



Johnna Smarr, Acting Director

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

## NOTICE OF CONTRACT AWARD

May 15, 2019

**Gallup, Inc**  
1001 Gallup Drive  
Omaha, NE 68102  
Tel: 402.938.6617  
Fax: 402.484-4350  
Email: joni\_booth@gallup.com

**Buyer: Donna Parks**  
**Phone: 301.952.6567**  
**Fax: 301.952.6605**  
**Email: [donna.parks@pgcps.org](mailto:donna.parks@pgcps.org)**

**Subject: RFP 021-19 WORKPLACE CULTURE AND TALENT DEVELOPMENT**

**Gallup, Inc.** has been selected as the vendor to provide services in accordance with the above-mentioned project. 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 **Gallup, Inc** 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.

### **PERFORMANCE/PAYMENT BOND (Not Applicable)**

**If required** the successful Respondents shall submit a performance bond, 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.

### **CONTRACT TERM**

The term of the contract will be from May 15, 2019 through September 30, 2020.

**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 of award is:

**\$1,486,585.00**

**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 involved 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.

**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 offence 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.

**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.


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 **RFP 021-19** for all applicable terms and conditions.

ACCEPTED BY:


**FOR THE FIRM:**

**FOR THE BOARD OF EDUCATION:**


 5/16/19  
SIGNATURE DATE  
Doni Booth  
NAME  
Managing Consultant  
TITLE  
Gallop Inc.  
FIRM

 5/21/19  
SIGNATURE DATE  
Johnna Smarr  
NAME:  
Acting Director, Purchasing & Supply Services  
TITLE

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

 5/21/19  
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

 5/21/19  
SIGNATURE DATE  
Barry Stanton  
NAME:  
Chief Operating Officer  
TITLE

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

## Contract Pricing

### Project 1: Talent Development Year 1

Item No.	Project 1 – Talent Development Services	Rate	Total All Inclusive Price
1	Year One - District Identity	\$ 35,000.00	\$ 35,000.00
2	Year One - Employee Engagement	\$ 44,760.00	\$ 44,760.00
3	Year One - Exit Surveys	\$ 10,125.00	\$ 10,125.00
4a	Year One - Student Engagement via National Poll	\$ 15,000.00	\$ 15,000.00
4b	Year One -- Student Engagement via Custom Poll	\$ 45,000.00	\$ 0.00
5	Year One - Family Engagement	\$ 52,125.00	\$ 52,125.00
6	Year One - Staff Strengths Assessments	\$ 32,700.00	\$ 32,700.00
7	Year One - Student Strengths Assessments	\$ 165,000.00	\$ 165,000.00
	SubTotal Project 1 Talent Development Year 1 w/Option 4a		\$ 354,710.00

## Contract Pricing

### Project 1: Talent Development Year 1

Item No.	Project 1 – Talent Development Services	Rate	Total All Inclusive Price
1	Year Two - Employee Engagement	\$ 87,400.00	\$ 87,400.00
2	Year Two - Exit Surveys	\$ 20,250.00	\$ 20,250.00
3	Year Two - Student Engagement via Custom Poll	\$ 45,000.00	\$ 45,000.00
4	Year Two - Family Engagement	\$ 52,125.00	\$ 52,125.00
5	Year Two - Staff Strengths Assessments (New Staff)	\$ 5,000.00	\$ 5,000.00
6	Year Two - Student Strengths Assessments (New Middle School Students)	\$ 13,000.00	\$ 13,000.00
7	Year Two - Impact Analysis	\$ 8,500.00	\$ 8,500.00
	<b>SubTotal Project 1 Talent Development Year 2</b>		<b>\$ 231,275.00</b>
	<b>SubTotal Project 1 Talent Development Year 1 w/Option 4a</b>		<b>\$ 354,710.00</b>
	<b>Total Talent Development Project Years 1 and 2</b>		<b>\$ 585,985.00</b>

## Contract Pricing

### Project 2: Workplace Culture Year 1

Item No.	Project 2 – Workplace Culture Services	Rate	Total All Inclusive Price
1a	Year One - Two Leading High Performance Teams Courses On-site Courses	\$ 60,000.00	\$ 60,000.00
1b	Year One - Two Leading High Performance Teams Courses On-site Courses	\$ 40,000.00	\$ 0.00
2	Year One - Forty Leader Coaching Series	\$ 31,800.00	\$ 31,800.00
3	Year One - Two Gallup Student Poll Workshops and One Webinar	Not Offered	Not Offered
4	Year One - One Creating an Engaging Workplace for Champions Course	\$ 12,500.00	\$ 12,500.00
5	Year One - 15 Clifton Strengths Discovery Courses	\$ 300,000.00	\$ 300,000.00
6	Year One - Two Building a Strengths-Based School Courses	\$ 25,000.00	\$ 25,000.00
7a	Year One - Two Accelerated Strengths Coaching Courses	\$ 144,000.00	\$ 144,000.00
7b	Year One - Two Successful Strengths Coaching Courses	\$ 60,000.00	\$ 0.00
	<b>SubTotal Project 2 Workplace Culture Year 1 w/Options 1a and 7a</b>		<b>\$ 573,300.00</b>

## Contract Pricing

### Project 2: Workplace Culture Year 2

Item No.	Project 2 – Workplace Culture Services	Rate	Total All Inclusive Price
1	Year Two -- Two Gallup Student Poll Workshops and One Webinar	\$ 15,000.00	\$ 15,000.00
2a	Year Two - Two Leading High Performance Teams Courses (On Site)	\$ 60,000.00	\$ 60,000.00
2b	Year Two - Two Leading High Performance Teams Courses (On line)	\$ 40,000.00	\$ 0.00
3	Year Two - Forty Leader Coaching Series	\$ 31,800.00	\$ 31,800.00
4	Year Two - Two Building Accountability for Engagement Courses	\$ 15,000.00	\$ 15,000.00
5	Year Two - Two Engagement Matters Courses	\$ 15,000.00	\$ 15,000.00
6	Year Two - Four CliftonStrengths Discovery Courses	\$ 30,000.00	\$ 30,000.00
7	Year Two - One Accelerated Strengths Coaching Courses	\$ 72,000.00	\$ 72,000.00
8	Year Two - Two Strengths-Based Parenting Train-the-Trainer Courses	\$ 20,000.00	\$ 20,000.00
9	Year Two - 500 Strengths-Based Parenting Course Participating Packets (for Parents)	\$ 17,500.00	\$ 17,500.00
10	Year Two - One CliftonStrengths Discovery Train-the-Trainer Course	\$ 51,000.00	\$ 51,000.00
11	Year Two -- Two Gallup Student Poll Workshops and One Webinar	Not Offered	Not Offered
	SubTotal Project 2 Workplace Culture Year 2 w/2a Option		\$ 327,300.00
	SubTotal Project 2 Workplace Culture Year 1 w/ Options 1a and 7a		\$ 573,300.00
	Total Workplace Culture Year 1 and 2		\$ 900,600.00