



Keith Stewart, Director

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CONTRACT AWARD
AMENDMENT NO. 2

November 9, 2021

ArchSCAN, LLC
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SUBJECT: RFP 062-16 Document Control Management

This amendment (the "Amendment") is made by The Board of Education of Prince George's County and ArchSCAN, LLC parties to the agreement dated September 24, 2018 (the "Agreement"). The purpose of this amendment is to:

- 1. Extend the contract for one (1) additional year through September 23, 2022.
2. Incorporate mandatory Covid-19 vaccination verification and weekly Covid-19 testing requirements for contractors, vendors, volunteers, interns, and any other non-PGCPS employee who is doing any work or providing services on-site at a PGCPS office or school. See Attachment A for Covid-19 mandatory requirements.

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms set in the original agreement.

ACCEPTED BY:

FOR THE FIRM:

FOR THE BOARD OF EDUCATION:

[Redacted Signature] Nov 12, 2021
SIGNATURE DATE

[Redacted Signature] Nov 12, 2021
SIGNATURE DATE

NAME

Keith Stewart
NAME:

TITLE

Director, Purchasing and Supply Services
TITLE

FIRM

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

## ATTACHMENT A

### MANDATORY COVID 19: VACCINE AND TESTING REQUIREMENTS AND ON-SITE PROGRAMMING BY NON-PGCPS EMPLOYEES

**WHEREAS**, the Parties desire to incorporate the terms of policy into the aforementioned Contract in order to document expectations of Respondent/Vendor/Contractor/Partner's staff regarding Covid-19 vaccination and testing mandates for PGCPS.

**NOW THEREFORE, THIS CONTRACT AMENDMENT WITNESSETH THAT**, in consideration of the mutual promises and covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### **A. COVID-19: VACCINE AND TESTING REQUIREMENTS AND ON-SITE PROGRAMMING BY NON-PGCPS EMPLOYEES**

Effective September 13, 2021, or at any time during the term of this Contract in which services commence by any intern, volunteer, vendor, contractor or employee of Partner (referred to herein as "Partner's staff"), PGCPS will require proof of vaccination against Covid-19 or weekly proof of a negative Covid-19 test [with results obtained within seventy-two (72) hours] each Monday for unvaccinated Partner's staff who are providing services on-site at a PGCPS facility.

- A. Unless otherwise stated and to the extent possible, Partner's services shall be rendered virtually during the term of this Contract or until such time that PGCPS authorizes in-person services by Partner.
- B. In the event Partner's services must be provided at a PGCPS site (not virtually):
  1. Partner's staff shall be required to provide confirmation of vaccination to the designated PGCPS Point of Contact (i.e. principal/designee or responsible department/office representative) who is responsible for ensuring that the scope of services are completed.
  2. Partner's staff shall be required to submit a list or other documentation of all Partner's staff who are vaccinated prior to the initiation of services. During the term of the Contract, Partner shall be responsible for supplementing this list for any new Partner staff assigned to provide services under this Contract prior to the Partner's staff's start date of services.
  3. Unvaccinated, staff providing services at a PGCPS site must present proof of a negative Covid-19 test taken within seventy-two (72) hours to the designated PGCPS Point of Contact (i.e. principal/designee or responsible department/office representative) who is responsible for ensuring that the scope of services are completed. Contractor shall be responsible for providing results from pharmacies and labs that are accredited to administer Covid-19 testing. Results obtained from home Covid-19 testing kits will not be accepted and shall not meet the requirements of this Contract.
  4. Partner shall be required to submit a list or other documentation of all Partner's staff who tested negative by the close of business each Monday. If Monday is a holiday, then the list or other documentation must be submitted on the next day in which schools are open by close of business. This requirement shall continue *each week during the term of this Contract*.
  5. PGCPS will not be responsible for testing Partner's staff. Failure to provide proof of negative results will bar Partner's staff from providing in-person services at a PGCPS site until such time as the information is presented.

- C. Partner shall inform its PGCPS Point of Contact via phone call or email immediately upon being informed that any of its staff are unavailable to provide onsite services for any day(s) in which they are unable to present a negative Covid-19 test.
  - D. In the event a non-PGCPS staff tests positive for Covid-19, Partner shall inform the PGCPS Point of Contact immediately but no later than 24 hours after receiving notification of a positive Covid-19 test from the non-PGCPS employee.
- B. The Parties agree that all other terms and conditions of the Agreement shall remain in full force and effect and shall only be amended in writing, signed by both parties.

**Contract Award Amendment No. 2**

**Contract Pricing**

**Notice of Contract Award  
RFP: 062-16 Amendment No.2**

**Contract Pricing**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>
<b>1</b>	<b>Standard Size Documents:</b>			
	8.5"x5.5" (black & white scanning)	10,000	ea.	\$0.14
	8.5"x5.5" (color scanning)	10,000	ea.	\$0.14
	8.5"x11" (black & white scanning)	400,000	ea.	\$0.14
	8.5"x11" (color scanning)	400,000	ea.	\$0.14
	8.5"x14" (black & white scanning)	100,000	ea.	\$0.14
	8.5"x14" (color scanning)	100,000	ea.	\$0.14
<b>2</b>	<b>Wide Format Documents:</b>			
	11"x17" (black & white scanning)	100,000	ea.	\$0.14
	11"x17" (color scanning)	100,000	ea.	\$0.14
	17"x22" (black & white scanning)	25,000	ea.	\$1.30
	17"x22" (color scanning)	25,000	ea.	\$1.30
	22"x34" (black & white scanning)	20,000	ea.	\$1.30
	22"x34" (color scanning)	20,000	ea.	\$1.30
	24"x44" (black & white scanning)	50,000	ea.	\$1.30
	24"x44" (color scanning)	50,000	ea.	\$1.30
	24"x36" (black & white scanning)	100,000	ea.	\$1.30
	24"x36" (color scanning)	100,000	ea.	\$1.30
	30"x42" (black & white scanning)	30,000	ea.	\$1.30
	30"x42" (color scanning)	30,000	ea.	\$1.30
	30"x48" (black & white scanning)	20,000	ea.	\$1.30
	30"x48" (color scanning)	20,000	ea.	\$1.30
	36"x48" (black & white scanning)	20,000	ea.	\$1.30
	36"x48" (color scanning)	20,000	ea.	\$1.30

**Contract Pricing**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>
<b>3</b>	<b>Librarian Services:</b>	<b>All files</b>		
	<b>Task - 1</b>	<b>400</b>	<b>/hr.</b>	<b>\$ 63.55</b>
	<b>Task - 2</b>	<b>400</b>	<b>/hr.</b>	<b>\$ 50.00</b>
	<b>Task - 3</b>	<b>400</b>	<b>/hr.</b>	<b>\$ 28.50</b>
	<b>Task - 4</b>	<b>400</b>	<b>/hr.</b>	<b>\$ 28.50</b>
<b>4</b>	<b>Indexing Documents up to four fields:</b>	<b>1,750,000</b>	<b>files</b>	<b>\$ 0.10</b>
<b>5</b>	<b>OCR Requirements for Scanning:</b>	<b>1,750,000</b>	<b>files</b>	<b>\$ 0.01</b>
<b>6</b>	<b>Establishing Data Base File Structure for Project:</b>	<b>80</b>	<b>hours</b>	<b>\$ 50.00</b>
<b>7</b>	<b>Archiving Data (web base portal)</b>	<b>8</b>	<b>months</b>	<b>\$120.00</b>
<b>8</b>	<b>Archiving Data (external hard drive format, to include USB Keys and USB, external SATA drives) -- Provide total pricing for all estimated files in the Total Cost</b>	<b>1</b>	<b>terabyte</b>	<b>\$125.00</b>
<b>9</b>	<b>License Agreement if Applicable for Hosting the Data</b>	<b>All files</b>	<b>8 months</b>	<b>\$120.00</b>
<b>10</b>	<b>Other per PGCPD DCP</b>	<b>N/A</b>		
<b>11</b>	<b>Storage (provide total upload time and cost for storage)</b>	<b>30</b>	<b>Days</b>	<b>\$ 25.00</b>
	<b>PGCPD's Network (provide total upload time and cost)</b>	<b>100</b>	<b>Hours</b>	<b>\$ 50.00</b>
	<b>Primavera (provide total upload time and cost)</b>	<b>100</b>	<b>Hours</b>	<b>\$ 50.00</b>
	<b>Vendor's Web Based Portal (provide total upload time and cost)</b>	<b>100</b>	<b>Hours</b>	<b>\$ 50.00</b>
	<b>Contingency Allowance (to be reimbursed if unused)</b>			<b>\$ 10,000.00</b>
	<b>Negotiated Total Estimated Cost to Complete Project (including \$10,000 Contingency Allowance) Not to Exceed</b>			<b>\$615,647.50</b>

<b>Item Description</b>	<b>Monthly Fee</b>	<b>Total Value</b>
Set Up and Customization (1 Time Fee)		\$114,252.00
AerieHub Subscription (1 Year)	\$1,650.00	\$19,800.00
Librarian Services (1 Year)	\$1,500.00	\$18,000.00
Training (3 One Day Training Sessions)	\$500.00	\$500.00

**Total Projected Number of Hours to Complete Librarian Services: 8,750**

**Total Projected Number of Hours to Complete Project: 14,438**

**Hourly Cost to Complete Project: \$42.64**