



Johnna Smarr, Acting Director

Office of Purchasing and Supply Services
Facilities Administration Building (FAB)
13300 Old Marlboro Pike, Room 20
Upper Marlboro, MD 20772
301-952-6560 Fax: 301-952-6605

REVISED NOTICE OF AWARD

September 6, 2019

Metropolitan Life Insurance Company
501 Route 22
Bridgewater, NJ 08807
Telephone: 908.253.6267
Email: chess@metlife.com
Attention: Mr. Cornell Hess

Buyer: Donna Parks
Phone: 301.952.6567
Fax: 301.952.6605
Email: Donna.Parks@pgcps.org

Subject: RFP 015-19 Basic Life Insurance, Optional Life Insurance, and Long Term Disability Insurance Coverage

Metropolitan Life Insurance Company has been selected as the vendor to provide services in accordance with the above-mentioned **RFP 015-19**. 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 **Metropolitan Life Insurance Company** 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 Ten (10) 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 term of the contract will be from **September 1, 2019 – December 31, 2021**.

CONTRACT AWARD ESTIMATED AMOUNT

The estimated amount of award is:

See Contract Pricing

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.

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).

INSURANCE

A Certificate of Insurance, made in favor of the Board of Education of Prince George's County, Upper Marlboro, Maryland 20772-9983, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD within ten (10) business days. The certificate should reference the Solicitation Number as shown herein. It will be the responsibility of the contractor to ensure that a current Certificate of Insurance is on file in the Purchasing Office during the entire period of the contract.

LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK

The successful respondents 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 proposal document.

PERFORMANCE/PAYMENT BONDS (Not Applicable)

The successful Respondent shall submit payment and performance bonds, Cashier's or Certified Check in the amount of one hundred percent (100%) as determined by the BOARD and specified in the RFP, of all phases of the contract to ensure the satisfactory completion of the work for which a contract or purchase order is awarded that exceed \$100K. (COMAR 21.06.07.03) The Board reserves the right to request performance bond for amount under or over \$1000.00. The performance bond shall be submitted with the return of the signed contract award WITHIN TEN (10) BUSINESS DAYS.

The bond, cashiers or certified check must be made in favor of the **BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983.**

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 RFP 015-19 for all applicable terms and conditions.

CRIMINAL BACKGROUND CHECK/PHOTO IDENTIFICATION BADGE

It is the responsibility of the Consultant to make certain that its employees, agents, volunteers, and contractors who have contact with students be fingerprinted and have a background check in compliance with Title 5, Subtitle 5, Part VI, of the Family Law Article of the Maryland Code.

A. Employees Having Direct Contact with Students:

Any and all current and future employees of Consultant/Contractors who may have direct contact with students must have a criminal background check and fingerprinting conducted by the Finger Printing Office of the Board before 14 days before beginning work. Previous background checks will not be accepted. The fee for the background check shall be paid by the Consultant/Contractors by check or money order at the time the fingerprinting is performed. No employee can begin work in a PGCPS Schools until results have been received. Violation of this provision may result in Termination for Cause.

B. Employees Do Not Have Direct Contact With Students:

Employees of Consultant/Contractor who will be placed in a PGCPS Schools but will not have direct contact with students must have on record a Criminal Justice Information Service (CJIS) and NCIC background checks. Copies of the background checks must be forwarded to the Contract Officer before services can commence. Every two years the Consultant shall submit copies of background checks to the Contract Officer. Should any employee be flagged during the term of this agreement, the Consultant shall contact the Contract Officer within 24 hours of notification. Violation of this provision may result in Termination for Cause.

C. Employment of Child Sex Offenders:

The Consultant/Contractor shall at all times be compliant with the Criminal Procedure Article of Annotated Code of Maryland Section 11-722 that states that a person who enters a contract with a County Board of Education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registered child sex offender. If a registered child sex offender is employed by the Consultant/Contractor, the Consultant/Contractor is prohibited from assigning that employee to perform management, delivery, installation, repair, construction or any other type of services on any The Board property. Violation of this provision may result in Termination for Cause.

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, unless helpful to the administration of future claims by either party. If there is a breach of security involving Personally Identifiable Information, the parties will notify each other as soon as reasonably practicable, but not later than five (5) days of a management-level employee with a title of Vice-President - National Accounts or more senior becoming aware of such occurrence.

This notice of award, plus the solicitation and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the **RFP 015-19** for all applicable terms and conditions.

ACCEPTED BY:

FOR THE FIRM:

FOR THE BOARD OF EDUCATION:

[Redacted Signature]

[Redacted Signature]

SIGNATURE DATE

SIGNATURE DATE

REMY BERNARDON

Johnna Smarr

NAME

NAME:

Vice President

Acting Director, Purchasing and Supply Services

TITLE

TITLE

Metropolitan Life Insurance Company

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

FIRM

[Redacted Signature]

SIGNATURE DATE

Mark Fossett

NAME:

Associate Superintendent for Supporting Services

TITLE

[Redacted Signature]

SIGNATURE DATE

Barry Stanton

NAME:

Chief Operating Officer

TITLE

Contract Pricing

Basic Life		Premium
Monthly Rate /\$1,000		
Basic Life Current Plan	\$	0.139
Retiree	\$	1.681
Monthly Employer Paid Premium Due	\$	710,023
Annual Employer Paid Premium Due	\$	8,520,273
Optional Life (w/ Open Enrollment)		Premium
Monthly Rate /\$1,000		
<25	\$	0.045
25-29	\$	0.045
30-34	\$	0.045
35-39	\$	0.063
40-44	\$	0.081
45-49	\$	0.135
50-54	\$	0.207
55-59	\$	0.333
60-64	\$	0.513
65-69	\$	0.783
70-74	\$	1.044
75+	\$	1.359
Monthly Optional Life Premium	\$	87,792
Annual Optional Life Premium	\$	1,053,502.20

Contract Pricing

Dependent Life-Spouse (w/ Open Enrollment)	Premium
Monthly Rate /\$1,000	
<25	\$ 0.083
25-29	\$ 0.083
30-34	\$ 0.083
35-39	\$ 0.116
40-44	\$ 0.149
45-49	\$ 0.248
50-54	\$ 0.380
55-59	\$ 0.611
60-64	\$ 0.941
65-69	\$ 1.436
70-74	\$ 1.914
75+	\$ 2.492
Monthly Dependent Life Premium	\$ 12,092
Annual Dependent Life Premium	\$ 145,103.82
Dependent Life-Child	Premium
Monthly Rate /\$1,000	
Child	\$ 0.137
Monthly Dependent Life Premium	\$ 1,471
Annual Dependent Life Premium	\$ 17,647

Contract Pricing

Voluntary LTD	Premium
Monthly Rate /\$100	
<25	\$ 0.033
25-29	\$ 0.066
30-34	\$ 0.129
35-39	\$ 0.196
40-44	\$ 0.271
45-49	\$ 0.366
50-54	\$ 0.492
55-59	\$ 0.566
60-64	\$ 0.422
65-69	\$ 0.150
70-74	\$ 0.150
75+	\$ 0.150
Monthly Voluntary LTD Premium	\$ 52,652
Annual Voluntary LTD Premium	\$ 631,824
Life and LTD Packaged	Premium
Total Monthly Premium Due	\$ 864,029
Total Annual Premium Due	\$ 10,368,350