Management ADA representative at (703) 324-3201 or TTY 1-800-828-1140. Please allow seven working days in advance of the event to make the necessary arrangements.
- 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, no later than May 16, 2014, 5:00 P.M. prior to the pre-proposal conference to dpsmteam1@fairfaxcounty.gov or teena.stewart@fairfaxcounty.gov. The County will accept additional questions after that date; however the County may not be able to provide an answer at the pre-proposal conference and will address those questions received after May 16, 2014, via a written Addendum.

3. CONTRACT PERIOD AND RENEWAL:

- 3.1. This contract will begin on July 1, 2014 or date of award, whichever is later, and terminate on June 30, 2019 or five (5) years after date of award.
- 3.2. Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the County's Purchasing Department. The County reserves the right to renew the contract for an addition five (5) one-year periods, one year at a time or any combination thereof.

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- 3.2. 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 Government (FCG) and Fairfax County Public Schools (FCPS)

Fairfax County, Virginia is located in the northeast corner of Virginia and has an area of approximately 395 square miles with a diverse population of over 1,000,000 residents.

Fairfax County Government (FCG) has over 50 departments located in over 200 facilities throughout the County. Currently, FCG facilities include the main government center campus (which houses the main county data center), twenty three (23) Public Libraries, twenty three (23) Police locations, fifty one (51) Fire and Rescue locations, and in addition many more community, health, human services and park locations. FCG's Department of Information Technology (DIT) manages, and implements all aspects of information technology solutions and supporting infrastructure that enable county agencies to deliver information and services to citizens and the community and implement operational efficiencies. DIT establishes standards and architecture for the information and communications systems that are implemented in county government agencies throughout the county.

Fairfax County Public Schools (FCPS) is the eleventh largest school system in the United States. With over 186,000 students, 22,000 employees, and 235 schools and centers, FCPS is a large organization with significant information technology needs. To support this enterprise FCPS has established a robust network infrastructure to support over 150,000 high-end personal computers, and 235 individual sites. Each FCPS building's network infrastructure is equipped to provide a minimum of 100 Mbps to the desktop and secure wireless access coverage. WAN services are provided by the Fairfax County Institutional Network (I-Net), a robust data network servicing all FCPS buildings, including FCPS' two data centers (located in Alexandria and Fairfax). Dedicated Internet access is multihomed and provides an aggregate total bandwidth of 3 Gbps to the enterprise.

FCPS has a number of helpful resources that are available online to assist Offerors in learning more about the FCPS.

- District Web Site URL <http://www.fcps.edu/>
- Technology Plan
<http://www.fcps.edu/it/technology/DivisionTechnologyPlans.shtml>
- Purchasing Services <http://www.fcps.edu/fs/procurement/>
- Information Systems <http://www.fcps.edu/it/>

FCG and FCPS currently utilize contracts it has in place for most of these services, however due new technologies, and the sunseting of legacy systems, the County requires to refresh its current contracted skill sets. To locate the previously awarded contract go to <http://www.fairfaxcounty.gov/cregister/> in the "Contract Number" field insert contract number **886819 and/or 886820** and click submit, you can view the previous RFP document, Addendums, current contracted vendors, the Notice of Award (Please note that currently there are not as many contractors as when contract was awarded due to various reasons such as companies merging, being bought, not renewing their contract, etc.) and subsequent contract amendments.

SPECIAL PROVISIONS**5. TASKS TO BE PERFORMED:**

- 5.1. Qualified offerors are encouraged to submit a proposal for Information Technology (IT) Staff Augmentation. Firms responding to this RFP are required to have been in business relevant to those categories being proposed, at minimum five (5) years.
- 5.2. It is the intent of Fairfax County to establish contracts with qualified firms for each labor category of IT Staff Augmentation that will allow Fairfax County to request staffing on an "as-needed basis". When Fairfax County requires IT Staff Augmentation, a request will be initiated by the County indicating a work description, the job category(ies) required, the number of staff, and the anticipated length of engagement the professionals may be engaged. The County will either specify in its request or give firms fifteen (15) calendar days notice when a specific engagement under this contract is to be terminated and the professional(s) are no longer needed. The assignments are generally on-site, but may from time to time be remote as required by the County.
- 5.3. Individuals referred to Fairfax County for the categories requested must have the qualifications and work experiences as shown below. At the time of referral, the successful Offeror(s) must provide a comprehensive resume, including work experience, to Fairfax County for review. Staff Experience: The County will only accept Contractor personnel who have significant, relevant experience within a given labor category with relevant education and professional credentials and can show a clear and successful track record at locations of similar size and complexity as that of Fairfax County. Fairfax County may then request that the individual be made available for an interview. The Successful Offeror(s) will be allowed ten (10) business days to present resumes of proposed individuals from the time of the request by Fairfax County. The individuals selected must be available to begin work within fifteen (15) business days from the date they are selected by Fairfax County. All vendor personnel issues will be addressed by the Successful Offeror(s) within 24 hours of notification by the County.
- 5.4. Working Hours, Location and Holidays:
 - A. The Contractor will schedule work hours of all on-site personnel in a manner that will provide maximum responsiveness to Fairfax County's requirements. Normal working hours are 8:00 A.M. to 4:30 P.M., Monday - Friday, with a 30 minute lunch break. In supporting projects, infrastructure maintenance or installations, or supporting emergency events, contractors may be required to work after normal business hours, weekends or holidays. Firms supplying contractors/consultants must provide authorized time sheets for consultants. Consultants may not work simultaneously on work for other customers while on the job at Fairfax County.
 - B. Staff may be assigned workspace on-site within FCG DIT, FCPS, or other County agency sites. Staff may be located at the contracting agency location or other offsite locations as is mutually agreed upon. The primary location for FCG DIT initiated work will be the Fairfax County Government Center complex, 12000 Government Center Parkway, Fairfax, Virginia 22035. Required equipment for tasks will be provided by Fairfax County unless otherwise specified when a task is issued, typically a Windows device and printer access is via a shared network, and network access and an contractor e-mail account. The County will provide necessary work supplies, workspace, and access to a standard telephone for Fairfax County and FCPS business purposes. Consultants should use their company or personal equipment for access to his/her company access needs. Any communications and data done on county network is the property of Fairfax County.
 - C. All firms are required to sign the FCG DIT IT Agreement and the FCPS Code of Conduct and Expectations, and submit with their response to this RFP. In addition, each firms Consultant that is assigned to provide services during the term of the contract, are required to sign and submit the applicable form prior to commencing any work under the contract, Reference Appendix C Fairfax County IT Security Policy and/or the FCPS Code of Conduct and Expectations.

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- D. Contractors are required to follow the Fairfax County Government (FCG) and/or the FCPS Holiday calendar and inclement weather policies as applicable or directed by authorized FCG or FCPS personnel. Holiday calendars are published annually or may be obtained from FCG or FCPS personnel.
- 5.5. Current FCG Department of Information Technology (DIT) structure and Business relevant information:

- A. **Fairfax County IT Management:** The Department of Information Technology (DIT) establishes standards and architecture for information and communication systems that are implemented in agencies throughout the county. In that role, DIT provides leadership, process, governance, resources, and expertise in deploying information technology, with the goal to increase the efficiency of agencies' services and operations, and improve citizen access to Fairfax County information and services. The Director of DIT is also the County's Chief Technology Officer (CTO) and has authority for strategic leadership for technology investments, and direction in deployment of technology county-wide. The CTO also has the responsibility for implementing policy, and ensuring that County IT plans and projects are implemented in a manner consistent with principles of standardization, scalability, supportability that promotes efficiency and cost-effectiveness, and that are in alignment with County mission and vision elements,

The County's IT portfolio encompasses an array of systems, plans, and procedures covering the full spectrum of information services. Descriptions of these portfolio elements are provided below, along with some specific guidelines and standards that providers of products and services (Contractors/Vendors) must adhere to, **NOTE at no time shall products be allowed to be procured under this contract.**

- B. **Enterprise Information Technology Environment:** The County has developed an approach to its IT architecture that maximizes the return on IT investments, emphasizes and ensures reliability, scalability and security, while promoting standards-based acquisition that can be adapted across the enterprise. The Information Technology Plan is published annually by Fairfax County Department of Information Technology and delineates the standards for the major components of the IT architecture adopted and/or in use at the County. Providers should reference the plan when developing responses to IT system requirements. The IT Plan is available at <http://www.fairfaxcounty.gov/gov/dit/itplan/>
- C. **Ownership of and Access to Data, Source Code and Associated Products:** For all task orders, all application data is and shall remain the sole property of the County, and the knowledge gained during the work activity for any product produced is the intellectual property of Fairfax County. All tables, layouts, queries, stored procedures, XML schema and other content developed to support the operation of a database and/or County applications in the Fairfax environment become the property of Fairfax County, and shall be available to the appropriate County personnel as needed and upon request. Any such work assigned that produces code or full application is required to be fully documented.

For all task orders, all source code developed under a given task order must remain the sole property of the County. Vendors may request permission to re-use portions of the code written by their staff, however, this request must be made in writing to the Fairfax County Department of Purchasing for review and approval.

The above is not meant to include- proprietary programs, tools or other intellectual property such as commercial products owned by entities other than Fairfax County that may be used and accessed by the consultants in performing their assignment(s). However, such claim to proprietary content cannot intrude on the County's right to access its data without undue interference or additional cost.

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Data owned by Fairfax County may not be used by the Contractor for any purposes without the express written consent of the appropriate County representative. Data covered under specific federal, state and local privacy laws are confidential. Any breach of privacy is cause for immediate termination of contract.

- 5.6. The successful Offeror(s) must provide IT staff at Senior and Intermediate levels of competency unless otherwise specified. The following qualifications and work experience requirements shall apply (see labor categories for specific requirements):
- Senior Level relates to very experienced and highly qualified individuals who are technically proficient and able to work with minimum supervision. Senior Level professionals should have as a minimum five (5) years relevant work experience, and are expected to have appropriate and related certification in the associated field of work, and/or equivalent experience relevant to the position
 - Intermediate Level relates to experienced and qualified individuals who are technically proficient and able to work with minimal to moderate supervision. Intermediate Level professionals should have a minimum of three (3) years relevant work experience
- 5.7. Work / Labor categories are aggregated into eight (8) major groups (Ref. paragraphs 5.9.1 through 5.9.8). The Successful Offeror(s) Information Technology (IT) Staff Augmentation personnel may be assigned to a wide variety of projects or operational support assignments to include development of new systems, the maintenance of existing systems, the installation and maintenance of executive software, cyber-security analysis and support, as well as support of specific software such as SAP, Lawson, and ESRI GIS products. Fairfax County is in search of IT Specialists within a given category who can demonstrate well-developed competencies, with standing reputations as experts in a given environment.
- In some cases, Fairfax County may be in search of firms with specific experience working on inter-jurisdictional projects providing support for regional efforts promoting system interoperability, data sharing, and cyber-security and using Department of Homeland Security/ NCR UASI standards.
- Over time, County standards and commercial products and solutions may evolve, thus specifications will be provided at the time a consultant is needed depending on anticipated task(s), solutions and expertise requirements.
- 5.8. The County requires that the labor categories as described in this RFP shall be the governing title, while the County realizes that firms have their own unique labor category titles, for the ease of managing the contract the Labor Category titles and descriptions as defined in this section and the attached Pricing Schedule (Ref. Appendix D) shall be the controlling title. The County does not intend on adding other categories during the term of the contract, but reserves the right to add should changes in technology necessitate such.
- 5.9. Based on a Statement of Work provided by the County to a Successful Offeror(s), Task Orders will be generally used to acquire IT Staff Augmentation services (**Ref. Section 18: Method of Ordering**). At no time is the County required to seek competition amongst awarded vendors for a Task Order, however the County reserves the right to seek competition amongst awarded Contractors on a case by case basis.

SPECIAL PROVISIONS**5.10. LABOR CATEGORIES:****5.10.1 Infrastructure Technical Support:****i) Network Engineering**

Sample Job Description: Network Engineers must be capable to examine Local and Wide Area Network configurations, locations, devices, requirements, bandwidth, etc., and verify the suitability of the configuration within the current Information Technology architecture and or recommend changes. Design, deploy, validate and troubleshoot addressing schemes, naming conventions, transport protocols, security configurations and other overall topologies in terms of overall Enterprise-wide system requirements. Analyze, design and implement Windows networks and provide capacity planning for existing networks. Make recommendations to enhance system performance and troubleshoot complex network problems. Network Engineers should have expertise and or certification in CISO, F5, Juniper, Palo Alto, etc. for example.

ii) Systems Engineering

Sample Job Description: Systems Engineer will analyze existing operating systems and domain, server configurations, storage and storage sub-systems, and requirements to optimize performance. Systems Engineers should be able to verify the suitability of the existing configurations within the current Fairfax County Information Technology architecture and make recommended changes, or as part of a team doing system administration, implementation and integration of new products and solutions. Five or more years of experience with extensive network design, Infrastructure architecture, analyses, and deployments. MCSE certification or equivalent documented expertise level required.

Windows environment, Terminal Server, and Windows 2008/2012 and beyond servers, OS and peripherals.

- Windows 2008/2012 Server, Active Directory, SCCM and beyond)
- Exchange 2010/2013 (and beyond)
- Windows Terminal Server
- Microsoft Back Office Products
- SQL server 2008/2012, and beyond
- MSS 2013, and beyond
- Apache

Unix server environments

- SUN (Solaris)
- Linux (Red Hat)

iii) Virtual and Thin-client environments:**CITRIX Systems Administrator**

Sample Job Description: Citrix Systems Administrator will work with County staff, administering a network of Citrix XenApp Servers. Install, configure, and maintain Citrix server farms, with load balancing, network and desktop printer connections, and applications published through the application farm. Manage system user accounts and profiles, ensure system security, and tune system parameters. Experience may also be required in configuring products for use on Windows Terminal Server with Citrix XenApp, and accessing systems via the web with capabilities such as Citrix Receiver.

Virtual Server Engineer

Sample Job Description: Similar as above, installs VM Ware server; RedHat, and MS HyperV or other; integrates with infrastructure environment.

SPECIAL PROVISIONSiv) **Wireless Device Analyst**

Sample Job Description: Improve the overall availability of wireless devices and services to County agencies. Serve as project or program manager on large-scale deployments of wireless devices (e.g. various devices: Smart Phones, tablets and other wireless devices). Develop appropriate device and service configurations and work with agency staff to establish the most efficient schedules and methods for wireless product orders and deliveries. Design secure BYOD solutions. Provide technical guidance to both DIT and agency personnel. Design and implement County specific vendor web-portals to provide access to billing, service and support information. Example mobile device management tools: Symantec, BB server, other.

v) **SAN Engineer**

Sample Job Description: Provide daily support and participation with the Storage management team on the open systems platform. Configure and troubleshoot storage-related problems including Cisco SAN Switches. Provide support for the County's SAN environment (NetApp, IBM XIV, and Ice Web) infrastructure. Analyze customer's needs and recommend viable solutions.

vi) **Middleware Engineer**

Sample Job Description: Middleware engineer should have strong technical experience with the most current release of one or more of the following middleware/software environments:

- Oracle Application Server
- Cold Fusion Server
- Jrun
- webMethods Integration/Mobile Server
- IDM - Identify Minder and Site Minder
- BEA Web Logic
- Input Accel
- BizTalk and successor
- Sharepoint
- N-Hibernate framework
- Spring.net framework

5.9.2 Application Development Support:i) **Application Developer/Software Engineer**

Sample Job Description: Software engineer should have strong technical experience in all phases of the software development life-cycle (SDLC) with a demonstrated technical expertise in one or more areas of state-of-the-art software development technology. Provides activities related to enterprise full life-cycle software development projects. Able to develop detailed functional and technical requirements for client server and web software applications and conduct detailed analyses and module-level specification development of software requirements. Must be able to define and implement high performance and highly scalable product/application architectures, and able to lead integration activities for operational, tactical, and strategic systems.

Perform complex programming and analysis tasks for batch and on-line applications; define requirements; write program specifications; design, code, test and debug programming assignments, document programs. May supervise the efforts of other developers in major system development projects; determine and analyze functional requirements; determine proposed solutions information processing requirements; and optimize system performance. Work task could include total custom development, customization as needed for COTS, development of reports, data conversion and support of legacy applications.

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- SQL & SQL reporting
- ASP.Net
- Java
- C/C++
- MarkLogic
- ORACLE
- C/C++ Sybase/SQL Server
- BI/BW
- Powerbuilder
- Oracle APEX
- Microsoft Internet Information Server (IIS)
- Visual Studio/ MS Visual Basic
- Sharepoint

All work must comply with all relevant Fairfax County standards. This work may require knowledge of HTML, XHTML, XML, WAP, WML, XSLT, Active Server Pages, .NET Framework, ASP.NET, VB.NET, C#, Visual Studio .NET, ColdFusion, JavaScript or Java.

ii) **Web Server Specialist**

Sample Job Description: Web Server Architect will perform activities related to the installation, configuration, management, maintenance and technical support of Web servers, application servers, and other supported platforms. County standard is for Windows platform; ASP.net. This work may require knowledge of HTML, XHTML, XML, WAP, WML, XSLT, Active Server Pages, .NET Framework, ASP.NET, VB.NET, C#, Visual Studio .NET or Java.

iii) **SAS Programmer/Analyst**

Sample Job Description: Prepare quantitative analyses, summary reports, frequency counts, descriptive statistics (Mean, Median), trend analyses and multiple regression models using SAS. Experience with accessing data sources residing in a variety of databases on a variety of platforms is desirable. Familiarity with testing and debugging techniques for SAS programs required.

iv) **Lawson Developer/Analyst**

Sample Job Description: Lawson is the software product used by Fairfax County Public Schools for Human Resources/Payroll. Lawson Analyst/Developer should have strong technical experience with Lawson's Human Resource/Payroll product suite. Analyst/Developer will provide services with respect to maintenance and enhancement of Lawson-delivered and custom developed applications. Must be able to design test and implement technical solutions utilizing Lawson's development tool kit (laenv) and supporting utilities, develop/enhance web based solutions utilizing Portal, WebSphere, XML, JavaScript, Java, JSPs and HTML, and develop solutions in an HP-UX environment with an Oracle backend database. Must be able to develop process flows in a Windows Landmark environment using Infor Process Automation (IPA), develop and/or enhance reports using the Lawson Business Intelligence product, define and document functional and technical requirements and upgrade Lawson applications and environment following Lawson's defined migration process. Must provide technical assistance to support staff working in the Lawson environments (LSF, Landmark, WebSphere).

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v) **Electronic Records Management Specialist**

Sample Job Description: ERM includes identifying, classifying, archiving, preserving and destroying records using a variety of document management and imaging products such as EMC Documentum, Captiva, Laserfiche as well as others and/or open source products and complementary technologies and solutions. Provide expertise in design of business processes relative to the efficient and systematic control of the creation, receipt, maintenance, use and disposition of electronic records, including the design, capture, and retention of information about business workflow, transactions, and the systems that support these processes.

vi) **SAP ERP Solution Suite Application Support**

SAP is the COTS shared ERP solution for the County, using FILO, SRM, HCM, Portal, and GRC, etc. Consultants may be require to provide support in all areas of SAP solution, including but not limited to Basis, ABAP programming, BW/BI, Data Services, ISM, PI, GRC, ROS/SUS/LAC ECC, SRM, RSL, HCM, Payroll and Solution Manager. Work with county teams in a variety of tasks in project management, system architecture and SAP product modules; application technical release and customization; identifies and manages changes; collaborates with development teams and architects to design technical solutions and produce design/functional specifications. Applies developed subject matter knowledge to solve complex business issues within established guidelines and recommends appropriate alternative. Provides operational infrastructure and system integration support, and security roles administration.

- a. **SAP Project Manager**
- b. **BASIS Administrator**
- c. **SAP ABAP Developer**
- d. **SAP Security/Roles Specialist**
- e. **SAP Portal Developer**
- f. **SAP Functional Specialist (FILO, HCR, SRM, GRC)**

vii) **Database Management Support**

Sample Job Description: provide the following expert services for enterprise implementation, maintenance, and tuning databases in both the UNIX and Windows environments. Able to assist in the development of the enterprise database server architecture, install, configure, and maintain the Oracle RDBMS and related communications software. Able to monitor server performance and tune database instance parameters for maximum database performance. Oracle is the database supporting SAP, so specific expertise in SAP with Oracle may be required for certain engagements.

- (a) **Oracle Database Administrator**
- (b) **Oracle for SAP Database Architect**
- (c) **SQL Database Developer**
- (d) **SQL Database Administrator**

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viii) **Business Intelligence Architect/Developer**

Sample Job Description: Versed in Business Intelligence software systems and concepts. This includes working with databases and data warehouses. Examples include SQL Server Integration Services, Microsoft SQL Server Reporting Services, BizTalk, SAS and MarkLogic or others. Able to provide application analysis and data modeling design support to collect and distribute data; assist with query and reporting analysis to access data warehouses and archives. Able to work environments where multiple data systems are involved and would be required to help make sharing data between these systems possible.

5.9.3 **Cyber-Security Analyst/Engineer**

Sample Job Description: Implement and administer cyber security tools and systems; develop policies and standards to ensure secure enterprise-wide operations performance and resiliency. Deploy, administer and provide support for security systems to include host endpoint protection systems, network based intrusion detection and prevention systems, application layer and traditional firewalls, vulnerability management and forensics utilities, and other infrastructure deployed and maintained by the ISO. Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs. Utilize security product dashboards and reporting to monitor, research, and respond to cyber security related events and incidents such as malicious code detection, intrusion detection, system configuration, and patch management issues. Perform risk assessments, conduct audits and validate that system functionality and security controls are implemented appropriately according to policy and industry best practices. Must be current with industry developments, standards and trends, malware inspection, firewalls, VPN, application proxies, identity management systems, and intrusion detection network and host based systems. Must understand and have experience with network architecture, multiple OS platforms, and new technologies from a cyber-security perspective to include:

- Encase Enterprise
- Nessus Vulnerability Scanner
- Symantec Antivirus & MDM
- Juniper STRM
- Trustwave web content filtering systems
- Palo Alto Next Gen firewalls
- F5 and Netscaler Load Balancing
- Cisco ASA and PIX
- VPN technologies
- CA SiteMinder and IdM
- Intrusion Detection and Prevention Systems
- Data Loss Prevention
- Arcsight Log Management
- Voltage Email Encryption
- Scrutinizer Flow Analyzer
- Accunetix Web Vulnerability Scanner

5.9.4 **Geographical Information Systems and Mapping Support**

GIS professionals will work with the County's GIS staff on performing tasks, development or administration of spatial databases using Esri SDE, ORACLE Spatial and/or SQL Server Spatial tools. Also, experience developing software within a System Development Life Cycle Standard required.

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- i) **Spatial Data/Database Administrator**
Sample Job Description: Spatial Data/Database Administrator Design and implement spatial data models for systems that are incorporating spatial into their data design. Develop ETL (Extract, Transform, Load) tools to migrate the data from non-spatial to spatial models. Develop data quality control processes and tools to ensure data quality. Determine spatial database model requirements and implement those requirements. Experience with the latest versions of Esri's SDE, ArcGIS, as well as Oracle (10g or higher) and/or SQL Server. Experience with Esri's Data Interoperability and Data Reviewer extensions or other ETL and data reviewer tools. Also, must be able to develop functional requirements/design documents for proposed data models. Must be familiar with spatial data, FGDC metadata and able to document metadata for the data in the models.
- ii). **GIS Spatial Analyst**
Sample Job Description: Perform intermediate to advanced analysis such as cost benefit analyses, system design, geo-processing and modeling requirements; system design; procedural analysis and information process analysis. Must have working experience with the latest Esri software suite: GIS requirements analysis and GIS system design; program design, system prototyping, acceptance testing, and documentation. Specific activities may require experience with: Python, RDBMS – Oracle, SQL, and writing Structured Query Language statements.
- iii) **GIS Technician**
Sample Job Description: Works on projects and performs GIS data capture work. Digitize source documents from hardcopy or digital sources using Esri software, to create GIS data in defined spatial data models. Read and interpret metes and bounds descriptions in source data to capture features using coordinate geometry (COGO). Populate attributes required in defined spatial data models. Perform basic level quality control on data captured by reviewing geometry and attributes from source. Qualified applicant must have working experience with the latest versions of Esri's ArcGIS and AutoCAD software.
- iv) **GIS Programmer**
Sample Job Description: Programs spatial GIS applications using tools like Microsoft's Visual Basic.NET, Python, Oracle Spatial, SDE, Javascript, HTML, ArcObjects and all other GIS/spatial application development languages. The spatial data could be contained in Oracle, File Geo-databases, or other RDBMS.
- v) **Remote Sensing and Photography GIS Analyst**
Sample Job Description: Works on the aerial and satellite based panchromatic and color photography and digitally processed imagery interpretation, analysis, accuracy assessment and derived products such as planimetric features. Work may include analysis of imagery sources, delivery systems and underlying technologies and applications. Experience with fixed wing and satellite sourced data including multi-spectral, and LIDAR data and familiarity with sensors. Work may include surface model creation, digital aerial triangulation analysis, imagery interpretation, thematic map accuracy assessment and related statistical sampling design and analysis, land cover classification, planimetric data update procedures and processes.

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- vi) **GPS Geodetic Data Administrator**
Sample Job Description: Performs development, maintenance, and refinements of ground GPS based structured geodetic control network, spatial grid reference system, and airborne GPS system for aerial photogrammetric data processing and adjustments. Determine the underlying geodetic vertical and horizontal control geospatial datum accuracy, and reliability; and develop specifications and procedures to accomplish required data standards. Perform sophisticated data processing and transformations and statistical analysis of ground and airborne GPS data using complex spatial data modeling including 'on-the-fly' solution techniques. Based on the work required, the consultant may need knowledge and experience with the following: geodetic horizontal and vertical reference datum; national, state, and global spatial coordinate systems; national spatial reference systems (NSRS) data standards; Ground GPS and Airborne GPS data acquisition and processing; geoid modeling and datum transformations; complex network modeling and adjustments; geodetic project planning, designing, and implementation and the application of GPS derived orthometric modeling and adjustment.

5.9.5 Project/Program Management Support

Specific requirements for Subject Matter Expertise (SME) in these areas will be specified in the County's SOW to firms when needed.

- i. **Business Analyst**
Sample Job Description: Evaluate business requirements for business application development, process and change management, new or modified software system enhancements and/or integration solutions. Conducts and analyzes business and information technology processes. Participates in the definition, testing, training, implementation, and support of system requirements; develops test schedules, reviews test plans, and tracks and documents results. Uses industry standard analysis techniques such as data flow modeling, case and workflow analysis, functional decomposition analysis, data modeling, security awareness planning, and object modeling.
- ii. **Technical Project Manager**
Sample Job Description: Conducts planning, coordination, and tracking of information technology projects and full lifecycle tasks; examples include assess customer requirements and advise on appropriate solutions; identify technology solutions and conduct assessment of fit; identify resources; facilitate and direct multi-disciplinary teams; plan, develop schedules using project management systems, assess risks, track progress, develop dashboards, and coordinate resources; manage solution vendor/implementer tasks, estimate costs and manage project budgets; report on project progress. Provides analysis and consultation and works with county IT staff in development of appropriate supporting infrastructure and all integration issues to include security and recovery.
- iii. **Technology Trainer/Writer**
Sample Job Description: Develops training plans and materials, and user documentation that use both generic and job specific examples. Create step-by-step guided instructions and practice examples that hone participants' skill and confidence using the intended application. Conduct technology training sessions; be able to resolve level-one computer glitches that occur in a lab environment security communication plans as required and directed by designated County staff. Also translates designs and programs to documentation.

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- iv. **Management Analyst**
Sample Job description: Conducts a variety of studies, functional and financial analysis and evaluation of systems and initiatives to include operations and procedures. Performs strategic planning, develops benchmarks, metrics and conducts research of emerging technologies. Participate in the development and implementation of performance measures, economic analysis such as return on investment and cost benefit analysis, and benchmark studies. Participates with County staff in strategic information technology architecture planning and design. Provide support and coordination of the County's Security Awareness initiatives.
- v. **Administrative**
Education: Undergraduate, advance degree, professional certification or equivalent combination (education/experience). Basic Experience: At least 12 years of experience in government or critical infrastructure industry directly related to experience in land mobile radio, cellular radio, microwave radio, or wireless communications.

Sample Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for communications and/or information technology systems. Perform technical analysis and evaluation, preparation of technical specifications, system budgets, project timelines and benchmarks and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts. Provide overall program management services including making presentations to national, state and local officials.
- vi. **Documentation Specialist**
Education: Associates degree in business or related field, or equivalent combination (education/experience). Basic Experience: two (2) years' experience in preparing technical documentation, including conducting research in specific technology, information systems, and communications specialties.
Sample Duties: Coordinate and participate in collection, interpretation, writing and dissemination of technical documentation in support of communications and information systems projects; establish procedures for data acquisition and administration; translate technical information into clear readable documents to be used by technical and non-technical audiences. Write and edit procedural manuals for users; create and maintain on-line tutorials and learning materials.

5.9.6 Telecommunications Support:

- i. **Telecommunications Analysts**
 At least five (5) years of experience in telecommunications system analysis and design; programming; and program design of billing, trouble ticket management, service order entry, and/or configuration management systems supporting operations of government and public safety agencies.

Sample Duties: Planning, analysis, design, development, and maintenance of telecommunications systems; analysis in support of telecommunications support functions including billing, trouble ticket management, service order planning and analysis efforts using both manual and automated tools.
- ii. **Telecommunications Field Engineer**
 At least three (3) years of telecommunications system experience involving requirements definition, identification, and analysis of alternative designs, and acquisition support involving telecommunication systems and/or services. Define state-of-the-art telecommunications systems for government and public safety telecommunications systems.

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Sample Duties: Planning, analysis, design, development, programming, maintenance and trouble shooting of telecommunications systems; Identify potential problems and solutions through analysis identifying recommended solutions.

iii. **Telecommunications Network Engineer**

At least five (5) years of experience with IT systems and technology in a telecom environment which includes both Legacy switching and the Next Generation technologies. Knowledge and experience with configuration and maintenance of: gateways, routers, switches, firewall, DNS, DHCP, network servers, multiplexers, calling card platforms, TDM, Dialogic, VoIP systems (SIP, H.323 protocols, dial peers, and VoIP carrier trunking).

Sample Duties: Provides support in the translation of business requirements into telecommunications (e.g., LAN, CAN, WAN, voice and video) requirements, designs and orders. Designs supporting cable/wiring infrastructure for construction projects that includes voice, data, video and wireless. Provide in-depth engineering analysis of telecommunications alternatives for government public safety agencies in support of strategic modernization efforts and telecommunications enhancement design for medium and large scale telecommunication infrastructures to include 9-1-1. Develop recommendations and supporting metrics. Provide overall program management services including making presentations to national, state and local officials.

iv. **Telecommunications Operations Specialist**

At least three (3) years of experience in the supervision of telecommunications operations and personnel and demonstrated use and understanding of telecommunications systems and other applications systems supporting telecommunications business functions to include 9-1-1.

Sample Duties: Analyze information requirements of public safety communications centers, emergency operations centers, 9-1-1 public safety answering points, and/or call centers. Must be able to evaluate problems in work flow, organization, and planning and develop recommendations for operational improvements.

v. **Senior Telecommunications Network Engineer**

Registered Communications Distribution Designer (RCDD) certification required. At least five (5) years of experience with IT systems and technology in a telecom environment which includes both Legacy switching and the Next Generation technologies. Knowledge and experience with configuration and maintenance of: gateways, routers, switches, firewall, DNS, DHCP, network servers, multiplexers, calling card platforms, TDM, Dialogic, VoIP systems (SIP, H.323 protocols, dial peers, and VoIP carrier trunking).

Sample Duties: Provides support in the translation of business requirements into telecommunications (e.g., LAN, CAN, WAN, voice and video) requirements, designs and orders. Also, provides in-depth engineering analysis of telecommunications alternatives for government public safety agencies in support of strategic modernization efforts and telecommunications enhancement design for medium and large scale telecommunication infrastructures. Designs supporting cable/wiring infrastructure for construction projects that includes voice, data, video and wireless. Supervises projects and staff and other personnel. Provide overall program management services including making presentations to national, state and local officials.

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- i. **Wireless Communications System Engineer I**
Education: Bachelor's Degree in Electrical Engineering, or equivalent combination (education/ experience)

Basic Experience: Must have a minimum of one (1) year of experience in land mobile radio, cellular radio, microwave radio, or wireless communications and information systems design and operations. Specialized Knowledge: Familiar with fundamental concepts, processes, practices, and procedures of the specific technical assignment or in a specialty area. Follows standard engineering practices and written instructions to accomplish duties and works under direct supervision in support of assigned tasks or projects. Performs tasks that are routine in nature.

Sample Duties: Assists other senior communications system/RF engineers with engineering tasks including RF propagation analyses, interference analyses, microwave path propagations, frequency analysis and licensing requirements, analysis of RF subsystems, and prepare technical reviews both internally and with clients.
- ii. **Wireless Communications System Engineer II**
Education: Bachelor's Degree in Electrical Engineering, or equivalent combination (education/ experience)

Basic Experience: Must have a minimum of five (5) years of experience in land mobile radio, cellular radio, microwave radio, or wireless communications and information systems design and operations. Possesses and applies expertise in one or more professional or technical specialty areas on multiple complex project assignments. Assignments can be broad in scope, requiring originality and innovation in determining how to fulfill task requirements. Operates with appreciable latitude in developing methodology and preparing solutions to problems. Example

Sample Duties: Contributes to overall strategic vision and integrates a broad range of solutions in support of project requirements. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for wireless communications systems and interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications and solutions. Conducts design development, engineering, integration, and architecture of wireless communications and RF systems.
- iii. **Wireless Communications System Engineer III**
Education: Bachelor's Degree in Electrical Engineering, or equivalent combination (education/ experience)

Basic Experience: Must have a minimum of ten (10) years of experience in land mobile radio, cellular radio, microwave radio, or wireless communications and information systems design and operations. Specialized Knowledge: Familiar with fundamental concepts, processes, practices, and procedures of the specific technical assignment or in wireless and/or radio Frequency specialty area and integration with information systems. Possesses and applies expertise in one or more professional or technical specialty areas on multiple complex project assignments. Assignments can be broad in scope, requiring originality and innovation in determining how to fulfill task requirements. Operates with appreciable latitude in developing methodology and preparing solutions to problems.

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Sample Duties: Contributes to overall strategic vision and integrates a broad range of solutions in support of project requirements. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for wireless communications systems and interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications and solutions. Designs, conducts development, engineering, integration, and architecture of wireless/RF communications and information systems. Leads work of other engineers; performs technical project management tasks.

- iv. Wireless Communications System Engineer IV
Education: Bachelor's Degree in Electrical Engineering, advanced degree or equivalent combination (education/experience)

Basic Experience: Must have a minimum of 12 years of experience in land mobile radio, cellular radio, microwave radio, or wireless communications and information systems design and operations. Specialized Knowledge: Familiar with fundamental concepts, processes, practices, and procedures of the specific technical assignment or in these specialty areas. Possesses and applies expertise in one or more professional or technical specialty areas on multiple complex project assignments. Assignments can be broad in scope, requiring originality and innovation in determining how to fulfill task requirements. Operates with appreciable latitude in developing methodology and preparing solutions to problems.

Sample Duties: Contributes to the overall strategic vision and integrates a broad range of solutions in support of project requirements. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for wireless communications systems and interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications and solutions. Design, development, engineering, integration, and architecture of wireless communications and information systems. Conducts studies. Supervises teams and other engineers; performs technical project management.

- v. Wireless Communications System Engineer V
Education: Bachelor's Degree in Electrical Engineering, advanced degree or equivalent combination (education/experience)

Basic Experience: Must have a minimum of 15 years of experience in land mobile radio, cellular radio, microwave radio, or wireless communications and information systems design and operations. Specialized Knowledge: Familiar with fundamental concepts, processes, practices, and procedures of the specific technical assignment or in a specialty area. Possesses and applies expertise in one or more professional or technical specialty areas on multiple complex project assignments. Assignments can be broad in scope, requiring originality and innovation in determining how to fulfill task requirements. Operates with appreciable latitude in developing methodology and preparing solutions to problems.

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Sample Duties: Contributes overall strategic vision and integrates a broad range of solutions in support of project requirements. Formulates and defines system scope and objectives, develops or modifies processes to solve complex problems for wireless communications systems and interfaces to achieve desired results through the use of innovative technologies. Develops and applies advanced engineering and design methods, theories, and research techniques in the investigation and solution of complex and advanced system requirements, hardware/software interfaces and applications and solutions. Conducts design development, engineering, integration, and architecture of wireless communications and information systems. Conducts studies. Supervises teams; performs technical project management functions.

- vi. RF Frequency Engineer
Education: B.A., B.S. degree or equivalent combination (education/experience)

Basic Experience: At least one (1) year of experience in FCC regulatory process, frequency planning and coordination.

Sample Duties: Coordinates and analyzes radio frequency planning and coordination. Assists clients in filing FCC license applications, modifications, and maintenance of FCC licenses. Performance frequency searches to identify available spectrum. Files notifications and required information pertaining to FCC tower registrations and performs research to determine tower construction requirements. Performs various tests. Conducts studies.

- vii. Senior RF Frequency Engineer
Education: B.A., B.S. degree or equivalent combination (education/experience)

Basic Experience: At least five (5) years of experience in FCC regulatory process, frequency planning and coordination.

Sample Duties: Coordinates and analyzes radio frequency planning and coordination. Assists clients in filing FCC license applications, modifications, and maintenance of FCC licenses. Performance frequency searches to identify available spectrum. Files notifications and required information pertaining to FCC tower registrations and performs research to determine tower construction requirements. Performs various tests and conducts analysis.

- viii. Communications Site Acquisition Specialist
Education: Undergraduate or graduate degree in business, real estate, economics, or other related field

Basic Experience: Minimum of three (3) years of site acquisition experience in land mobile radio, cellular radio, microwave radio, or wireless communications industry.

Sample Duties: Responsible for wireless telecom site candidate identification, due diligence and lease negotiations within a specified search area. Coordinate with RF Engineers, Planning and Construction personnel to ensure that the selected sites meet the engineering, zoning and construction requirements. Assemble and submit a complete site packages for approval. Procure zoning maps, parcel maps, street maps, and deeds for selected sites. Coordinate site visits with RF, Planning, and Construction Teams. Perform review of the zoning and construction drawings and make necessary changes. Negotiate an acceptable lease agreement between the landlord of the approved candidate(s) sites and the client as well as any ancillary easement agreements. Request a Title Report for the approved candidates. Procure the landlords' signatures on lease agreements, zoning application, Limited Power of Attorney, Memorandum of Agreements, Non-disturbance Agreements and Construction Drawings. Assist Planning personnel with the preparation of land use applications and attend all public hearings and community meetings as related to the site.

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- ix. **Senior Communications Site Acquisition Specialist**
Education: Undergraduate or graduate degree in business, real estate, economics, or other related field
- Basic Experience:** Minimum of five (5) years of site acquisition experience in land mobile radio, cellular radio, microwave radio, or wireless communications industry.
- Sample Duties:** Responsible for wireless telecom site candidate identification, due diligence and lease negotiations within a specified search area. Coordinate with RF Engineers, Planning and Construction personnel to ensure that the selected sites meet the engineering, zoning and construction requirements. Assemble and submit a complete site packages for approval. Procure zoning maps, parcel maps, street maps, and deeds for selected sites. Coordinate site visits with RF, Planning, and Construction Teams. Perform review of the zoning and construction drawings and make necessary changes. Negotiate an acceptable lease agreement between the landlord of the approved candidate(s) sites and the client as well as any ancillary easement agreements. Request a Title Report for the approved candidates. Procure the landlords' signatures on lease agreements, zoning application, Limited Power of Attorney, Memorandum of Agreements, Non-disturbance Agreements and Construction Drawings. Assist Planning personnel with the preparation of land use applications and attend all public hearings and community meetings as related to the site.
- x. **Radio Systems Project Manager**
Education: B.A., B.S. degree or equivalent combination (education/experience) plus PMP certification
- Basic Experience:** Minimum of three (3) years of experience working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/business plans, and program reporting, with specific experience in land mobile radio, cellular radio, microwave radio, or wireless communications.
- Sample Duties:** Oversee all aspects of the project using planning, monitoring and controlling processes. Responsible for co-ordination and completion of the project and to this end will perform a variety of tasks including setting deadlines, assigning responsibilities, and monitoring and summarizing progress of the project. The Project Manager may be responsible for multiple projects simultaneously.
- xi. **Senior Project Manager**
Education: B.A., B.S. degree or equivalent combination (education/experience) plus PMP certification
- Basic Experience:** Minimum of ten (10) years of experience working with project management tools and reporting systems. Familiar with government contracts, work breakdown structures, management/business plans, and program reporting. At least 3 years direct management experience of large projects with specific experience in land mobile radio, cellular radio, microwave radio, or wireless communications.
- Example Duties:** Oversee all aspects of the project using planning, monitoring and controlling processes. Responsible for co-ordination and completion of the project and to this end will perform a variety of tasks including setting deadlines, assigning responsibilities, and monitoring and summarizing progress of the project. Develops and presents reports and presentations. The Project Manager may be responsible for multiple projects simultaneously.

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- xii. RF/Wireless Com Subject Matter Expert I
Education: B.A., B.S. degree or equivalent combination (education/experience)
- Basic Experience: At least five (5) years of experience in government or critical infrastructure industry directly related to experience in land mobile radio, cellular radio, microwave radio, or wireless communications.
- Sample Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for communications and/or information technology systems. Assist other senior subject matter experts or communications system engineers with technical analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts.
- xiii. RF/Wireless Com Subject Matter Expert II
Education: B.A., B.S. degree or equivalent combination (education/experience)
- Basic Experience: At least 8 years of experience in government or critical infrastructure industry directly related to experience in land mobile radio, cellular radio, microwave radio, or wireless communications.
- Sample Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for communications and/or information technology systems. Performs technical analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts.
- xiv. RF/Wireless Com Subject Matter Expert III
Education: B.A., B.S. degree, professional certification or equivalent combination (education/ experience)
- Basic Experience: At least ten (10) years of experience in government or critical infrastructure industry directly related to experience in land mobile radio, cellular radio, microwave radio, or wireless communications.
- Sample Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for communications and/or information technology systems. Perform technical analysis and evaluation, preparation of technical specifications, system budgets, project timelines and benchmarks and preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts. Provide overall program management services including making presentations to national, state and local officials.
- xv. RF/Wireless Subject Matter Expert IV
Education: Undergraduate, advanced degree, professional certification or equivalent combination (education/experience)
- Basic Experience: At least 12 years of experience in government or critical infrastructure industry directly related to experience in land mobile radio, cellular radio, microwave radio, or wireless communications.
- Sample Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for communications and/or information technology systems. Perform technical analysis and evaluation, preparation of technical specifications, system budgets, project timelines and benchmarks and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts. Provide overall program management services including making presentations to national, state and local officials.

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- xvi. RF/Wireless Subject Matter Expert V
Education: Undergraduate, advanced degree, professional certification or equivalent combination (education/experience)

Basic Experience: At least 15 years of experience in government or critical infrastructure industry directly related to experience in land mobile radio, cellular radio, microwave radio, or wireless communications.

Sample Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for communications and/or information technology systems. Perform technical analysis and evaluation, preparation of technical specifications, system budgets, project timelines and benchmarks and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts. Provide overall program management services including making presentations to national, state and local officials.

5.9.8 Audio Visual Systems (A/V):

- i. AV Engineer/Subject Matter Expert –
Education: Bachelor's Degree or CTS-D certification – A (Certified Technology Specialist – Design) who is an AV systems designer who assesses client's needs, designs AV systems, prepares AV design documents, and coordinates and collaborates with other professionals to create AV systems that satisfy clients' requirements.

Experience: Certifications and/or Experience as applicable with Barco Video Walls, Genetec Security software, Tandberg VTC, Polycom ATC, and AMX Control panels are a must.

- ii. Senior AV Technician –
Education: Bachelor's Degree or CTS-I certification – (Certified Technology Specialist Installation) – installs and maintains audiovisual systems by following specifications, schematics, codes, and safety protocols; administering installation process logistics; troubleshooting and problem-solving systems; maintaining tools and equipment; and communicating with clients, designers, other trades, installers, and staff to provide the best audiovisual solutions for client needs, on time and within budget.

Experience: Certifications and/or Experience as applicable with the following vendor equipment: Barco, Genetec, AMX, Planar, Cisco, Tandberg, Polycom, Bosch, Extron and Crestron and other AV equipment as needed.

- iii. AMX/Crestron Programmer -
Education and Experience: Bachelor's Degree or CTS certification – (Certified Technology Specialist) – with expertise in programming AMX and/or Crestron Control Systems and touch panels.

- iv. AV Project Lead –
Education and Experience: Bachelor's Degree or CTS-D certification – A (Certified Technology Specialist – Design) expert with Project Management skills. Project tracking in Microsoft Project or similar software is a requirement.

Experience with CAD Drawing or Design software to document AV system design, installation and integration of new or existing projects.

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- 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.

In order to fairly evaluate all responses received in response to this RFP, the County requires a uniform proposal response format, to include the submission of the appropriate Appendices as indicated in these instructions. Offerors that meet all of the instructions in the uniform proposal format will be considered.

Hard-copy proposal must in on 8-1/2 by 11-inch paper, double-sided and bound in loose-leaf binders. Brochures are not desired. Reproductions or originals of standard brochures, presentations or prospectus may not be substituted for specific proposal narratives and responses specified. Business (Cost) Proposal is required to be submitted in a separate binder clearly marked as such.

****Offeror(s) must submit their firms Technical Proposal response in a separate binder / CD 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.**

1.1. TAB 1 – COVER LETTER:

The cover letter will provide a brief history of the offeror and its organization. The letter will indicate the principal or officer of the offeror organization who will be the County's primary point of contact.

A. Introduction:

- Name of firm submitting proposal;
- Main office address;
- When organized; if a corporation, when and where incorporated;
- Appropriate Federal, State, and County registration numbers.

The proposal must also indicate the name and telephone number of the firm's representative who will be the County's primary point of contact during negotiations and during the contract period. This representative must have authority to negotiate all contract provisions and to take appropriate corrective actions in the event of poor performance; or if their behavior is perceived disruptive to the County's work environment; or if a staff member becomes ill; or if the assigned individual is no longer suitable for the assigned tasks; or if for any other reasons the assigned work tasks are terminated.

Firms must indicate which categories of IT Professionals they can supply. You need not address all categories in order to be considered for a contract award. To ensure our understanding of the categories of professionals that you propose to supply, you must complete Appendix C, ATTACHMENT III, titled "Reference by Labor Category".

B. Treatment of the Issues:

In this section, the offeror may 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.

Proposals should not contain extraneous promotional materials. Offerors should utilize lay person terms and common terminology wherever possible. The offeror must submit the Technical Proposal in a separate binder/CD containing the following information divided by tabs:

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1.2. TAB 2 – EXECUTIVE SUMMARY:

a. The offeror will provide an Executive Summary that presents in brief, concise terms a summary level description of the contents of the response. In addition, the offeror must clearly and specifically detail all exceptions to the exact requirements/criteria as identified in this RFP.

1.3. TAB 3 – OFFEROR PROFILE:

a. The offeror will provide a profile of its organization and all other companies who will be providing services through a subcontracting arrangement with the offeror. At a minimum, the offeror will provide the following information on a single page:

Offeror Profile:

- Name of firm and all subcontractors
 - Number of years in business (minimum of five (5))
 - Number of years of experience in the competency(ies) proposed
 - Total number of fulltime employees (FTE)
 - Number of signed contracts in progress
 - Latest gross sales revenue (may be marked proprietary and/or confidential)
 - Latest gross income (may be marked proprietary and/or confidential)
 - Latest 10Q Security Exchange Commission (may be marked proprietary and confidential)
- b. **Staff Selection:** The offeror must discuss the process for the selection and assignment of staff to a project. The County will require a review of resumes for proposed staff prior to the final assignment to a task order. The County reserves the right to interview proposed staff prior to final assignment and accept or reject proposed staff based on the requirements of the task order.
- c. **Staff Experience:** The County will only accept Contractor personnel who have significant, relevant experience within a given labor category with relevant education and professional credentials and can show a clear and successful track record at locations of similar size and complexity as that of Fairfax County.
- d. **Management of Personnel:** The Offeror needs to state the steps for the remediation of any personnel issues and the process for the replacement of staff, as is required. All vendor personnel issues will be addressed within 24 hours of notification by the County. The Offeror needs to describe the process for replacement of staff which may occur over the period of a task order due to attrition or removal for cause. This should include notification and timeframe for replacement with staff of comparable skills and experience levels.
- e. **Quality Control:** The Offeror must describe their evaluation and quality control procedures to monitor the performance assigned staff. The evaluation and quality control procedures must include sufficient information to allow the County's administrators to monitor the overall task progress and effectiveness. Offerors should speak to procedures for addressing any deficiencies in performance and steps for remediation.

The Offeror must specifically address the following issues:

1. Assurance that the selected professionals can be retained if the contract is renewed or extended;
2. The Offeror's recommended administrative procedures for this contract which deal with submissions and approval of leave (vacation time), sick leave, and other absences;
3. The Offeror must include an estimate of the amount of leave the IT professional may be entitled to during the year;
4. The Offeror must address their recommended procedures for a reduction in the number of staff assigned if Fairfax County decides to reduce the number of IT contractors needed on the project;

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5. Assurance that an individual selected by Fairfax County from résumés submitted upon request of an SOW, can be available to begin work within fifteen (15) working days from the date of notification of selection by Fairfax County.
6. The County reserves the right to terminate work under this contract when we no longer have a requirement; and
7. The County has no responsibility for the employment of contractor personnel under this contract.
8. The Offeror must acknowledge that the County cannot agree to a “non-compete” type arrangement. Specifically the County does not have the authority to prohibit an individual from seeking employment at Fairfax County Government and/or Fairfax County Public Schools.

1.4. TAB 4 – OFFEROR QUALIFICATIONS:

- a. The statement of Qualifications must include a description of organizational and staff experience, and resumes of proposed staff.
- b. 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 at the level proposed. The Offeror’s record should reflect significant experience in a core competency consistent with the nature and complexity to that being proposed. Relevant experience must be associated with projects completed not more than three (3) years prior to the date of this RFP. Special consideration will be given to those firms with a clear track record of success in providing services in a given area. Offerors shall submit actual Scopes of Work (SOW), quotes, etc. and associated resumes of at least one job that has been completed in the previous three (3) years for each Labor Category being proposed. **Note resumes may be marked confidential.
- c. References: Offerors must include three (3) client references for similarly scoped contracts performed within the last three (3) years using the form provided as Appendix C, Attachment II. The references may be by Labor Category, does not have to be per position, in addition the same reference may be used for the various labor categories. The offeror must provide the customer/jurisdiction name and address, summary service description for each referenced contract. It must also include the names of one operational and one technical contact person, the company project manager for each referenced project, approximate contract award date, and telephone numbers for each reference. The contacts listed must be persons having direct knowledge of the work and the offeror’s performance during the contract. The County is interested in reference sites with contracts providing similar services.

Special notation must be made of similar or related programs performed and must include organization names, addresses, names of contact persons, and telephone numbers for such references. The Offeror will provide a reference for at least three customers. Using the Reference Contact Sheet (Appendix C, Attachment II), a completed form should be provided for each reference.

1.5 TAB 5 - STAFF EXPERIENCE

Resumes: Information is required which will show the specific qualifications, education, credentials, training and recent relevant experience consistent with the requirements of a given labor category. The technical areas, character and extent of participation by any subcontractor or consultant activity must be indicated. While the County recognizes that firms may not retain the same employees through the term of the resultant contract, resumes of current staff that would meet the requirements of this RFP is required **Note resumes may be marked confidential.

Criminal Background Check: All proposed personnel assigned to work on-site at Fairfax County shall be required to undergo a criminal history check. Please note that arrangements for required criminal history checks must be made in advance with appropriate County personnel. The County reserves the right to reject any personnel proposed by the Contractor for any reason, at any time. The County does not require a Criminal Background Check be submitted with your

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firms response to the RFP, Offeror(s) are required to acknowledge that all personnel assigned to work on-site are required to undergo such a criminal history check.

FCG IT Services Provider Consultant / Contractor Agreement and the FCPS Vendor Code of Conduct and Expectations. All firms submitting a response to this RFP are required to have an authorized representative of the firm sign the referenced forms and submit with their proposal. In addition, Successful Offer(s) personnel assigned to work will be required to sign the referenced agreements prior to beginning work on any task order or deliverable. A copy is provided as Appendix C, Attachments IV and V.

1.6 TAB 6 – Signed Department of Purchasing and Supply Management (DPSM) Coversheet, DPSM32

Appendices:

- Appendix A General Conditions to Bidders
- Appendix B
 - Offeror Data Sheet,
 - Virginia State Corporation Commission (SCC) Registration Information
 - BPOL
 - Certification Regarding Debarment or Suspension
 - Listing of Local Public Bodies (COG Rider)
 - Business Classification Definitions
 - DPSM Small and Minority Business Enterprise Program form

1.7 TAB 7 – ATTACHMENTS

- Appendix C
 - ATTACHMENT I, Table of Conformance
 - ATTACHMENT II, Reference Contact Sheet
 - ATTACHMENT III, Reference by Labor Category (An electronically fillable version is available at www.fairfaxcounty.gov/solicitation, top of page under “Electronic Attachments for Solicitations listed below”)
 - ATTACHMENT V, Signed FCG IT Services Provider Consultant/Contractor Agreement
 - ATTACHMENT IV, FCPS Vendor Code of Conduct and Expectations Agreement

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 in a separate binder fully supported by cost and pricing data adequate to establish the reasonableness of the proposed. The following information should be submitted as part of the cost proposal:

The cost of each task or segment of the task shall be itemized.

- a. Offerors are required to provide rates that are fully loaded. Fully loaded rates shall include but is not limited to travel, meal expenses, hotel, etc. (Ref. Pricing paragraph 9.3). The County will not pay for any additional costs of any kind.
- b. Offerors are to provide rates at the Senior and Intermediate levels of competency, unless otherwise specified. In addition, Offerors may provide rates for On-Site (FCG and/or FCPS location), as well as Off-Site. The Pricing Schedule has two separate sheets, first is On-Site work, the Second is Off-site work. An electronically fillable version of the Pricing Schedule available at www.fairfaxcounty.gov/solicitation, top of page under “Electronic Attachments for Solicitations listed below”. Offerors are reminded that the labor category titles as defined in this RFP, to include all attachments are the governing “titles” as defined by the County,

SPECIAL PROVISIONS

Offerors may not alter those titles. Titles that are altered will result in rejection of your firms response to this RFP.

9. PRICING:

- 9.1. The subsequent contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract during the first 365 days. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), Table 10, U.S. City Averages, or other relevant indices; at no time shall an annual increase exceed 5%.
- 9.2. The request for a change in the unit price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.).
- 9.3. Prices / Labor Rates are fully loaded (travel, overhead, etc.), no additional charges of any kind are allowed.
- 9.4. Price decreases shall be made in accordance with paragraph 43 of the General Conditions & Instructions to Offerors. (Appendix A).

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.
- 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.
- 10.3. Should an offeror be awarded a contract as a result of this Request for Proposal, the offeror acknowledges that all associated pricing for labor categories as identified in the Pricing Schedule are published and open to public inspection.

11. CONTACT FOR CONTRACTUAL MATTERS:

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

Teena L. Stewart, CPPB, Contract Specialist II
 Department of Purchasing and Supply Management
 Telephone: (703) 324-3227
Teena.stewart@fairfaxcounty.gov

- 11.2. No attempt shall be made by any offeror to contact members of the Selection Advisory Committee (SAC) about this procurement (see paragraph 16.3).

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 may result in the disqualification of the Offeror's proposal.

SPECIAL PROVISIONS**13. SUBMISSION OF PROPOSAL:**

- 13.1. One (1) original (duly marked) and fifteen (15) copies of the Technical proposal, and one (1) original (duly marked) and fifteen (15) copies of the Cost proposal (Appendix D) (Technical Proposal and Cost Proposal are required to be in separate binders, separated accordingly (i.e. one box contains Technical Proposal, second box contains Cost Proposal, or if in one box one half Technical Proposal other half Cost Proposal, divided and clearly marked as applicable) shall be delivered to the following address in sealed envelopes or packages with the proposal number, title and the offerors name and address on the outside. It is requested that one copy of the proposal be provided in a CD format. The offeror must include a notarized statement that the CD version is a true copy of the printed version. Electronically stamped delivery receipts are available.

Department of Purchasing and Supply Management
 12000 Government Center Parkway, Suite 427
 Fairfax, Virginia 22035-0013
 Telephone: 703-324-3201

- 13.2. 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 Department of Purchasing and Supply Management, 12000 Government Center Parkway, Suite 427, Fairfax, VA 22035 before the due date/time or must accompany the proposal. Notice of addenda will be posted on eVA and the DPSM current solicitation webpage. It is the Offeror's responsibility to monitor the web page for the most current addenda at www.fairfaxcounty.gov/dpsm/solic/htm.
- 13.3. 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.
- 13.4. 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.
- 13.5. Each original and set of the fifteen (15) copies of the proposal shall consist of:
- a. Cover sheet (DPSM32)
 - b. Technical proposal as required in the Special Provisions, paragraph 6, **TECHNICAL PROPOSAL INSTRUCTIONS.**
 - c. Cost proposal as required in the Special Provisions paragraph 8, **COST PROPOSAL INSTRUCTIONS.**
- 23.6. 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. LATE PROPOSALS:

- 14.1 Proposals received in the Office of the County Purchasing Agent after the date and time prescribed shall not be considered for contract award and shall be returned to the offeror.

SPECIAL PROVISIONS**15. PERIOD THAT PROPOSALS REMAIN VALID:**

- 15.1 Proposals will remain valid for a period of one-hundred and eighty days (180) calendar days after the date specified for receipt of proposals.

16. BASIS FOR AWARD:

- 16.1. 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.
- 16.2. 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.
- 16.3. 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.
- 16.4. Based on the results of the preliminary evaluation, the highest rated offeror(s) may be invited by the County Purchasing Agent to make oral presentations to the Selection Advisory Committee. This committee will then conduct a final evaluation of the proposals. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. 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 award the contract to that offeror.
- 16.5. 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 County Executive and Board of Supervisors, if appropriate, prior to actual award of contract.
- 16.6. Proposal Evaluation Criteria
- The following factors will be considered in the award of this contract:
- a. Qualification of firm with appropriately qualified and experienced personnel.
 - b. Depth of response to the Special Provisions, Section 5, **TASKS TO BE PERFORMED.**
 - c. Depth of response to Special Provisions, Section 6, **TECHNICAL PROPOSAL INSTRUCTIONS.**
 - d. Details of the approach and methodology of program.
 - e. Reasonableness of cost proposal(s).
- 16.7. 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.

SPECIAL PROVISIONS

- 16.8. The County Purchasing Agent may arrange for discussions with firms submitting proposals, if required, for the purpose of obtaining additional information or clarification.
- 16.9. 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.
- 16.10. 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.
- 16.11. 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.

17. INSURANCE:

- 17.1 The contractor is responsible for its work and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the project, whether owned by the contractor or by the County. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.
- 17.2 The Contractor shall, during the continuance of all work under the Contract provide the following:
 - a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
 - b. The contractor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage's for explosion, collapse, and underground hazards, where required.
 - c. The contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence/aggregate, including property damage, 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 either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
 - d. The contractor agrees to maintain Professional Liability insurance in the amount of \$1,000,000 per occurrence/aggregate to cover each individual professional staff.
 - e. 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.

SPECIAL PROVISIONS

- f. Rating Requirements:
1. 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.
 2. European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from this 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.
- g. Indemnification: Article 63 of the General Conditions and Instructions to Bidders (Appendix A) shall apply.
- h. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the County Purchasing Agent and/or Risk Manager before any work is started.
- i. 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.
- 17.3. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the County Purchasing Agent and/or Risk Manager. 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 certificate will result in suspension of all payments until the new certificate is furnished.
- 17.4. Precaution shall be exercised at all times for the protection of persons (including employees) and property.

18. METHOD OF ORDERING:

- 18.1 The County may use two (2) different methods of placing orders from the final contract: Purchase Orders (PO's) and approved County procurement cards.
- 18.2. 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 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.
- 18.3. 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.
- 18.4. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates.
- 18.5. All Contractor supplied Quotes, Contractor Order Forms, Scopes of Work (SOW), and the like shall be submitted to the County using each applicable line contracted for, and shall include at minimum the applicable County contract number, the Period of Performance (POP), the contracted prices / rates, location of services and must be valid for a minimum 30 days after County acceptance of such. In addition, all Quotes, Contractor Order Forms, Scopes of Work (SOW), etc. will only contain the services / items ordered and their specification. The County reserves the right to reject any SOW, quote, etc. that are not submitted to the County per the mutually agreed upon contract prices, terms and conditions.
- 18.6. Contractor Quotes, forms, SOW's and the like shall not contain language requiring or stating that the terms of the Contractor's form agreement shall prevail over the terms of the contract in the event of conflict.

SPECIAL PROVISIONS

- 18.7. 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.

19. REPORTS AND INVOICING:

- 19.1. The 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.
- 19.2. 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.
- 19.3. 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.

20. PAYMENTS:

- 20.1 The County will pay the Contractor Net 30 days, after receipt of a properly completed invoice; at no time shall the County be liable to pay such invoice should the personnel and/or hours not be verified by County personnel. The County may require the Contractor provide completed timesheets on a weekly, bi-weekly, monthly, or other cycle as mutually agreed upon for verification of actual hours worked.

21. CHANGES:

- 21.1. 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.
- 21.2. 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.

22. DELAYS AND SUSPENSIONS:

- 22.1. 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.

SPECIAL PROVISIONS

- 22.2. 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.
- 22.3. 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.

23. ACCESS TO AND INSPECTION OF WORK:

- 23.1. 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.

24. PROJECT AUDITS:

- 24.1. 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:
- 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.
- 24.2. 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.
- 24.3. 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.
- 24.4. 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.
- 24.5. 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.

SPECIAL PROVISIONS**25. DATA SOURCES:**

- 25.1. 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.

26. SAFEGUARDS OF INFORMATION:

- 26.1. 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.

27. ORDER OF PRECEDENCE:

- 27.1. 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).

28. SUBCONTRACTING:

- 28.1. 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 Business Assistance <http://www.dba.state.va.us>; the Virginia Department of Minority Business Enterprise <http://www.dmb.e.state.va.us/>; local chambers of commerce and other business organizations.
- 28.2. 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.

29. USE OF CONTRACT BY OTHER PUBLIC BODIES:

- 29.1. Reference Paragraph 75, 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 any public body will have no effect on consideration of your offer. (See Appendix B for sample listing).
- 29.2. It is the Contractors responsibility to notify the public body(s) of the availability of the contract(s).
- 29.3. 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.
- 29.4. Each public body has the option of executing 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.
- 29.5. 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.

SPECIAL PROVISIONS**30. NEWS RELEASE BY VENDORS:**

- 30.1. 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.

31. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

- 31.1. 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.
- 31.2. 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 Department ADA representative at (703) 324-3201 or TTY 1-800-828-1140. Please allow seven (7) working days in advance of the event to make the necessary arrangements.

32. HIPAA COMPLIANCE:

- 32.1. Fairfax County Government has designated certain health care components as covered by the Health Insurance Portability and Accountability Act of 1996. The successful vendor will 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.
- 32.2. Further information regarding HIPAA Compliance is available on the County's website at <http://www.fairfaxcounty.gov/HIPAA>.

33. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

- 33.1 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.

COUNTY OF FAIRFAX COMMONWEALTH OF VIRGINIA

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

(Vendor: The general rules and conditions which follow apply to all purchases and become a definite part of each formal solicitation and resulting contract award issued by the DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT, unless otherwise specified. Bidders or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications 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.)

Subject to all State and local laws, policies, resolutions, and regulations and all rules, regulations and limitations imposed by legislation of the Federal Government, bids on all solicitations issued by the DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT will bind bidders to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

I. AUTHORITY -The Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order (except for capital construction projects) issued by the County of Fairfax. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned buyers. Unless specifically delegated by the County 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 which is contrary to these provisions and authorities shall be of no effect and void and the County shall not be bound thereby.

2. DEFINITIONS-

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

BEST VALUE: As predetermined in the solicitation, means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs.

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.

CONSULTANT SERVICES: Any type of services required by the County, but not furnished by its own employees, which is in its nature so unique that it should be obtained by negotiation on the basis of demonstrated competence and qualification for the type of service required and at fair and reasonable compensation, rather than by competitive sealed bidding.

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

COUNTY: County of Fairfax.

GOODS: All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.

INFORMALITY: A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid or the request for proposal which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.

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.

PROFESSIONAL SERVICES: Any type of professional service performed by an independent contractor within the practice of accounting, actuarial services, architecture, dentistry, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering (which shall be procured as set forth in the Code of Virginia §2.2-4301 in the definition of competitive negotiation at paragraph 3 (a), and in conformance with the Fairfax County Purchasing Resolution).

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

QUICK QUOTE (QQ): A method of competitive bidding for the purchase or lease of goods, non professional services or for the purchase of insurance, construction, or construction management when the estimated cost thereof shall be less the \$50,000.

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.

RESPONSIBLE BIDDER/OFFEROR: An individual, company, firm, corporation, partnership or other organization having the capability in all respects to perform fully the contract requirements, and also having the moral and business integrity and reliability which will assure good faith performance, and having been prequalified, if required. (Reference paragraph 24, General Conditions and Instructions to Bidders).

General Conditions and Instructions to Bidders

RESPONSIVE BIDDER/OFFEROR: An individual, company, firm, corporation, partnership or other organization having submitted a bid which conforms in all material respects to the invitation for bid or request for proposal.

SERVICES: Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

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 Open Market Procurement (OMP), or telephone calls to prospective bidders.

STATE: Commonwealth of Virginia.

CONDITIONS OF BIDDING

3. BID FORMS-Unless otherwise specified in the solicitation, all bids shall be submitted on the forms provided, to include the bid Cover Sheet and Pricing Schedule(s), properly signed in ink in the proper spaces and submitted in a sealed envelope or package. The item pages of the Pricing Schedule which do not include any items for which a bid is required need not be included in the submission of a bid.

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

4. LATE BIDS & MODIFICATIONS OF BIDS-

- a. Any bid/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/modification is considered a late bid/modification. A late bid/modification will not be considered for award except under the following conditions only:
 1. It was sent by registered or certified mail not later than the fifth (5th) calendar date prior to the date specified for receipt of the bid/modification; or
 2. The bid/modification was sent by mail and it is determined by the County Purchasing Agent that the late receipt was due solely to mishandling by the County after receipt at the address specified in the solicitation.
- b. If an emergency or unanticipated event or closing 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, the due date/time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal County business operations resume.
- c. The official time used for receipt of bids/modifications is the Bid Clerk's time and date stamp clock located in the Department of Purchasing and Supply Management. All bidders are responsible for ensuring all bids/modifications are received prior to the scheduled due date/time.
- d. A late hand-carried bid, or any other late bid not submitted by mail, shall not be considered for award.

5. WITHDRAWAL OF BIDS-

- a. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his or her bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder shall give notice in writing to the Purchasing Agent of his or her claim of right to withdraw his or her bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
- b. A bidder for a contract other than for public construction may request withdrawal of his or her bid under the following circumstances:
 1. Requests for withdrawal of bids prior to opening of such bids shall be transmitted to the County Purchasing Agent in writing.
 2. Requests for withdrawal of bids after opening of such bids but prior to award shall be transmitted to the County Purchasing Agent, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the County may exercise its right of collection.

General Conditions and Instructions to Bidders

- c. No bid may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.
 - d. If a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid.
 - e. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
 - f. If the county denies the withdrawal of a bid under the provisions of this paragraph, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.
 - g. Work papers, documents, and materials submitted in support of a withdrawal of bids may be considered as trade secrets or proprietary information subject to the conditions of the Virginia Freedom of Information Act.
- 6. ERRORS IN BIDS-**When an error is made in extending total prices, the unit bid price will govern. Erasures in bids must be initialed by the bidder. Carelessness in quoting prices, or in preparation of bid otherwise, will not relieve 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 his or her bid is accepted.
- 7. MAILING OF BIDS –** All bids and proposals submitted in response to a Fairfax County solicitation shall be submitted in a sealed envelope or package identified with the solicitation number, title, bidder's name and address, and due date/time of opening/closing clearly marked on the outside of such envelope or package.
- 8. COMPLETENESS-**To be responsive, a bid must include all information required by the solicitation.
- 9. 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.
- 10. CONDITIONAL BIDS-**Conditional bids are subject to rejection in whole or in part.
- 11. BIDS FOR ALL OR PART-**Unless otherwise specified by the County Purchasing Agent or by the bidder, 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 his or her bid to consideration in the aggregate by so stating but shall 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.
- 12. 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.
- 13. TIME FOR RECEIVING BID-**Bids received prior to the time of opening will be securely kept, unopened. The representative of the Purchasing Agent assigned to open them will decide when the specified time has arrived, and no bid received thereafter will be considered, except as provided in paragraph 4, General Conditions and Instructions to Bidders. No responsibility will attach to the Purchasing Agent or his 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.
- 14. 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 68, General Conditions and Instructions to Bidders. Tabulations of bids received are posted on the Department of Purchasing & Supply Management Bulletin Board as well as the County's web site: <http://www.fairfaxcounty.gov/dpsm/bidtab.htm>. Proposals received in response to a Request for Proposal (RFP) will be made available as provided in paragraph 68, General Conditions and Instructions to Bidders.
- 15. OMISSIONS & DISCREPANCIES-**Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.
- Should a bidder find discrepancies or ambiguities in, or omissions from, the solicitation, including the drawings and/or specifications, he or she 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.
- 16. RESPONSE TO SOLICITATIONS-**In the event a vendor cannot submit a bid on a solicitation, he or she is requested to return the solicitation cover sheet with an explanation as to why he or she is unable to bid on these requirements.
- 17. BIDDER INTERESTED IN MORE THAN ONE BID-**If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.

General Conditions and Instructions to Bidders

18. TAX EXEMPTION-The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in the list price, a bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the County. Fairfax County's Federal Excise Tax Exemption Number is 54-74-0127K. Contractors located outside the Commonwealth of Virginia are advised that when materials are picked up by the County at their place of business, they may charge and collect their own local/state sales tax. Materials used in the performance of construction contracts are subject to Virginia Sales/Use Tax as described in Section 630-10-27J of the Virginia Retail Sales and Use Tax Regulations.

19. PROHIBITION AGAINST UNIFORM PRICING-The County Purchasing Agent shall encourage open and competitive bidding by all possible means and shall endeavor to obtain the maximum degree of open competition on all purchase transactions using the competitive sealed bidding, competitive negotiation, or open market methods of procurement. In submitting a bid each bidder shall, by virtue of submitting a bid, guarantee that he or she 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

20. QUESTIONS CONCERNING SPECIFICATIONS-Any information relative to interpretation of specifications and drawings shall be requested of the Purchasing Agent, in writing, in ample time before the opening of bids. No inquiries, if received by the Purchasing Agent within five (5) days of the date set for the opening of bids, will be given any consideration. Any material interpretation of a specification, as determined by the County Purchasing Agent, will be expressed in the form of an addendum to the specification which will be sent to all prospective bidders no later than three (3) days before the date set for receipt of bids. Oral answers will not be authoritative.

21. 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, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

22. FORMAL SPECIFICATIONS-When a solicitation contains a specification which 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 shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the 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.

23. FEDERAL SPECIFICATIONS-Any Federal Specifications referred to herein may be obtained from the GSA Federal Supply Service Bureau - Specification Section, 470 East L'Enfant Plaza, S.W., Suite #8100, Washington, D.C. 20407 (Voice: 1-202-619-8925, Fax: 1-202-619-8978).

AWARD

24. 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-responsible 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. The number and scope of the conditions attached to the bid;
- j. 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
- k. Such other information as may be secured by the County 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 nonresponsibility, the County Purchasing Agent shall so notify that bidder and shall have recorded the reasons in the contract file.

General Conditions and Instructions to Bidders

25. 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 be deemed to result in a binding contract. The following documents which are included in the solicitation shall be incorporated by reference in the resulting contract and become a part of said contract:

- a. County of Fairfax Solicitation Form/Acceptance Agreement (Cover Sheet) and other documents which may be incorporated by reference, if applicable,
- b. General Conditions and Instructions to Bidders,
- c. Special Provisions and Specifications,
- d. Pricing Schedule,
- e. Any Addenda/Amendments/Memoranda of Negotiations

26. 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 readvertisement for bids, the County Purchasing Agent is authorized to award the contract to the resident Fairfax County tie bidder whose firm 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 County 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.

27. 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. In connection with any discount offered, time will be computed from the date of delivery of the supplies to the carrier when delivery, inspection and acceptance are at the point of origin; or, from date of delivery, inspection and acceptance at destination; or, from date correct invoice or voucher is received in the office specified by the County, if the latter is later than the date of acceptance. In the event the bidder does not indicate a prompt payment discount, it shall be construed to mean NET 30 days.

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.

28. INSPECTION-ACCEPTANCE-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. Acceptance shall occur only after receipt and inspection provided such inspection, as appropriate, is accomplished within a reasonable time.

29. 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.

30. 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

31. 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.

32. TERMINATION FOR CONVENIENCE-A contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery to the Contractor at least five (5) working days prior to the termination date 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.

General Conditions and Instructions to Bidders

33. TERMINATION OF CONTRACT FOR CAUSE-

- a. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this contract, in addition to the County's remedies under the contract and all other rights available at law or in equity, the County shall have the right to immediately terminate this contract. Such termination shall be effected by delivering a notice of termination to the Contractor at any time specifying the effective date of such termination. 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.
- b. Notwithstanding the above, the Contractor shall not be relieved 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.

34. 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 his or her authorized agent.

35. 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 his or her 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 his or her obligations or change the terms of the contract.

36. FUNDING-A contract shall be deemed binding only to the extent of appropriations available to each Agency for the purchase of goods and services.

37. DELIVERY/SERVICE FAILURES-Failure of a Contractor to deliver goods or services within the time specified, or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the Purchasing Agent, shall constitute authority for the Purchasing Agent to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. 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.

38. 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 control of the Contractor. Under such circumstances, however, the Purchasing Agent may, at his or her discretion, cancel the contract.

39. NEW GOODS, FRESH STOCK-All Contractors, unless otherwise specifically stated, shall provide new commodities, fresh stock, latest model, design or pack.

40. 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 and Subcontractor hereunder 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.

41. SMALL AND MINORITY BUSINESS UTILIZATION

- a. It is the policy of the County of Fairfax as declared by the Fairfax County Board of Supervisors' adoption of a Small and Minority Business Enterprise Program, April 6, 1981, that Fairfax County and its employees undertake every effort to increase opportunity for utilization 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 U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.

General Conditions and Instructions to Bidders

42. GUARANTEES & WARRANTIES-All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on the contract is made. Unless otherwise stated, manufacturer's standard warranty applies.

43. PRICE REDUCTION-If at any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations 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, retailers, etc., 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, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her 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 in addition will within ten days of any general price reduction notify the Purchasing Agent of such reduction by letter. **FAILURE TO DO SO MAY REQUIRE TERMINATION OF THE CONTRACT.** Upon receipt of any such notice of a general price reduction, all ordering offices will be duly notified by the Purchasing Agent.

The Contractor, if requested, shall furnish, within ten days after the end of the contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the bid, or (2) if any such general price reductions were made, that as provided above, they were reported to the Purchasing Agent within ten (10) days and ordering offices were billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Purchasing Agent was notified of any such reduction.

44. CHANGES-Should it become proper or necessary in the execution of this contract to make any change in design, or to make any alterations which will increase the expense, the Purchasing Agent shall determine an equitable adjustment. 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 shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.

45. PLACING OF ORDERS-Orders against contracts will be placed with the Contractor on a Purchase Order (or Procurement Card) executed and released by the Purchasing Agent or his or her designee. The Purchase Order must bear the appropriate contract number and date. Where Blanket Purchase Agreements (BPAs) have been executed and 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

46. SHIPPING INSTRUCTIONS - CONSIGNMENT-Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. 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.

47. RESPONSIBILITY FOR SUPPLIES TENDERED-Unless otherwise specified in the solicitation, the Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk 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 his or her risk and expense or dispose of them as its own property.

48. INSPECTIONS-Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be 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.

49. COMPLIANCE-Delivery must be made as ordered and in accordance with the solicitation or as directed by the Purchasing Agent when not in conflict with the bid. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Purchasing Agent, such extension applying only to the particular item or shipment affected. Should the Contractor be 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 Special Provisions for the individual solicitation.

50. 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.

General Conditions and Instructions to Bidders

51. 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.

52. METHOD AND CONTAINERS-Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as 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.

53. WEIGHT CHECKING-Deliveries shall be subject to re-weighing over official sealed scales designated by the County. Payments shall be made on the basis of net weight of materials delivered. Normal shrinkage may be allowed in such instances where shrinkage is possible. Net weights only, exclusive of containers or wrapping, shall be paid for by the County.

54. DEMURRAGE AND RE-SPOTTING-The County will be responsible for demurrage charges only when such charges accrue because of the County's negligence in unloading the materials. The County will pay railroad charges due to the re-spotting of cars, only when such re-spotting is ordered by the County.

55. 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.

56. PACKING SLIPS OR DELIVERY TICKETS-All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

1. The Purchase Order Number,
2. The Name of the Article and Stock Number (Supplier's),
3. The Fairfax County Identification Number (FCIN), if specified in the order,
4. The Quantity Ordered,
5. The Quantity Shipped,
6. The Quantity Back Ordered,
7. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

BILLING

57. 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, in DUPLICATE, for each purchase order immediately upon completion of the shipment or services. If shipment is made by freight or express, the original Bill of Lading, properly receipted, must be attached to the invoice. Invoices should be mailed to the "BILL TO" address on the PO or to the appropriate address specified in the contract.

PAYMENTS

58. PAYMENT-Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Fairfax 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 modifications thereto.

59. 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.

60. PAYMENT FOR EQUIPMENT, INSTALLATION, AND TESTING-When equipment requires installation (which shall also be interpreted to mean erection and/or setting up or placing in position, service, or use) and test, and where such installation or testing is delayed, payment may be made on the basis of 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 on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.

GENERAL

61. 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. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. 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.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County.
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.

General Conditions and Instructions to Bidders

62. 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 therein set forth provided that the County may reduce the said services at any time.
- 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 conformance to all laws, statues, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.
- d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be 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.

63. INDEMNIFICATION-Contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, theft, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her 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, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

64. OFFICIALS NOT TO BENEFIT-

- a. Each bidder or offeror shall certify, upon signing a bid or proposal, that to the best of his or her knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of his or her 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.

65. 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: http://www.fairfaxcounty.gov/dta/business_tax.htm. The BPOL Tax number must be indicated in the space provided on the Cover Sheet, "Fairfax License Tax No." when appropriate.

66. 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.

67. 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.

68. 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 (Reference Section 4.D., of the Fairfax County Purchasing Resolution)

General Conditions and Instructions to Bidders

BIDDER/CONTRACTOR REMEDIES

69. INELIGIBILITY-

- a. Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the County 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 thirty (30) 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 thirty (30) days of receipt of the notice by instituting legal action as provided in the Code of Virginia.
- b. The County 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;
 4. Violation of contract provisions, as set forth below, of a character which is regarded by the County 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 County 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 or been terminated for default on any other 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 County 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.

70. 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.9, 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 arbitrary or capricious, the sole relief shall be withdrawal of the bid.

71. 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 County 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 County 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.

General Conditions and Instructions to Bidders

72. 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 County 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 3, Section 4, 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 4d 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 4d, 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 County 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.
- 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 County 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 County 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.
- 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.

73. 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 County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy to the contractor within ninety (90) days. The decision of the County 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 County Purchasing Agent's decision on the claim, unless the County 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.

74. LEGAL ACTION-No bidder, offeror, potential bidder or offeror, or contractor shall institute any legal action until all statutory requirements have been met.

75. COOPERATIVE PURCHASING-The County may participate in, sponsor, conduct or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, or the District of Columbia, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. Except for contracts for professional services, a public body may purchase from another public body's contract even if it did not participate in the request for proposal (RFP) or invitation for bid (IFB), if the RFP or IFB specified that the procurement was being conducted on behalf of other public bodies. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in any such arrangement.

76. PROFESSIONAL AFFILIATION-The Department of Purchasing & Supply Management holds membership in the National Institute of Governmental Purchasing, Inc., a non-profit, educational and technical organization that includes among its goals and objectives the study, discussion, and recommendation of improvements in governmental purchasing and the interchange of ideas and experiences on local state, and national governmental purchasing problems.

General Conditions and Instructions to Bidders

77. 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.

78. VENUE: This contract and its terms, including, but not limited to, the parties' obligations under it, the performance due from each party under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia that would cause the application of any laws other than those of the Commonwealth of Virginia shall not apply. Any and all disputes, claims and causes of action arising out of or in connection with this contract or any performance hereunder, shall be brought in the applicable court of Fairfax County, Virginia, or in the United States District Court, Eastern District of Virginia, Alexandria Division.

79. 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.

80. CONTRACTOR NOT TO BENEFIT: Contractor agrees that the goods and/or services provided to Fairfax County pursuant to this Agreement are for the benefit of Fairfax County and that Contractor shall not undertake any actions or efforts stemming from or related to this Agreement that shall inure to the detriment of Fairfax County. Any information provided to the Contractor for the performance of this Contract shall not be used for any other purpose without the written consent of the Purchasing Agent.

APPROVED:

/S/ David P. Bobzien
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:

VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION INFORMATION

The offeror:

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 Yes No
 Fairfax County Yes 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

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: _____

Sample Listing Of Local Public Bodies

REFERENCE PARAGRAPH 29 OF THE SPECIAL PROVISIONS, "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 work shops, government organizations, partnerships, sole proprietorships, etc.



**COUNTY OF FAIRFAX
DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
SMALL AND MINORITY BUSINESS ENTERPRISE PROGRAM
12000 Government Center Parkway, Suite 427
Fairfax, Virginia 22035-0013
Fax: 703-324-3228**

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. paragraph 28, Special Provisions). 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.

ATTACHMENT I

TABLE OF CONFORMANCE

Offeror must indicate the page number where the corresponding response appears in their PD documents using the matrix provided below.

Section (Bolded section titles / rows do not require a response)	Page Number	Information provided (Y/N)
Introduction		
Cover letter		
Treatment of Issues		
Executive Summary		
Offeror Profile (to include any subcontractors)		
Number of years in business		
Number of years of experience in proposed category(ies)		
Total number of full time employees		
Number of signed contracts		
Latest gross sales revenue		
Latest gross income		
Latest 10Q Security Exchange Commission		
Staff Selection process		
Staff Experience		
Management of Personnel		
Quality Control		
Offeror Qualifications		
Organizational Experience		
Staff Experience		
Offeror References		
Staff Experience		
Personnel/Resumes		
Criminal Background Check		
Consultant Agreements Signed by Authorized Representative of your firm (FCG and FCPS)		
Appendices		
Appendix A - General Conditions to Bidders		
Appendix B - RFP Checklist, BPOL, COG Rider		
Appendix C –		
Attachment I – Table of Conformance		
Attachment II – Reference Contact Sheets		
Attachment III – Reference by Labor Category		
Attachment IV – FCG IT Services Provider CONSULTANT/CONTRACTOR AGREEMENT		
Attachment V – FCPS Vendor Code of Conduct and Expectations		

ATTACHMENT II

REFERENCE CONTACT SHEET

Offeror Name: _____

Labor Category: _____

Reference Name\Jurisdiction: _____

Summary Service Description: _____

Reference Address: _____

Operational Contact Name: _____

Operational Contact Phone Number: _____

Company Project Manager: _____

Company Project Manager Phone Number: _____

Contract Award Date: _____

Technical Contact Name: _____

Technical Contact Phone Number: _____

Date(s) of Engagement: From: _____ To: _____

**The Offeror may continue this sheet as necessary and will make additional copies as necessary for each reference.*

ATTACHMENT III

Reference by Labor Category

All offerors must indicate the labor categories proposed and not proposed using the form below.

- *Proposed by the respondent [P],
- *Not Proposed by respondent [NP],

Labor Category	Proposed	Not Proposed	Page Number
Infrastructure Technical Support (5.9.1)			
Network Engineer			
Systems Engineer			
Citrix Administrator			
Virtual Server Engineer			
Wireless Device Analyst			
SAN Engineer			
Middleware Engineer			
Application Development Support (5.9.2)			
Application Developer/Software Engineer			
Web Server Specialist			
SAS Programmer / Analyst			
Lawson Developer / Analyst			
Electronic Records Management Specialist			
SAP ERP Solution Suite Application Support			
SAP Project Manager			
SAP BASIS Administrator			
SAP ABAP Developer			
SAP Security Role Specialist			
SAP Portal Developer			
SAP Functional Specialist (FILO, HCR, SRM, GRC)			
Database Management Support			
Oracle Database Administrator			
Oracle for SAP Database Architect			
SQL Database Developer			
SQL Database Administrator			
Business Intelligence Architect / Developer			
Cyber –Security Analyst Engineer (5.9.3)			
Cyber Security Analyst Engineer			
Geographical Information Systems and Mapping Support (5.9.4)			
Spatial Data/Base Administrator			
GIS Spatial Analyst			
GIS Technician			
GIS Programmer			
Remote Sensing and Photography GIS Analyst			
GPS Geodetic Data Administrator			
Project/Program Management Support (5.9.5)			
Business Analyst			
Technical Project Manager			
Technology. Trainer/ Writer			
Management Analyst			
Administrative			

ATTACHMENT III

Labor Category	Proposed	Not Proposed	Page Number
Documentation Specialist			
Telecommunications Support (5.9.6)			
Telecommunications Analyst			
Telecommunications Field Engineer			
Telecommunications Network Engineer			
Telecommunications Operations Specialist			
Senior Telecommunications Network Engineer			
Radio and Wireless Communications (5.9.7)			
Wireless Communications System Engineer I			
Wireless Communications System Engineer II			
Wireless Communications System Engineer III			
Wireless Communications System Engineer IV			
Wireless Communications System Engineer V			
RF Frequency Engineer			
Communications Site Acquisition Specialist			
Senior Communications Site Acquisition Specialist			
Radio Systems Project Manager			
Senior Project Manager			
RF/Wireless Communications Subject Matter Expert I			
RF/Wireless Communications Subject Matter Expert II			
RF/Wireless Communications Subject Matter Expert III			
RF/Wireless Subject Matter Expert IV			
RF/Wireless Subject Matter Expert V			
Audio Visual (A/V) Systems (5.9.8)			
AV Engineer / Subject Matter Expert			
Senior AV Technician			
AMX / Creston Programmer			
AV Project Lead			

ATTACHMENT IV

**Fairfax County DEPARTMENT OF INFORMATION TECHNOLOGY
IT Services Provider CONSULTANT/CONTRACTOR AGREEMENT
CONCERNING ACCESS TO AND USE OF INFORMATION SYSTEMS AND COMMUNICATIONS TECHNOLOGY
AT FAIRFAX COUNTY, VIRGINIA**

I / this firm _____ working as a consultant/contractor/services provider for Fairfax County Government with access to county technology and communications systems, recognize my/our firm's legal and ethical obligation to conduct work on any Fairfax County information or communications system using computer hardware and devices, and/or software (programming languages, operating systems, databases, third party applications software (COTS) and Web based or 'cloud' applications), system utilities, security solutions, monitoring systems, and, data or voice communications software and electronics, Internet capabilities, etc. and county data/content herein referred to as 'technology', in a responsible manner and within the guidelines of the County's IT Security Policy and/or firm's contract. My/our purpose in using computer based technology is to perform work for the Fairfax County Department of Information Technology (DIT) in support of Fairfax County Government, and therefore we are subject to the standards, IT Security and Privacy policies, and ethics and behavior policies of Fairfax County Government. As a condition for and in consideration of being given access to the computer systems, data, the network, internet, and, Fairfax County computer center(s), IT galleries, server rooms, network core facilities, third party hosting centers, and 'clouds' where county services are provided, I/we agree that:

I/our firm possess the professional credentials that I or my firm has represented in being hired to perform my/our duty and assignments, and that I/our firm representatives have successfully passed a certifiable criminal background check.

I/our firm will not use Fairfax County technology systems to access any information available or acquired from the technology systems for any reason except for purposes directly related to our job assignments and responsibilities as defined by my/my firm's contract and assignment with the County. I/we will not use Fairfax County technology systems to disclose any information available or acquired from Fairfax County systems for any reason except for purposes directly related to my/my firm's contract and job assignments and responsibilities for such use as defined by DIT. I/we understand that any work I/we perform for Fairfax County that develops systems, logic, or data is the property of Fairfax County, and I/we cannot take or send such products without express permission of appropriate Fairfax County authority. I/we understand that a user agency may ask me/ my firm to sign a separate agreement relating to the privacy and security of the information that a user agency administers, such as for HIPAA or other Data Privacy/Cyber Security laws.

I/ our firm will use vendor provided software and/or utilities only in accordance with such provisions as may have been agreed to between such vendor and Fairfax County. I/we will not deliberately violate any copyright laws or agreements states or implied in my/our use of the software. I/we recognize that to do so makes me/my company liable for any applicable penalties and may lead to my/our firm's immediate dismissal from the County's engagement.

I/our firm further understands that the deliberate misuse of Fairfax County technology, data, and/or software, which results in the change, damage or destruction of County systems, programs, and/or data is considered destruction of County property and may be considered a breach of contract and/or a criminal offense. I/we understand that our firm may be liable and may be liable to include immediate release from the engagement for breach of the Fairfax County IT Security Policy, and possible prosecution for the actions of my/this firms actions in the destruction of County property. I/we further understand and recognize that there are criminal penalties for misusing government information and for the improper use of government information.

I/we have completely read and fully understand the terms of this agreement and accept these terms.

Name of Firm

Consultant/Representative Signature

Date

Firm Authorized Representative

Date

I accept this agreement on behalf of Fairfax County, Virginia.

ISO

Date

ATTACHMENT V

Department of Information Technology

**FAIRFAX COUNTY
PUBLIC SCHOOLS**

Field Information Systems, Information Technology
4107 Whitacre Road
Fairfax, VA 22032

FCPS Vendor Code of Conduct and Expectations

As an FCPS vendor, your employees will be expected to comply with section ten (X) of the FCPS Standards of Conduct Regulation # 4429.4.

Standards of Conducts

Each vendor employee is expected to:

- Comply with a reasonable request from an authorized FCPS employee (any Field Information Systems Supervisor, School-based Administrator, SBTS's)
- Report to work in appropriate clothing with required tools and equipment and in a condition that will permit performance of assigned duties.
- Refrain from any disorderly conduct.
- Exercise courtesy and tact in dealing with FCPS employees.
- Behave in a professional manner.
- Maintain a clean and neat personal appearance to the maximum practicable extent during working hours.
- Safeguard FCPS information.
- Exercise watchfulness in the performance of duties to identify potential hazards to protect fellow humans.
- Render full, efficient, and competent service.
- Comply with rules and regulations governing the business hours of work at any given FCPS building.

The following conduct is prohibited and may subject the vendor to disciplinary action, including termination of services rendered:

- Using any information received confidentially in the performance of duties as a means of making personal profit.
- Engaging in criminal, dishonest, immoral, or disgraceful conduct that brings the school system into disrepute; engaging in theft, or being convicted of a crime.
- Soliciting or accepting anything of value in return for performing or refraining from performing an official act.
- Using School Board facilities improperly; carelessly or willfully causing destruction of School Board property.
- Threatening or assaulting anyone; possessing a weapon on School Board property.
- Falsifying any record or report.
- Manufacturing, distributing, dispensing, possessing, consuming, using, or selling alcohol or illegal drugs, or taking part in the unauthorized use of prescription drugs on School Board property during normal work hours or while performing School Board business.
- Having alcohol, illegal drugs, unlawful prescription drugs, or drug metabolites in the body while on duty.

ATTACHMENT V

Vendor Code of Conduct and Expectations, (Continued)

- Failing to adhere to the policies and regulations of Fairfax County Public Schools.
- Engaging in political campaigns while on

In addition to what is specified in Regulation 4429.4, all employees shall:

- Sign in and out of the vendor/visitor log at the front office
- Park in a valid parking space
- Leave the work area in an undisturbed state and remove trash and old parts
- Only use the following URL's to test internet connectivity:

<http://fcpsnet.fcps.k12.va.us/index.shtml> for internal testing and
<http://www.washingtonpost.com/> or
<http://www.hp.com/> for external internet connectivity testing

No other web addresses shall be accessed unless directed by one of the above listed FCPS agents in the first bullet.

A meeting must be scheduled with the vendor Account Manager at a minimum every **3 months** to review the standards. Anytime there is a deletion of a name on the list above the Account Manager must notify our office in writing. Anytime there is an addition to the above vendor list, the new (vendor) employee and Account Manager must attend a meeting at FCPS to review and sign the Vendor Standard of Conduct and update the name in the master list.

The information above has been explained to me and I fully understand the contents and ramifications to me or the company I represent if I fail to comply.

Company: _____

Employee Name: _____

Signed: _____

Date: _____

PRICING SCHEDULE

(ALL RATES ARE FULLY LOADED, NOT TO EXCEED – NO ADDITIONAL CHARGES OF ANY KIND)

If Applicable, Offerors must include rates for the various levels of labor category being proposed (i.e. Intermediate vs. Senior levels)

**On-Site Rates (FCG and/or FCPS Location)	Hourly Rate	Monthly Hourly Rate	Quarterly Hourly Rate	Six (6) Month Hourly Rate
<u>Labor Category</u>				
Infrastructure Technical Support (5.9.1)				
Network Engineer				
Systems Engineer				
Citrix Administrator				
Virtual Server Engineer				
Wireless Device Analyst				
SAN Engineer				
Middleware Engineer				
Application Development Support (5.9.2)				
Application Developer/Software Engineer				
Web Server Specialist				
SAS Programmer / Analyst				
Lawson Developer / Analyst				
Electronic Records Management Specialist				
SAP ERP Solution Suite Application Support				
SAP Project Manager				
SAP BASIS Administrator				
SAP ABAP Developer				
SAP Security Role Specialist				
SAP Portal Developer				
SAP Functional Specialist (FILO, HCR, SRM, GRC)				
Database Management Support				
Oracle Database Administrator				
Oracle for SAP Database Architect				
SQL Database Developer				
SQL Database Administrator				
Business Intelligence Architect / Developer				
Cyber –Security Analyst Engineer (5.9.3)				
Cyber Security Analyst Engineer				
Geographical Information Systems and Mapping Support (5.9.4)				
Spatial Data/Base Administrator				
GIS Spatial Analyst				
GIS Technician				
GIS Programmer				
Remote Sensing and Photography GIS Analyst				
GPS Geodetic Data Administrator				

PRICING SCHEDULE

(ALL RATES ARE FULLY LOADED, NOT TO EXCEED – NO ADDITIONAL CHARGES OF ANY KIND)

**On-Site Rates (FCG and/or FCPS Location)	Hourly Rate	Monthly Hourly Rate	Quarterly Hourly Rate	Six (6) Month Hourly Rate
Labor Category				
Project/Program Management Support (5.9.5)				
Business Analyst				
Technical Project Manager				
Technology. Trainer/ Writer				
Management Analyst				
Administrative				
Documentation Specialist				
Telecommunications Support (5.9.6)				
Telecommunications Analyst				
Telecommunications Field Engineer				
Telecommunications Network Engineer				
Telecommunications Operations Specialist				
Senior Telecommunications Network Engineer				
Radio and Wireless Communications (5.9.7)				
Wireless Communications System Engineer I				
Wireless Communications System Engineer II				
Wireless Communications System Engineer III				
Wireless Communications System Engineer IV				
Wireless Communications System Engineer V				
RF Frequency Engineer				
Communications Site Acquisition Specialist				
Senior Communications Site Acquisition Specialist				
Radio Systems Project Manager				
Senior Project Manager				
RF/Wireless Communications Subject Matter Expert I				
RF/Wireless Communications Subject Matter Expert II				
RF/Wireless Communications Subject Matter Expert III				
RF/Wireless Subject Matter Expert IV				
RF/Wireless Subject Matter Expert V				
Audio Visual (A/V) Systems (5.9.8)				
AV Engineer / Subject Matter Expert				
Senior AV Technician				
AMX / Creston Programmer				
AV Project Lead				

PRICING SCHEDULE

(ALL RATES ARE FULLY LOADED, NOT TO EXCEED – NO ADDITIONAL CHARGES OF ANY KIND)

If Applicable, Offerors must include rates for the various levels of labor category being proposed (i.e. Intermediate vs. Senior levels)

**Off-Site Rates	Hourly Rate	Monthly Hourly Rate	Quarterly Hourly Rate	Six (6) Month Hourly Rate
<u>Labor Category</u>				
Infrastructure Technical Support (5.9.1)				
Network Engineer				
Systems Engineer				
Citrix Administrator				
Virtual Server Engineer				
Wireless Device Analyst				
SAN Engineer				
Middleware Engineer				
Application Development Support (5.9.2)				
Application Developer/Software Engineer				
Web Server Specialist				
SAS Programmer / Analyst				
Lawson Developer / Analyst				
Electronic Records Management Specialist				
SAP ERP Solution Suite Application Support				
SAP Project Manager				
SAP BASIS Administrator				
SAP ABAP Developer				
SAP Security Role Specialist				
SAP Portal Developer				
SAP Functional Specialist (FILO, HCR, SRM, GRC)				
Database Management Support				
Oracle Database Administrator				
Oracle for SAP Database Architect				
SQL Database Developer				
SQL Database Administrator				
Business Intelligence Architect / Developer				
Cyber –Security Analyst Engineer (5.9.3)				
Cyber Security Analyst Engineer				
Geographical Information Systems and Mapping Support (5.9.4)				
Spatial Data/Base Administrator				
GIS Spatial Analyst				
GIS Technician				
GIS Programmer				
Remote Sensing and Photography GIS Analyst				
GPS Geodetic Data Administrator				

PRICING SCHEDULE

(ALL RATES ARE FULLY LOADED, NOT TO EXCEED – NO ADDITIONAL CHARGES OF ANY KIND)

**Off-Site Rates	Hourly Rate	Monthly Hourly Rate	Quarterly Hourly Rate	Six (6) Month Hourly Rate
Labor Category				
Project/Program Management Support (5.9.5)				
Business Analyst				
Technical Project Manager				
Technology. Trainer/ Writer				
Management Analyst				
Administrative				
Documentation Specialist				
Telecommunications Support (5.9.6)				
Telecommunications Analyst				
Telecommunications Field Engineer				
Telecommunications Network Engineer				
Telecommunications Operations Specialist				
Senior Telecommunications Network Engineer				
Radio and Wireless Communications (5.9.7)				
Wireless Communications System Engineer I				
Wireless Communications System Engineer II				
Wireless Communications System Engineer III				
Wireless Communications System Engineer IV				
Wireless Communications System Engineer V				
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RF/Wireless Communications Subject Matter Expert I				
RF/Wireless Communications Subject Matter Expert II				
RF/Wireless Communications Subject Matter Expert III				
RF/Wireless Subject Matter Expert IV				
RF/Wireless Subject Matter Expert V				
Audio Visual (A/V) Systems (5.9.8)				
AV Engineer / Subject Matter Expert				
Senior AV Technician				
AMX / Creston Programmer				
AV Project Lead				