



Keith Stewart, Director

Prince George's County Public Schools
Louis Wilson Sr., Facilities Administration Building
13300 Old Marlboro Pike, Room 20
Upper Marlboro, MD 20772

NOTICE OF CONTRACT AWARD

March 19, 2021

eDoctrina Corporation
1501 Reedsdale Street, Suite 5000
Pittsburgh, PA 152333
Telephone: 888.537.3348
Contact: Michael Torrenti
Email: mtorrenti@harriscomputer.com

Buyer: Donna Parks
Phone: 301-952-6567
Email: Donna.Parks@pgcps.org

SUBJECT: RFP 011-21 Employee Evaluation Performance Growth Platform System

eDoctrina Corporation has been selected as the vendor to provide services in accordance with the above-mentioned **RFP**. This contract sets-forth the terms and conditions and is provided for your review and acceptance. Any changes or additions made by your company must first be accepted by the Purchasing Division before the contract is valid.

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

Until the contract is signed by **eDoctrina Corporation** and the BOARD, authorization for commence to service sites on behalf of the contract is forbidden. Please sign below and return all documents to the PURCHASING OFFICE within Five (5) business days. Failure to sign the contract award and return all required documents within the specified time, shall rule your offer null and void and, therefore, award shall be made to the next low responsive bidder.

CONTRACT TERM

The System Configuration and Development term is: March 2021 - July 31, 2021.

The Evaluation Platform System Subscription term is: August 1, 2021 - July 31, 2024.

OPTION TO RENEW CONTRACT

Upon satisfactory service and by mutual agreement the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY reserves the right to renew the contract. The term of renewal shall not exceed two (2) additional one (1) year periods.

CONTRACT AWARD ESTIMATED AMOUNT

The estimated amount for the initial term of the project:

\$1,896,616.20

THIS NOTICE OF AWARD IS NOT AN ORDER TO COMMENCE SERVICE/WORK OR TO MAKE DELIVERIES at this time. Commence service/work/deliveries only after receipt of a purchase order(s) signed by the Purchasing Agent.

ALL PURCHASE ORDERS placed throughout the terms of the contract will require delivery/service in accordance with the offered time(s).

LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK

The successful Awardee accepts this contract with the understanding that should they fail to complete the work in an acceptable manner and in the time stated, shall be subject to the payment of liquidated damages as stated in the solicitation documents.

AVAILABILITY OF FUNDS

The contract shall be deemed executory only to the extent of appropriations available to the BOARD for the purchase of such articles. The obligation of the BOARD on all contracts, including those which envision funding through current and successive fiscal years, shall be contingent upon actual Board appropriations for the fiscal year(s) involved.

This notice of award, plus the solicitation, your offer and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the **Notice of Award** for all applicable terms and conditions.

FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS

Employees Having Direct Contact with and/or Uncontrolled Access to Students:

- A. Any and all current and future employees of the Vendor who have direct contact with students must have a fingerprinting criminal background check conducted by the Maryland Criminal Justice Information System (CJIS) and the FBI, a Child Protective Services clearance conducted by the Prince George's County Department of Social Services, and complete the Safe Schools training module – *Prince George's County Child Abuse: Mandatory Reporting* and any other required training as appropriate.
- B. All background checks must be completed 15 business days prior to beginning work in and around PGcps property or engaging in any authorized activities involving PGcps students. The background checks must be completed by the Fingerprinting Office in the Sasscer Administrative Building or by the PGcps satellite fingerprinting offices located in Prince George's County. No person may begin working in PGcps until 15 days after completing the background clearance process (fingerprint and CPS) and required online training through Safe Schools.
- C. Prior to initiating any work at a school building, current and future employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff, consultants and instructors of the Vendor must sign in and sign out via the Raptor Visitor Management System, which requires a copy of their government issued identification.
- D. Pursuant to Md. Education Code Ann. §6-113.2 (Code), a contractor of a Board of Education who provides a services to a school or the students of a school shall meet the requirements set forth for screening its employees assigned to work at a school site to determine whether such employees have a history of child sexual abuse and/or sexual misconduct. Consultant shall be solely responsible for completing the screening set forth in the Code, shall maintain records of employee screenings, and shall make such records available to PGcps upon request.

Restrictions on Employee Assignments:

Vendors are prohibited from assigning the following persons from working at a PGCPs location:

- A. Registered sex offenders (Maryland Code, Criminal Procedure Article Section 11-722)
- B. Individuals convicted of a crime involving third or fourth degree sexual offense under sections 3-307 or 3-308 of the Criminal Law Article; child sexual abuse under Section 3-602 of the Criminal Law Article; a crime of violence as defined in Section 14-101 of the Criminal Law Article; or comparable offenses in another state. (Annotated Code of Maryland, Education Article Section 6-113)
- C. Individuals identified as an alleged abuse or neglect or following completion of a Child Protective Services investigation with a finding of "indicated" child abuse or neglect.

CRIMINAL BACKGROUND CHECKS**1. GENERAL PROVISIONS**

- A. It is the responsibility of the Vendor to make certain that its employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff, consultants and any instructors meet the background check and training requirements specified below.
- B. The Vendor agrees to provide the designated PGCPs representative with a list of all current employees and an immediate update of changes in personnel, employees, contractors, subcontractors, agents, volunteers, outsourced temporary staff and any instructors. All correspondence should include the following information as applicable:
 - i. title of the project
 - ii. school/office
 - iii. solicitation number
 - iv. contract number; and
 - v. PGCPs representative/project manager
- C. An Executed Contract will not be issued by the PGCPs Purchasing Department until proof has been provided that the background check and training requirements below have been completed 15 days following the issuance of Notice of Award.

Compliance Laws

Vendors shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the services to be rendered under this Contract. Vendor's violation of any of these laws, statutes, ordinances, rules or regulations constitutes a breach of this Contract and entitles the Board to terminate this Contract immediately upon delivery of written notice of termination to Vendor.

PERSONALLY IDENTIFIABLE INFORMATION (PII)


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

This notice of award, plus the solicitation, your offer and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to **RFP 011-21** for all applicable terms and conditions.

ACCEPTED BY:

FOR THE FIRM:


FOR THE BOARD OF EDUCATION:



SIGNATURE

3/26/2021

DATE



SIGNATURE

04/08/2021

DATE

Mihir Shah

NAME

Keith Stewart

NAME:

Executive Vice President

TITLE

Director, Purchasing & Supply Services

TITLE

eDoctrina / W. Harris Computer Corporation

FIRM

FOR THE BOARD OF EDUCATION
OF PRINCE GEORGE'S COUNTY
UPPER MARLBORO, MARYLAND 20772

SIGNATURE

DATE

Mark Fossett

NAME:

Associate Superintendent for Supporting Services

TITLE

FOR THE BOARD OF EDUCATION
OF PRINCE GEORGE'S COUNTY
UPPER MARLBORO, MARYLAND 20772

SIGNATURE

DATE

Barry Stanton

NAME:

Chief Operating Officer

TITLE

FOR THE BOARD OF EDUCATION
OF PRINCE GEORGE'S COUNTY
UPPER MARLBORO, MARYLAND 20772

See Attached Contract Pricing for Detailed Information

Item Description	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
Evaluation Platform System and Associated Costs	\$817,625.00	\$536,640.00	\$542,351.20	\$521,326.26	\$547,392.57

Period of Performance

System Configuration and Development -- March 2021 through July 31, 2021

Year 1 -- August 1, 2021 through July 31, 2022

Year 2 -- August 1, 2022 through July 31, 2023

Year 3 -- August 1, 2023 through July 31, 2024

Option Year 1 (if exercised) -- August 1, 2024 through July 31, 2025

Option Year 2 (if exercised) -- August 1, 2025 through July 31, 2026

CONTRACT PRICING

RFP 011-21 EMPLOYEE EVALUATION PERFORMANCE GROWTH PLATFORM SYSTEM

Item No.	Item Description	Annual Cost Year 1	Annual Cost Year 2	Annual Cost Year 3	Annual Cost Option Year 1	Annual Cost Option Year 2
1a	Evaluation Platform System	\$421,200.00	\$433,836.00	\$446,851.08	\$469,193.63	\$492,653.32
1b	PD 30 Portion of the Platform System	\$46,800.00	\$48,204.00	\$49,650.12	\$52,132.63	\$54,739.26
Sub-total		\$468,000.00	\$482,040.00	\$496,501.20	\$521,326.26	\$547,392.57
2	Costs for any additional required Application Software (please identify and price each module/software in a separate breakdown sheet)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Costs for all required System Configuration Services	\$22,400.00	\$22,400.00	\$22,400.00	If as needed @ \$185/hr.	If as needed @ \$185/hr.
4	Costs for all required Application Development to Support Customizations as required by the school district	\$35,000.00	Up to 80 hours no charge	Up to 80 hours no charge	Up to 80 hours no charge and \$185/hr. thereafter	Up to 80 hours no charge and \$185/hr. thereafter
5	Costs for all System Integrations	\$42,000.00	NA	NA	NA	NA
6	Costs for all required Training Services and Documentation (breakdown services that will be provided virtually and in person, as well as the number of hours in a separate breakdown sheet)	\$35,000.00	\$17,500.00	\$8,750.00	If as needed @ \$185/hr.	If as needed @ \$185/hr.
7	Costs for on-going support services (licenses, subscriptions, annual maintenance, etc.; breakdown individual costs on separate sheet)					
8	Costs for annual rollover, enhancements, data transfer, etc.					
9	Costs for all Project Management and Administrative Support services (breakdown individual costs for each position on a separate sheet)	\$215,225.00	\$14,700.00	\$14,700.00	If as needed @ \$185/hr.	If as needed @ \$185/hr.
					\$0.00 - Included in Subscription	
					\$0.00 - Included in Subscription	

10	Costs for all Business Analysis Services	\$0.00 - Included in Customizations	If as needed @ \$185/hr.	If as needed @ \$185/hr.
11	Costs for Storing Data (if any)	\$0.00 - Included in Subscription		
12	Warranty Support Services	\$0.00 - Included in Subscription		
	Total Annual Cost	\$817,625.00	\$536,640.00	\$542,351.20
				\$547,392.57

Total Contract Value Initial Term of Contract (Years 1-3)

\$1,896,616.20

Optional Year 1 (to be exercised at PGCPS option)

\$521,326.26

Optional Year 2 (to be exercised at PGCPS option)

\$547,392.57

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Evaluation Platform Components
Assessment Bundle
Assessment Bundle
Assessment Building
Online Assessments
Paper Assessments
Performance-Based Assessments
Copier Scanning
Web Camera Scanning
Data Reporting
eDoctrina Accountability Suite
OBSeRVE Module
SLO/SGO Tool
Student Goals
Educator Effectiveness/Performance Pay
Staff Forms & Improvement Plans
Additional Items
PD30 Module

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Additional App. Costs			
Item Bank	Students	Price Per	Total
Certica Navigate	130000	2.25	292500

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Configuration Services			
Year 1	Hours	Rate/hr	Total
HES Employee	128	\$175	\$22,400
Ryan Jackson			
Year 2	Hours	Rate/hr	Total
HES Employee	128	\$175	\$22,400
Ryan Jackson			
Year 3	Hours	Rate/hr	Total
HES Employee	128	\$175	\$22,400
Ryan Jackson			

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Training Services			
Year 1	Hours	Rate/hr	Total
HES Employee	80	\$175	\$14,000
Meagan Border	80	\$175	\$14,000
Kelsey Kolar	40	\$175	\$7,000
Ryan Jackson			\$35,000
Year 2	Hours	Rate/hr	Total
HES Employee	40	\$175	\$7,000
Meagan Border	40	\$175	\$7,000
Kelsey Kolar	20	\$175	\$3,500
Ryan Jackson			\$17,500
Year 3	Hours	Rate/hr	Total
HES Employee	20	\$175	\$3,500
Meagan Border	20	\$175	\$3,500
Kelsey Kolar	10	\$175	\$1,750
Ryan Jackson			8750

Project Management - Admin				
Year 1				
	Hours	Rate/hr	Total	
HES Employee	2000	\$88	\$175,000	
Meagan Border (PM)				
Leah Chase (Program Mngr.)	60	\$175	\$10,500	
Daniel Youngren	27	\$175	\$4,725	
Travel Allowance (up to 12 trips)			\$25,000	
			\$215,225	
Year 2				
	Hours	Rate/hr	Total	
HES Employee				
Meagan Border (PM)	24	\$175	\$4,200	
Leah Chase (Program Mngr.)	60	\$175	\$10,500	
Daniel Youngren		\$175	\$0	
			\$14,700	
Year 3				
	Hours	Rate/hr	Total	
HES Employee				
Meagan Border (PM)	24	\$175	\$4,200	
Leah Chase (Program Mngr.)	60	\$175	\$10,500	
Daniel Youngren		\$175	\$0	
			\$14,700	