



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

Robert Johnson, Esq. Director

**NOTICE OF CONTRACT AWARD**

**August 31, 2017**

**The ARC of Prince George's County**  
1401 McCormick Drive  
Largo, MD 20774  
Tel: (301) 925-7050  
Contact: Robert Malone  
Email: rmalone@thearcofpgc.org

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

**Subject: RFP 045-17 Infant and Toddlers Service Coordination**

The ARC of Prince George's County has been selected as the vendor to provide services in accordance with the above-mentioned RFP 045-17. 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 The ARC of Prince George's County 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.

**INITIAL CONTRACT TERM**

The initial term of the contract is November 1, 2017 through October 31, 2018.

**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 three (3) additional one (1) year periods.

**CONTRACT AWARD ESTIMATED AMOUNT**

The estimated amount of award is **\$655,645.00**

Contract award is an estimated value. Initial contract award will be for the provision of Nine (9) Service Coordinators. PGCPS reserves the right to adjust total number of service coordinators during the contract period.

**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).

**PERFORMANCE/PAYMENT BOND (N/A)**

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.

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.**

**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.

**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 the **RFP 045-17** for all applicable terms and conditions.

ACCEPTED BY:

**FOR THE FIRM:**

**FOR THE BOARD OF EDUCATION:**

 9/19/17  
SIGNATURE DATE

 10/6/17  
SIGNATURE DATE

Robert Malone  
NAME

Robert Johnson  
NAME:

Executive Director  
TITLE

Director, Purchasing & Supply Services  
TITLE

The Arc Prince George's County  
FIRM

FOR THE BOARD OF EDUCATION  
OF PRINCE GEORGE'S COUNTY  
UPPER MARLBORO, MARYLAND 20772-998

**CONTRACT PRICING**

<b>Item Description</b>	<b>Estimated Work Hours</b>	<b>Hourly Rate</b>	<b>Yearly Rate</b>
<b>Salaries for Ten (10) Service Coordinators</b>	<b>17,150</b>	<b>\$25.44</b>	<b>\$436,296.00</b>
<b>Benefits for Ten (10) Service Coordinators</b>	<b>17,150</b>	<b>\$8.39</b>	<b>\$143,889.00</b>
<b>Operations</b>	<b>17,150</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Indirect Costs</b>	<b>17,150</b>	<b>\$4.40</b>	<b>\$75,460.00</b>
<b>Totals (inclusive of salary, benefits, operations, and indirect costs)</b>	<b>17,150</b>	<b>\$38.23</b>	<b>\$655,645.00</b>

**Contract award is an estimated value. Initial contract award will be for the provision of Nine (9) Service Coordinators. PGCPs reserves the right to adjust total number of service coordinators during the contract period.**