



**MONTGOMERY COLLEGE – OFFICE OF PROCUREMENT
ONLINE ETHICS/CODE OF CONDUCT TRAINING
RFP NO.: E424-003
RFP CLOSING DATE AND TIME: August 9, 2023 @ 3:00 PM**

**ADDENDUM #1
ISSUED: July 19, 2023**

THE PURPOSE OF THIS ADDENDUM IS TO PROVIDE ANSWERS TO REQUESTS FOR CLARIFICATION TO THE RFP DOCUMENT.

Item 1-1 Question: Will time be given to the vendor to customize the system and implement or do you prefer an off-the-shelf solution?

Answer: The College prefers a proven product that has been developed and tested in the field but also allows for customization, including the addition of College’s policy and branding. Awarded contractor is required to launch the training within three (3) months of contract award. Please refer to RFP Section 2.3.1 for some additional relevant details.

Item 1-2 Question: What is the anticipated budget for this project?

Answer: The information requested is not available.

Item 1-3 Question: Is there a current contractor fulfilling this requirement? or is this a new requirement?

Answer: The College had multi-year contract for Online Ethics/Code of Conduct Training, but the contract was expired already. The intent of RFP No. e424-003 is to establish a new multi-year contract. The scope of services for this RFP are updated with new requirements, including critical updated specifications to meet necessary digital accessibility requirements and cybersecurity standards, many of which are in RFP Section 3.

Item 1-4 Question: Are there any challenges you have faced in the past that you would like this new requirement to address?

Answer: The College would like all of its digital content to meet or exceed requirements for accessibility, not only to comply with disability access requirements, but also to permit all the College employees to access content on their various devices. The College seeks a contractor who will be able to articulate technical proficiency and deliver on the agreed-upon specifications. Please refer to RFP Section 2.3.3 for some additional relevant details.

Item 1-5 Question: Do you have an estimate on the contract start date for this requirement? Would it be September or October or later such as January 2024?

Answer: The College anticipates to award this contract during September or October 2023.

*****END OF QUESTIONS AND ANSWERS*****



Patrick Johnson, MBA, CPPB
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the Technical Proposal submission. Failure to return this Acknowledgment of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.

Company Name

Authorized Signature

Date

Printed/Typed Signature



Office of Business Services
9221 Corporate Blvd
Rockville, MD 20850

REQUEST FOR PROPOSAL (RFP)

RFP NO.: e424-003

ONLINE ETHICS/CODE OF CONDUCT TRAINING

All proposals MUST BE RECEIVED **electronically** by **3:00 PM** Eastern Daylight Time (EDT) on **August 9, 2023**.

Prices must remain firm for **120 days after proposal closing date, but prior to contract award**.

Proposal Bond Requirements: NONE.

**Performance, Labor and
Material Bond requirements: NONE.**

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION.

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

A handwritten signature in black ink that reads 'Patrick Johnson'.

Patrick Johnson, MBA, CPPB
Director of Procurement

NOTE: Prospective Offerors that have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that any amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION

1.1 Intent

It is the intent of this Request for Proposal to provide Montgomery College with online ethics/code of conduct training in accordance with the terms, conditions, and specifications described herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

Montgomery College will hereinafter be referred to as the “College” and “MC.” Respondents to the RFP will be referred to as “Offerors” and “Proposers.” The Offeror to whom the contract is awarded will be referred to as the “Contractor” or “Vendor.”

1.2 Request for Proposal Schedule

It is the College’s intent to administer the RFP process for this project according to the schedule dates outlined below. The College reserves the right to alter schedule dates as may be determined necessary in the College’s best interests.

July 12, 2023	Issuance of RFP Documents
July 26, 2023	Last Requests for Information Due
August 9, 2023	RFP Submission (both Technical and Price Proposals) Due
September 6, 2023	Evaluation concludes and contract award to be approved

1.3 Electronic Proposal Submittal Due Date

All responses to this Request for Proposal must be submitted **electronically**, no later than **3:00 p.m. on August 9, 2023** Eastern Daylight Time (EDT), to vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time. No facsimile transmissions or email transmissions to other email addresses will be accepted.** In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the RFP will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise. See Section 4 Proposal Submission for full detailed submission instructions and requirements.

1.4 Contact Information

Requests for clarification related to this solicitation shall be directed to **Rossana Garcia**, Purchasing Agent via e-mail to rossana.garcia@montgomerycollege.edu no later than **5:00 p.m., on July 26, 2023**. No questions will be accepted after this date. All relevant questions received by the noted deadline may be answered by issuance of an addendum. **The College will not be bound by oral explanations for scope of services or any language contained in this solicitation.** The Offeror shall not initiate contact with any other College representative about this solicitation.

1.5 Addenda

The College will issue an addendum or addenda, if necessary. Notification regarding addenda posted at the College Procurement website at www.montgomerycollege.edu/procure will be provided by e-mail, to all perspective Offerors who are known by the College to have received a complete set of solicitation documents by downloading the solicitation documents from the College’s Procurement website and who have provided an accurate current e-mail address.

Only answers provided via an addendum issued by the Procurement Office will be binding. It is Offeror’s sole responsibility to check the College Procurement website for all posted addenda before submitting a

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proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror's proposal. Failure to receive any issued addenda shall not relieve Offerors from any obligation or requirement listed in addenda.

All addenda shall become part of the RFP documents. If conflicts, discrepancies, ambiguities, or omissions in or between the RFP documents are not brought to the attention of the College before the RFP closing date and time, the interpretation and intent of the RFP documents shall be as determined by the College at its sole discretion.

1.6 Proposal Validity

Offerors must hold their proposal prices for 120 days after the award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-solicit the contract or to award the contract to the next highest evaluated Offeror.

1.7 General Conditions and Instructions

Offerors shall refer to, understand, and agree to Attachment F, General Conditions and Instructions, of this proposal. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFP.

1.8 Submitted Pricing

All pricing is FOB Destination. Pricing must be submitted on the Price Proposal Form provided in the RFP documents. The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offerors' omission. Payment discounts, if offered, will be taken when appropriate but will not be considered in the evaluation for award. The College reserves the right to request additional related services in support of its operations, and fees for those services shall be negotiated accordingly. The College is exempt from State of Maryland sales use tax and federal excise tax, and the College will not pay or reimburse those taxes.

1.9 References

The Offeror must provide **three (3)** references (Attachment A), with whom Offeror has provided similar services within the past **three years**. All references must include organization name, contact name, mailing and email addresses, telephone number, and service dates. Cited references must be able to confirm, without reservation, the Offeror's ability to provide services in accordance with the requirements contained in this solicitation. The College reserves the right to reject a proposal based on an unsatisfactory reference; use itself as a reference, if applicable; request additional references; contact any non-reference clients that have utilized Offeror's services; or require a site visit to one or more of the Offeror's reference locations.

1.10 Subcontractors

The College seeks proposals from Contractors performing all requested services and will enter into an agreement only with the selected Offeror. **No portion of the work shall be subcontracted without the prior written consent of the College throughout the terms of the contract, including renewals and extensions.** In the event the Contractor desires to subcontract part of the services specified herein, the Contractor shall furnish the company or individual name(s), contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s), as well as a description of the services to be performed by

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the subcontractor. The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract if approved by the College. The College reserves the right to reject any proposed subcontractor in its own best interest.

1.11 Proposal Evaluation

Proposals submitted in response to this solicitation will include evaluation as follows:

- 1.11.1 Offeror is **responsible** – Offeror demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibility:
 - 1.11.1.1 Offeror has the equipment, ability, and experience to perform the work as stated in the specifications listed in this RFP.
 - 1.11.1.2 Offeror is financially stable.
- 1.11.2 Offeror is **responsive** – Offeror follows RFP submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:
 - 1.11.2.1 Offeror has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this RFP.
 - 1.11.2.2 Offeror has provided all documentation and samples requested in the Scope of Work/Specifications.

1.12 Proposal Rejection

The College reserves the right to reject any or all offers received as a result of this Request for Proposal. Offers may be rejected for any of the following reasons:

- 1.12.1 Failure to meet the mandatory specifications and requirements.
- 1.12.2 Failure to respond in a timely manner to a request for additional information, data, etc.
- 1.12.3 Failure to supply appropriate and favorable client references.
- 1.12.4 Submittal of an incomplete Price Proposal page.
- 1.12.5 Failure to sign the proposal.
- 1.12.6 Failure to return any addenda acknowledgements
- 1.12.7 Submittal of conditional, alternate or multiple proposals.
- 1.12.8 Failure to demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.12.9 Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.

1.13 Required Submittal List

See Section 4 - Proposal Submission.

1.14 Failure to Submit

Failure to provide any of the required submission items may deem a proposal non-responsive.

1.15 Estimated Contract Quantities

If applicable, the College's estimated service requirements should not be construed as a guarantee of the actual volume to be purchased.

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1.16 Contract Award

It is the College's intention to make the award in the best interest of the College to the **highest scored responsible and responsive Offeror**, who can meet or exceed the terms, conditions, and scope of work/services of this solicitation. Evaluation of Offeror's proposal will be based on Offeror qualifications and experience, implementation plan, references and competitive pricing. The evaluation for award will be made based on payment to the Contractor in Net 30 Days, from the date an acceptable invoice is received by Montgomery College. The College may cancel this Request for Proposal or reject any or all proposals in whole or in part.

1.17 Contract Documents

The Request for Proposal in its entirety, the Offeror's proposal accepted by the College, and the College purchase order, if applicable, will form the contract. Offeror's requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such a contract, terms, and conditions with their response. The contract will be examined and evaluated along with the Offeror's proposal. The College reserves the right to reject the Offeror's contract form and terms and conditions.

1.18 Contract Term

The initial term of this contract will be for **one year**, starting from the date of award. At the sole option of the College, the contract may be renewed **up to four (4) additional one-year terms**, provided service has been satisfactory, services are needed, funding is available, and renewals are in the best interest of the College.

1.19 Contract Price Adjustment

Contract prices shall remain fixed for first year of contract. Requests for price increases after first year of contract must be submitted in writing within 60 days prior to the expiration of year one contract term. The same will apply for all successive contract renewal periods, should the College elect to exercise them. Any approved increase will take effect at the start of a contract renewal term. All contract price increase requests, along with supporting documentation must be sent to the Director of Procurement. The College reserves the right to request additional supporting documentation. Any price adjustments cannot exceed the Consumer Price Index (CPI) for the Washington, DC-Baltimore Metropolitan Area as published by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers (CPI-U), not seasonally adjusted, most current year final index (no preliminary). The College will approve only one price adjustment for each contract term, if a price adjustment is approved. The College reserves the right for price adjustment downward.

1.20 Notification of Change in Personnel Assigned to Contract

Awarded Contractor must notify Montgomery College of any changes in personnel assigned to contract that may impact level of services provided by Contractor. Notification must be provided throughout life of contract, and within seven (7) business days of a change in personnel assigned to contract. Failure to notify Montgomery College may result in termination of contract.

1.21 Notification of Change in Financial Condition

Awarded Contractor must notify Montgomery College of any change in company's financial condition that could negatively impact the level of services or products provided by Contractor. Notification must be provided throughout life of contract, and within seven (7) business days of change in company's financial condition. Failure to notify Montgomery College may result in termination of contract.

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1.22 Contract Modification and Amendment

The College retains the unilateral right to require changes in the Scope of Work as long as the changes are within the general scope of work to be performed hereunder. The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the Contractor performs additional work on the project.

The awarded Contractor cannot accept purchase orders/requests for services or products that are not covered in this contract or make changes to the scope of work unless a price for those services or products has been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office. Any agreed-upon modification or amendment must be in writing and signed by both parties.

1.23 Insurance Requirements

Upon executing the contract and within 10 days of notice of award, the Contractor shall present the College with a Certificate of Liability Insurance issued from an insurance company licensed to do business in the State of Maryland. The Contractor insurance will be primary and kept in full force during the term of the contract, including renewals, if any; such insurance will indemnify and hold harmless the College from Workmen’s Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor’s operations under this contract, or by anyone else directly or indirectly employed by him/her, with the following minimum insurance coverage: Certificate of insurance is due within 10 days of notice of award.

Workers Compensation Insurance covering the Contractor’s employees

As required by Maryland State law with the following minimum limits:

Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

Commercial General Liability Insurance, excluding automobiles Owned or hired by the Contractor, with limits as follows:

Bodily Injury and Property Damage: \$300,000 combined single limit of bodily injury and property damage

- Contractual Liability – Premises and Operations
- Independent Contractors

Comprehensive Automobile Liability - Providing bodily injury and property damage coverage for owned vehicles and non-owned vehicles with limits as follows:

Bodily Injury:	\$100,000 each person
	\$300,000 each occurrence
Property Damage:	\$300,000 each occurrence

Additional Insured - Montgomery College shall be named as an additional insured on all liability policies.

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These coverages and limits are to be considered minimum requirements under this Agreement and shall in no way limit the liability or obligations of the Contractor. The insurance shall provide that policy coverage will not be cancelled, altered or materially changed without sixty (60) calendar days' notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect.

The Contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. The Contractor shall provide liability insurance coverage for material and/or equipment stored for the College for which the Contractor has received payment in an amount of that equaling its replacement value. Such insurance shall specifically identify the materials and/or equipment and shall name the College as an additional insured. The Contractor shall provide the College with evidence of such insurance. In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance during life of contract shall be grounds for immediate termination of contract.

1.24 Certificate of Liability Insurance

The Contractor shall furnish the College with a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference **Montgomery College Contract No. e424-003**. Current certificates must be provided to the College throughout the contract term.

1.25 Termination of Insurance

In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance shall be grounds for immediate termination of the contract.

1.26 Contract Assignment

The Contractor may not assign, transfer, convey, sublet or otherwise dispose of the contract or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval, in writing, by the College, and consent to such assignment shall not be unreasonably withheld or delayed. Unless otherwise agreed to in writing by the College, the assignee shall bear all costs incurred by the College, directly or indirectly, in connection with or as a result of such an assignment.

1.27 Contract Deadlines and Failure to Deliver

The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. Additionally, if the Contractor fails to comply with established delivery requirements, the College reserves the right to make an open market purchase of required services and items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

1.28 Contract Billing

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Invoices must detail and describe all contract services provided. Minimally, each invoice shall include the following: the College Purchase Order Number, campus and building location. All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office at 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to accountspayable@montgomerycollege.edu.

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1.29 Contract Notice to Cure

The College reserves the right to cancel the contract if the Contractor’s performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract for default.

1.30 Advertising

The Contractor shall not publish or use any information about the contract in any format or media for advertising or publicity without prior written consent from the College. No indication of purchase or use of goods or services by Montgomery College shall be used in Contractor’s product literature or advertising without the prior written consent of the College.

1.31 Ownership of Documents and Information

All files, disks, photographs, etc., which are prepared by the successful Contractor and form a part of its services, are the property of Montgomery College and shall be returned to the College upon completion of the job or upon termination of this contract. The successful Contractor is responsible for the protection and/or replacement of any original documents in its possession. All original documents must be returned to the College upon completion of the contract. All editorial materials, including but not limited to original copy, artwork, disks, photographs, proofs, corrected proofs, or CDs, etc. are the property of the College and must be returned following the completion of the contract. Original artwork, photographs, and copy may not be altered by the Contractor without the written approval of the College.

In the event the Contractor is unable to continue operation of the services required, for whatever reason, the College requires that the Contractor provide on appropriate media all data and information proprietary to Montgomery College. This information must not be made available to any third parties without the expressed written consent of Montgomery College.

1.32 Offeror’s Proprietary and Confidential Information

As a public entity, the College is subject to the disclosure requirements in the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the Maryland Public Information Act may be exempted from disclosure. Offerors must clearly identify each part of the Offer that it believes contains confidential commercial or financial information by stamping the top right-hand corner of each pertinent page with large red bold letters stating the words “confidential” or “proprietary.”

It is not sufficient to preface your proposal with a proprietary statement, or to use a page header or footer that arbitrarily marks some or all pages as confidential. General claims of confidentiality or similar blanket designations shall not be effective. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

Offeror agrees that upon request from the College, it will provide justification as to why any material, in whole or in part, should be considered confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to a request under the Maryland

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Public Information Act. The College, by law, must apply the MPIA requirements for public information disclosure deemed proprietary and/or confidential; therefore, even the information marked as such by the Offeror may still require public disclosure. Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential and shall be disclosed upon request under the MPIA.

1.33 Confidentiality

The Contractor agrees to maintain in strict confidence Montgomery College’s confidential information as listed herein. The Contractor may use the College’s confidential information solely to perform the services required, as listed herein and may not disclose such information to any person or entity without the expressed written consent of Montgomery College. The Contractor shall not publish or use any information about the contract in any format or media for advertising or publicity without prior written consent from the College.

1.34 Tobacco and E-Cigarette Policy

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor’s employees, agents, subcontractors, and Contractors.

SECTION 2 – BACKGROUND AND SCOPE OF SERVICES

2.1 Background

Montgomery College is Maryland's 2nd oldest community college. Founded in 1946, the College serves roughly 55,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators, staff, and student workers. Approximately 1,800 of these employees are required to participate in annual ethics/code of conduct training, and an additional 700 are strongly encouraged to complete the training as a sign of their commitment to the institution and their professional development.

Montgomery College Office of Compliance, Risk, and Ethics is responsible for regulatory compliance, Americans with Disabilities Act compliance, Title IX compliance, youth protection, internal audit, Maryland State Ethics reporting, Code of Ethics, and Enterprise Risk Management.

2.2 Objective

Montgomery College is seeking a **web-based** training that will support effective compliance such that all employees are aware of the expected compliance requirements and ethical behaviors. Training and awareness are vital components of shaping an ethical culture, and hence have been made a routine part of the employee experience through annual required ethics training. Annual ethics training ensures that awareness of the College's ethical standards and expectations remains front-and-center and is consistently reinforced among our diverse workforce. The Compliance Office was created in 2012, it began offering online training programs in 2016, and it has continued to expand training opportunities collegewide.

Montgomery College's Code of Ethics demands adherence to accountability, civility and collegiality, compliance, fairness, honesty, respect, and stewardship. See [MC Ethics and Code of Conduct Resources](#) and [MC P&P 31000 Code of Ethics and Employee Conduct](#)

2.3 Scope of Services

This Request for Proposal is to establish a contract with a qualified and experienced contractor that provides the required training for employee constituencies in a higher education setting. Montgomery College aspires to continue developing a solid ethical culture, offering an expansive array of ethics/code of conduct training in an online format. Montgomery College seeks to increase the institution's capacity to cultivate an ethical culture to support organizational effectiveness. Online ethics/code of conduct training will enable employees to make better ethical decisions and help enhance organizational effectiveness to support the College's mission, vision, and values.

2.3.1 The College is interested in a dynamic online ethics training solution that can enhance the institution's ethics training **capabilities** and has the following characteristics.

- Configurable and customizable
- A variety of modules of ethics content to choose from
- Availability of a variety of training modules to allow for annual updates to content
- Relevant to changing organizational needs
- Vector graphics

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SECTION 2 – BACKGROUND AND SCOPE OF SERVICES

- Attestation
- Full-length training (at least 30-40 minutes)

2.3.2 System/Application Outcome

Montgomery College seeks to increase the institution’s capacity to cultivate an ethical culture to support organizational effectiveness. Online ethics/code of conduct training will enable employees to make better ethical decisions and help enhance organizational effectiveness to support the College’s mission, vision, and values.

2.3.2.1 A successful online ethics/code of conduct training will enable the College to

- Effectively train employees at all levels on ethical concepts relevant to a higher education setting, and
- Provide training to College personnel in convenient and accessible formats.

2.3.2.2 A successful online ethics/code of ethics training solution will empower employees to:

- Understand and apply ethical concepts easily
- Obtain accurate information about ethical concepts to increase the likelihood of success
- Interact to practice application of ethical concepts
- Attest to receiving the Code of Ethics and Employee Conduct Policy and Procedures and other relevant College policies and procedures based on the training content and needs of the College.
- Receive links and attachments for ethical resources relevant to the training
- Learn how their ethical choices may impact the work environment
- View engaging displays and graphics about ethical concepts applicable to a higher education setting and to easily view a variety of scenarios
- View engaging displays and graphics that motivate them to explore a variety of “what if” scenarios
- Interact with the online ethics/code of conduct training module content to evaluate ethical decision-making exercised in their work environment
- Learn about the mechanism for confidentially reporting ethical concerns and what to expect once a concern has been raised.

2.3.3 Implementation Factors

A successful online training solution will address these implementation factors

- Equally suitable for use with a variety of mobile and desktop devices
- Ease of integration with other systems, such as Workday via SCORM
- Capacity for current and future usage
- Availability of a variety of ethics/code of conduct training offerings to allow for annual updates to ethics/code of conduct training
- Ability to provide a full-length ethics training to employees that is at least 30-40 minutes in length

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- Ability to configure the training to fit the brand of the institution
- Ability to provide links and attachments for resources
- Ease of navigation
- Ease of maintenance
- Attestation
- Interactive questions to apply knowledge
- Accessible for people with disabilities
- Ability to deliver the courses in Spanish in addition to English, is not required but preferred
- Ability to include micro-learning online content to reinforce the training message is desirable.

2.3.4 General Requirements

- The online training must use high quality graphics/video and be of a professional-level caliber.
- The online training must be easily compatible with SCORM for MC employee learning management system, MC Learns, through Workday.
- The online training should be a full-length training (30-40 minutes)
- The online training must include scenarios relevant to a higher education environment and include interactive testing of the learner’s retention and understanding.
- The online training must be customizable to include Montgomery College’s branding, policy information, listing of resources, and process to report ethical concerns.
- The online training must be capable of capturing attestation of each employee’s receipt of the Code of Ethics and Employee Conduct Policy.

2.3.5 General Capabilities

- Describe how the solution helps the employee learn ethical concepts.
- Describe how the solution helps the employee apply ethical concepts in an interactive fashion.
- Describe how the solution provides multiple formats for content to reinforce learner retention and understanding of ethical concepts.

2.3.6 Product Demonstration

Respondents receiving the top three (3) highest technical scores will be invited to provide a virtual demonstration of their solutions, according to College requirements and specifications. Awarded points will be part of the vendor’s overall score. Unsatisfactory product demonstrations may result in the vendor’s elimination from further consideration.

2.3.7 Training Requirements

- Contractor shall provide a timeline of the steps in the implementation process, inclusive of training. This timeline shall include both the timeline of steps to be provided by the Contractor and the timeline of steps to be provided by the College.

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- Contractor shall provide a designated implementation manager/representative to provide relevant training and to facilitate the customization of the training solution annually.
- Contractor shall provide all training materials.
- Contractor’s initial training may take place virtually or onsite.
- Contractor shall provide continued and unlimited ongoing training for new or updated features on an annual basis, as needed.
- Contractor’s continued or unlimited ongoing training options should include onsite, live online, or web-based options.
- Contractor’s training shall not be considered complete until the College agrees that the solution is fully operational and each designated system user has shown the ability to successfully gain access to and operate the solution.

2.4 Technology Accessibility Requirement and Data Security

Refer to Section 3 – IT Data Security, Compliance and Accessibility Requirements.

2.5 Offeror’s Qualifications and Performance Standards

The Contractor shall furnish all personnel, supervision, project coordination and follow up, experience, knowledge, skills, abilities, facilities, insurance and technology in place to fulfill the requirements of the resulting contract and to provide the requested services on a timely basis and in compliance with all municipal, county, state, and federal codes, ordinances, regulations and laws, and industry best practices and standards, including adherence to compliance requirements that may be updated by law or practice.

2.6 Qualifications Experience Requirements

In order to be considered for award, Offeror must provide evidence of their qualifications, technical competence and experience. The Offeror’s firm and proposed staff shall have provided similar services as those sought herein according to the following requirements:

- At least three (3) years of documented successful experience providing online ethics and/or code of conduct training.
- At least three (3) years of experience providing services listed herein to higher education institutions is preferred.
- At least three (3) recent references for same or similar services; one reference from a higher education institution is preferred. For each client submitted as a reference, offeror shall supply a brief description of the services provided, the timeframe services were provided and client contact information.

In addition to the minimum qualification and experience requirements described above, Offeror shall provide information about its company so the College can evaluate the firm’s ability to provide services set forth in response to this RFP. The College, at its discretion, may require an Offeror to provide additional information and/or clarify requested information.

2.7 Project Management

Successful offeror must designate a project manager who will be the primary contact for all services performed under this project.

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2.8 Contractor’s Responsibility for Employees/Subcontractors

The Contractor shall be responsible for the acts and omissions of all the firm’s employees and all Subcontractor employees, their agents and all other persons performing any of the work under a contract with the Contractor. The Contractor shall at all times enforce strict discipline and good order among the Contractor’s employees and shall not employ on the work site any unfit person or anyone not skilled in the task assigned.

2.9 Deliverables Deadline

Implementation process for launching online training solution must begin within 30 days of receipt of purchase order.

2.10 Post Award Kickoff Meeting

The Contractor may be required to attend an in-person or virtual post-award kickoff meeting with the College to go over the contract requirements and logistics, review electronic records, and discuss invoicing procedures and other items associated with the Contract.

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3.1 Network and Hosting Requirements (if applicable)

The proposed technology solution will be hosted by the Vendor or by a qualified third-party Vendor. The Vendor or its subsidiaries or subcontractors shall not transmit data on or through the College network or any devices that are a part of that network or store data on any devices that are part of that network. The College requires that all of its data be stored in the continental U.S. To review Montgomery College Information Technology Standards, visit: https://info.montgomerycollege.edu/offices/information-technology/it-security/it_standards.html.

3.2 Data Protection

All College vendors or potential vendors who provide technology resources or services in the form of software, hardware, electronic content, or support documentation and services as well as those vendors who host and/or process College data in support of service offerings must provide evidence of their security programs and postures **as part of their proposal submission specified in Section 4.2.2.3 System/Application Requirements**. This includes the satisfactory completion (as determined by Montgomery College IT Security personnel) of an associated questionnaire(s) on security and privacy controls, and/or provide supporting documentation, e.g., Service Organization Controls, SOC 2 report.

Note: The College reserves the right to disqualify any bidding firm that fails to provide a satisfactory questionnaire and/or current SOC 2 report, upon request.

In addition, specific controls are required to support the confidentiality, integrity, and availability of College data, including but not limited to:

- Solution must support federated single sign-on (SSO) using SAML 2.0 or Active Directory Federation Services 4.0 and higher to allow College users to leverage Montgomery College credentials and enforce its authentication policies, including multi-factor authentication.
- Solution must provide role-based access control to ensure that only authorized individuals are granted access to the offered solution with permissions granted appropriate to their role.
- Solution must employ TLS 1.2 or greater for all College data in-transit including any website or application portal.
- Solution must encrypt College data stored and maintained using at least the industry standard encryption algorithm AES-128 or greater.

If a **multi-year contract**, a satisfactory updated security questionnaire and/or SOC 2 report is required and must be submitted within thirty (30) days prior to start of contract renewal period.

3.2.1 Acknowledgement of Confidential Nature of Information, Access and Applicable Law

Vendor acknowledges that its performance of Services under the Agreement may involve access to Confidential Information of the College including, but not limited to, personally-identifiable information, student records, protected health information, or individual financial information (collectively, "Protected Information") that is subject to state, federal and/or international laws/rules restricting the use and disclosure of such information, including, but not limited to; the federal Gramm-Leach-Bliley Act (15 U.S.C. §§ 6801(b) and 6805(b)(2)); and the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g); and the privacy and information security aspects of the Health Insurance Portability and Accountability Act and its implementing regulations

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(including without limitation 45 CFR Part 160 and Subparts A, C, and E of Part 164); and the Payment Card Industry Data Security Standards promulgated by the PCI Security Standards Council; and Regulation 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data (General Data Protection Regulation), as well as any national, state or territorial implementations of such laws (as may be amended, superseded or replaced) (collectively, “GDPR”). Vendor agrees to comply, and require subcontractors to comply, with all applicable federal, state and international laws and industry standards restricting the access, use and disclosure of Protected Information.

3.2.2 Prohibition on Unauthorized Use or Disclosure of Protected Information

Vendor agrees to hold the College’s Protected Information, and any information derived from such information, in strictest confidence. Vendor shall not access, use or disclose Protected Information except as permitted or required by the Agreement or as otherwise authorized in writing by the College, or applicable laws. If required by a court of competent jurisdiction or an administrative body to disclose Protected Information, Vendor will notify College in writing within one business day upon receiving notice of such requirement and prior to any such disclosure, to give College an opportunity to oppose or otherwise respond to such disclosure (unless prohibited by law from doing so). If such opposition is unsuccessful, or if the College does not otherwise oppose or respond to the disclosure notice, Vendor shall provide to the College a copy of any Protected Information disclosed contemporaneously with its disclosure. Any transmission, transportation or storage of Protected Information outside the United States is prohibited except on prior written authorization by the College.

Notwithstanding any other provisions of this Agreement, this Section does not prohibit or limit Vendor from any use or disclosure of any information that may be the same as any Protected Information but which Vendor can demonstrate by documentary evidence was (i) properly obtained by Vendor without access to, reference to or use of any Protected Information, and (ii) at all times maintained separately from and not in any way combined, commingled, compared, benchmarked or in any way associated with any Protected Information.

3.2.3 Safeguard Standard

With respect to the College’s Protected Information, Vendor shall implement and maintain reasonable security procedures and practices that are appropriate to the nature of the College’s Protected Information, and that are reasonably designed to help protect the College’s Protected Information from unauthorized access, use, modification, disclosure or destruction. If the Vendor discovers a breach of its security system, Vendor shall notify the College in accordance with the requirements of MD State Gov’t. Article, § 10-1305, or successor provision and shall comply in all respects reasonably pertinent to the Agreement with the Fair Information Practice Principles, as defined by the U.S. Federal Trade Commission. If collecting Protected Information electronically from individuals on behalf of the College, Vendor shall utilize a privacy statement or notice in conformance with such principles.

Vendor agrees to protect the privacy and security of Protected Information according to all applicable laws and regulations, by industry standard and commercially-acceptable standards, and no less rigorously than it protects its own confidential information. Vendor shall implement,

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maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality (authorized access), integrity and availability of the Protected Information While Vendor has responsibility for the Protected Information under the terms of this Agreement, Vendor shall ensure that such security measures are regularly reviewed and revised to address evolving threats and vulnerabilities.

- 3.2.3.1 All facilities used to store and process Protected Information will employ commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Vendor’s own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved.
- 3.2.3.2 Vendor components must employ TLS 1.2 or greater for all College data in-transit including any website or application portal. All data at rest must be encrypted using at least the industry standard encryption algorithm AES-128 or greater.
- 3.2.3.3 Vendor warrants that the Vendor Products and/or services (including any products and/or services provided by affiliates or subcontractors) must support federated single sign-on (SSO) using SAML 2.0 or Active Directory Federation Services 4.0 and higher to allow College users to leverage Montgomery College credentials and enforce its authentication policies, including multi-factor authentication.
- 3.2.3.4 Vendor will require its employees and those of its affiliates and subcontractors to use multi-factor authentication to connect to all partner and subcontractor systems that handle College data (at rest or in-transit).
- 3.2.3.5 Vendor will use industry standard and up-to-date security tools and technologies such as protections and intrusion detection methods in providing Services under this Agreement.
- 3.2.3.6 Vendor shall not store or process Protected Information outside of data centers located in the United States.
- 3.2.3.7 Vendor must provide role-based access control to ensure that only authorized individuals are granted access to the offered solution with permissions granted appropriate to their role.
- 3.2.3.8 Vendor must provide its latest SOC 2 Type 2 reports, penetration test reports, PCI Attestations of Compliance for Service Providers, and any other relevant updated security documentation when it becomes available, or at least 60 days prior to renewals, or upon request by Montgomery College.
- 3.2.3.9 Vendor acknowledges and agrees that the College has, prior to entering into the Agreement, conducted Vendor Security Risk Assessments. Vendor agrees that it shall complete and cause its affiliates and subcontractors to complete remediation if required.

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3.2.4 Return and Destruction of Protected Information

Within 30 days of the termination, cancellation, expiration or other conclusion of the Agreement, Vendor shall return the Protected Information to the College in an agreed upon format, and Vendor must destroy any copies of Protected Information remaining within its possession or control. This provision shall also apply to all Protected Information that is in the possession or control of affiliates or subcontractors of Vendor. Such destruction shall be accomplished by “purging” or “physical destruction” in accordance with commercially reasonable standards for the type of data being destroyed (e.g., Guidelines for Media Sanitization, NIST SP 800-88). Vendor shall certify in writing to the College that such return and destruction has been completed. Vendor’s affiliates and subcontractors must also make such certification to the College.

3.2.5 Breaches of Protected Information

For purposes of this section, the term “Breach” has the meaning given to it under the applicable state, federal or international law and/or regulation.

3.2.5.1 Reporting of Breach

Within one business day upon discovery of a confirmed Breach, Vendor shall report in writing to the College. In no event shall the report be made more than two (2) business days after Vendor knows a Breach has occurred. In the event of a suspected Breach, Vendor shall keep the College informed regularly of the progress of its investigation until the uncertainty is resolved.

Vendor’s report shall identify:

- The nature of the unauthorized access, use or disclosure,
- The Protected Information accessed, used or disclosed,
- The person(s) who accessed, used and disclosed and/or received Protected or Private Information (if known),
- What Vendor has done or will do to mitigate any deleterious effect of the unauthorized access, use or disclosure, and
- What corrective action Vendor has taken or will take to prevent future unauthorized access, use or disclosure.
- Vendor shall provide such other information, including a written report, as reasonably requested by the College.

3.2.5.2. Coordination of Breach Response Activities

In the event of a Breach, Vendor will:

- Immediately preserve any potential forensic evidence relating to the Breach;
- Promptly (within 2 business days) designate a contact person to whom the College will direct inquiries, and who will communicate Vendor responses to the College’s inquiries;

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- As rapidly as circumstances permit, apply appropriate resources to remedy the breach condition, investigate, document, restore College service(s) as directed by the College, and undertake appropriate response activities;
- Provide status reports to the College on Breach response activities, either on a daily basis or a frequency approved by the College;
- Coordinate all media, law enforcement, or other Breach notifications with the College in advance of such notification(s), unless expressly prohibited by law;
- Make all reasonable efforts to assist and cooperate with the College in its Breach response efforts; and
- Ensure that knowledgeable Vendor staff are available on short notice, if needed, to participate in College-initiated meetings and/or conference calls regarding the Breach.

3.2.5.3 PCI Compliance

College is required to maintain a program to monitor a third-party service provider’s PCI DSS compliance at least annually. Vendor is responsible as a “service provider” under Requirement 12.8 of the PCI DSS for the security of cardholder data that it possesses, or that passes through it relating to receiving, storing, processing, and transmitting of the cardholder data and must at all times comply with all applicable requirements of, and annually validate such compliance with, the PCI DSS. Vendor will annually provide the College with evidence of its current validation of compliance with PCI DSS requirements. Such evidence must be specific and sufficient to enable the College to confirm that all applicable PCI DSS requirements are met. Vendor shall immediately notify the College if it learns that it is no longer PCI DSS compliant and will immediately provide the College with the steps being taken to remediate the non-compliance status. Vendor is responsible to ensure that its affiliates and/or subcontractors comply with this provision.

3.2.5.4 Costs Arising from Breach

In the event of a Breach (including of payment card data) by the Vendor or its staff, affiliates, or subcontractors, Vendor agrees to promptly reimburse all costs to the College arising from such Breach, including but not limited to costs of notification of individuals, establishing and operating call center(s), credit monitoring and/or identity restoration services, time of College personnel responding to Breach, civil or criminal penalties levied against the College, attorney’s fees, court costs, etc. Any Breach may be grounds for immediate termination of this Agreement by the College.

3.2.6 Examination of Records

College shall have access to and the right to examine any pertinent books, documents, papers, and records of Vendor involving transactions and work related to the Agreement until the expiration of three years after final payment hereunder. Vendor shall retain project records for a period of three years from the date of final payment.

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3.2.7 Assistance in Litigation or Administrative Proceedings

Vendor shall make itself and any employees, subcontractors, or agents assisting Vendor in the performance of its obligations under the Agreement available to the College at no cost to the College to testify as witnesses in the event of an unauthorized disclosure caused by Vendor that results in litigation or administrative proceedings against the College, its directors, officers, agents or employees based upon a claimed violation of laws relating to security, privacy or arising out of this agreement.

3.2.8 Insurance

Vendor shall maintain at all times during the term of this Agreement, at its own expense, cyber liability and technology errors and omissions insurance with limits not less than \$3,000,000 for liability and damages resulting from any misuse, misappropriation, unauthorized disclosure or other breach of private information and personally identifiable information, arising from Vendor's performance of services. Such damages shall include notification costs and/or forensics costs, fines, penalties, and related damages and shall include a requirement that the Insurance Company shall notify the College in writing forty-five (45) days in advance of the effective date of any reduction in or cancellation of its policy. A certificate of insurance shall be furnished to the College. All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland and acceptable to the College. The insurers must have a policyholder's rating of "A-" or better and a financial size of "Class VII" or better in the latest AM Best ratings.

3.2.9 Survival

The Vendor shall maintain an industry standard disaster recovery program to reduce in potential effect of outages because of supporting data center outages. Any backup site used to store College Protected Information shall include the same information security and privacy controls as the primary data center(s).

3.3 Technology Accessibility

All e-learning and information and communication technology (ICT) developed, purchased, upgraded or renewed by or for the use of the College shall comply with all applicable policies, Federal and State laws and regulations including, but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d) and all other regulations disseminated under Title II of The Americans with Disabilities Act, which are applicable to all benefits, services, programs, and activities provided by or on behalf of the College. The Vendor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0 AA.

Three Offerors receiving the highest technical proposal evaluation scores are required to submit an accessibility conformance report (ACR) if offering electronic content, software, hardware or support documentation and services in response to this solicitation **as specified in Section 4.2.2.3.2 System/Application Requirements**. If an ACR is not available, the offeror must complete the Voluntary Product Accessibility Template (VPAT®) and submit with response. The VPAT® template is available at <https://www.section508.gov/sell/vpat/>.

A review of the ACR or VPAT® will be included as part of the evaluation process, and **failure to submit this documentation may result in the disqualification of submitted response**.

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Offerors whose proposals are ranked among the three highest technical proposals may be required to submit additional supporting documentation including:

- A product accessibility demonstration
- A recent accessibility audit report for the product/service
- A description of the process and methods used to evaluate accessibility compliance
- A description of how digital accessibility fits into your product development lifecycle
- A description of accessibility testing processes
- A description of any modifications, peripherals, etc., that can be used to make inaccessible features of your product functionally accessible
- A description of the extent to which your product is accessible to people with disabilities. Please include all common types of visual, hearing, motor, and cognitive disabilities

Note: The College reserves the right to disqualify any Offeror that fails to provide a completed ACR, product accessibility demonstration, or other accessibility conformance documentation.

If a **multi-year contract**, a satisfactory updated Accessibility Conformance Report or an Accessibility Roadmap documenting progress in remediating accessibility issues is required and must be submitted within thirty (30) days prior to the start of the contract renewal period.

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SECTION 4 – PROPOSAL SUBMISSION

4.1 Electronic Proposal Submission

The following electronic proposal submission requirements supersede the delivery of bids, and bid signature requirements language in Attachment F: General Conditions and Instructions.

All Offerors' proposals must be submitted electronically, to vendor.proposals@montgomerycollege.edu via one email, in two separate PDF file attachments, by 3:00 p.m. Eastern Daylight Time (EDT), on **August 9, 2023**. One attachment shall include the **Technical Proposal**, and the second attachment shall include the **Price Proposal**. **Subject line of email must include "Offeror's Response to RFP No. e424-003, Online Ethics/Code of Conduct Training."**

Any proposals received at the above email address after the EDT submittal deadline will be automatically rejected. **It is Offeror's sole responsibility to ensure the complete electronic submission is securely delivered and received by the College Procurement Office.**

Proposals shall be certified, signed, and dated by a bona-fide agent of the Offeror, and include minority classification, if applicable.

Failure to include all required submittals may render the Proposal non-responsive. The College will reject any offer without an authorized signature.

To be considered, all responses must be submitted in the manner set forth in this RFP. All proposals received shall become the property of the College. In submitting a response to this RFP, an Offeror shall be deemed to have agreed to all terms and conditions.

In the event that the College is closed on the RFP closing date due to an unforeseen circumstance, the RFP will be opened at the stated time on the next open business day, unless the Offeror is notified otherwise.

4.2 Required Proposal Submittals

A submittal consisting of the Technical Proposal and the Price Proposal is required when responding to this Request for Proposal.

4.2.1 Technical Proposal

This section must contain a detailed description of the services offered by the Offeror in response to this RFP. The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's experience and capabilities.

4.2.2 Technical Proposal must include the following items:

- a. Transmittal Letter
- b. Statement of Qualifications:
 - Technical competence and experience of the firm, including any subcontractor, if applicable
 - Technical competence and experience of the proposed personnel, including any subcontractor if applicable
- c. System/Application Requirements
- d. Project Approach & Implementation
- e. Completed Reference form, Attachment A

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- f. Contractor Information Form, Attachment B
- g. Conflict of Interest Form, Attachment D.
- h. Non-Debarment Acknowledgment, Attachment E
- i. Acknowledgement of the receipt of Addenda, if applicable
- j. Proposed Exceptions to the RFP requirements, if applicable
- k. Mid-Atlantic Team Rider Clause, Attachment G (Optional)

Offeror’s Technical Proposal shall be organized in the following manner:

4.2.2.1 Transmittal Letter

The transmittal letter must be prepared on the Offeror’s business stationery. The letter must introduce the company and give a brief history of the organization and the contact person responsible for the project. The letter should summarize the key points of the proposal; must indicate the Offeror’s understanding of the College’s requirements, demonstrate the Offeror’s ability to provide the requested services, offeror’s corporation/organization size, the nature of company ownership (i.e., privately or publicly held), web presence, length of time the organization has been providing the required services listed herein, key business relationships including higher education experience and business registration. An individual authorized to represent the Offeror for this RFP must sign the letter.

4.2.2.2 Statement of Qualifications

This contract requires specialized services. Offeror’s proposal statement must address the following. If any subcontractor proposed to be used, please include the subcontractor’s information as well:

4.2.2.2.1 Organization’s technical competence and experience:

- Professional qualifications and technical competence of the firm, including any subcontractor if applicable.
- Previous demonstrated experience of the firm providing online ethics or code of conduct training implementation, preferably to higher education institutions, including a list of same and similar projects performed in the last three years.

4.2.2.2.2 Personnel’s technical competence and experience:

- Professional qualifications and technical competence of the proposed key staff who will be assigned to this project or who are essential to the vendor’s solution and success. Include any subcontractor, if applicable.
- Previous demonstrated experience of the key staff providing same or similar services performed in the past three years. Provide resume, educational background and experience.

4.2.2.3 System/Application Requirements

4.2.2.3.1 Demonstrate through a narrative, infographic and/or presentation how system/application meets outcomes, implementation factors, general requirements and capabilities included in the scope of services.

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4.2.2.3.2 Upon conclusion of the technical proposal evaluation and prior to the demonstration, three Offerors receiving highest technical scores will be requested by the College Procurement Office to provide the following documents:

- (a) Accessibility Conformance Report (ACR) or Voluntary Product Accessibility Template (VPAT®).
- (b) Data Protection compliance in the form of Service Organization Controls – SOC 2 report or associated questionnaire on security and privacy controls.

4.2.2.3.3 Those proposals which do not meet accessibility requirements and data protection compliance may be rejected at the sole discretion of the College, and will not be considered further for demonstration.

4.2.2.4 Project Approach & Implementation

4.2.2.4.1 Clear understanding of the background and requirements of the Scope of Services (detailed in response).

4.2.2.4.2 The approach and assessment process to complete the project, and a narrative description of the plan to execute them.

4.2.2.4.3 Approach must include an implementation timeline consistent with the completion of the project.

4.2.2.5 References, Attachment A

The Offeror must submit three (3) references from current or former customers within the past three (3) years that are capable of confirming the Offeror's experience in providing the same or similar level of services.

The proposal must include the names and telephone numbers of three references. Cited references must be able to confirm, without reservation, the Offeror's ability to provide these services in accordance with the requirements in this RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Offeror's services.

4.2.2.6 Subcontractors

Each Offeror must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.

4.2.2.7 Contractor Information Form, Attachment B

4.2.2.8 Conflict of Interest Form, Attachment D

4.2.2.9 Non-Debarment Acknowledgment, Attachment E

SECTION 4 – PROPOSAL SUBMISSION

4.2.2.10 Acknowledgment of the receipt of Addenda, if applicable

4.2.2.11 Proposed Exceptions to the RFP requirements, if applicable

Offerors shall include any exceptions to the RFP documents in the Technical Proposal submission to initiate further consideration by the College. An exception to the RFP documents by the Offeror is considered by the College to be a request for information. The College makes no implicit or explicit statement as to any willingness to deviate from the RFP documents.

Unless explicitly stated by the Offeror in the Proposal submission that an exception to the RFP documents is a condition of the proposal, the College does not consider exceptions to RFP documents provided by the Offeror to be the submission of a conditional proposal.

4.2.2.12 Mid-Atlantic Purchasing Team Cooperative Rider Clause, Attachment G (Optional)

4.2.3 Price Proposal Form

Offerors must use the Price Proposal Form provided in Section 5 for submission. The price(s) offered on the Price Proposal must include all charges and costs including travel incurred in the delivery of this procurement. The Price Proposal must be completed in full, signed, and dated. **Offers must submit the pricing of all line items to be considered for award; failure to do so will deem an Offer non-responsive.**

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SECTION 5 – PROPOSAL EVALUATION AND CONTRACT AWARD

5.1 Evaluation Process

The evaluation process is comprised of Technical Proposal, accessibility determination, data protection compliance, demonstration and Price Proposal Evaluation.

Technical Proposals will be opened first and be examined for responsiveness and completeness by the College evaluation team. The Price Proposals remain sealed and are held by the Procurement Office. Evaluation of Technical Proposals will be based on the criteria provided in the RFP, the substantiated ability of an Offeror to perform the required services, and the Offeror’s responsiveness to the RFP requirements.

Proposals receiving the three highest technical scores will be evaluated for accessibility determination and data protection compliance. IT accessibility determination will be based on ACR or VPAT® submission; data protection compliance will be based on the Service Organization Controls SOC 2 report or the associated questionnaire on security and privacy controls. Those proposals which do not meet accessibility requirements and data protection compliance may be rejected at the sole discretion of the College.

Offerors whose proposals are in compliance with accessibility determination and data protection compliance will be invited to provide a virtual demonstration of their solution and capabilities, according to the College’s requirements and specifications. The demonstration will be scored based on training content and compliance with all aspects of scope of services requirements.

Price proposals of offerors meeting accessibility and data protection compliance and presenting a successful demonstration, will be opened and reviewed for responsiveness and completeness. Price Proposals from those Offerors outside of the range of the three highest technical scores and not meeting accessibility and data protection compliance will not be opened.

Offeror’s price proposal scores are determined by giving the proposal with the lowest total cost (base bid plus optional pricing) the maximum number of price proposal points available, and higher price proposals will receive reduced point scores by ratio in comparison with the lowest price proposal. The College reserves the right to negotiate the pricing, if it is determined to be in the best interest of the College to do so.

The Price Proposal score will be added to the Technical Proposal score and Demonstration score for a combined total evaluation score. The Offeror achieving the highest combined score will be recommended for contract award.

5.2 Evaluation Criteria

All complete and responsive technical Proposals will be evaluated and scored by the College Evaluation Committee based on the following criteria and weighting:

5.2.1 Technical Proposal (50% of the total score):

Description	Weighting
Statement of Qualifications	20%
System/Application Requirements	10%
Project Approach & Implementation	10%
Past Performance/References	10%

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SECTION 5 – PROPOSAL EVALUATION AND CONTRACT AWARD

5.2.2 Demonstration (30% of the total score)

Demonstration	30%
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5.2.3 Price Proposal (20% of the total score)

Price Proposal	20%
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5.2.4 Total score 100%

5.3 Award

Award will be made in aggregate, to the highest evaluated, most responsive, responsible Offeror meeting all RFP terms, conditions, and scope of services.

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SECTION 6 – PRICE PROPOSAL FORM

Offeror proposes following fully burdened fees including all direct, indirect, and profits associated with providing the services specified in accordance with the RFP requirements.

6.1 Base Bid

Line	Description	Amount (\$)
1	Online ethics/code of conduct training. Includes implementation and 1 st year College-wide license for 2000 subscriptions and support fee	\$
2	Year 2 – College-wide license for 2000 subscriptions and support fee	\$
3	Year 3 – College-wide license for 2000 subscriptions and support fee	\$
4	Year 4 – College-wide license for 2000 subscriptions and support fee	\$
5	Year 5 – College-wide license for 2000 subscriptions and support fee	\$
	Total Base Bid Amount	\$

6.2 Optional Pricing

Line	Description	Amount (\$)
1	Additional 100 subscriptions and support fee	\$
2	Additional 250 subscriptions and support fee	\$
3	Additional 500 subscriptions and support fee	\$

The prices offered on the Price Proposal must include all charges, costs, and fees associated with the services listed. No allowance will be made at a later date for additional charges due to the Offeror’s omission. Offeror must fill out all blanks on the Price Proposal Form in order to be considered. Failure to do may deem an Offer non-responsive.

REMEMBER TO SIGN YOUR PROPOSAL

Award will be made in aggregate, to the highest evaluated, most responsive, responsible Offeror meeting all RFP terms, conditions, and scope of services of this solicitation.

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the RFP scope of services, stipulations, and terms and conditions specified and that your firm has read and agrees to the College’s terms, conditions, stipulations, and scope of services and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

 Company Name Name

 Title Authorized Signature and Date

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ATTACHMENT A – REFERENCES

REFERENCE 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

Please note: References listed must be able to confirm the Offeror’s ability to provide the services requested in this RFP.

References submitted by: _____
Company Name

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ATTACHMENT B – CONTRACTOR INFORMATION FORM

B.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

B.2 Minority Contractor: Yes No

If yes, please specify minority classification

B.3 Price adjustment (is is not) necessary for other public agencies as listed.

B.4 Please list any exceptions taken to any terms and conditions listed in the RFP. Please note any exceptions taken may affect the award of a contract or purchase order.

B.5 I/We certify that our firm is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any County, State, or Federal agency. I/We agree to notify Montgomery College should a change in this status occur.

Yes No

B.6 Please provide the following information:

Company Name		Years in Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

Company Name _____ Name _____

Title _____ Authorized Signature and Date _____

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ATTACHMENT C – NO PROPOSAL RESPONSE FORM

Please be advised that our company does not wish to submit a proposal in response to the above-captioned RFP for the following reason(s):

Too busy at this time

Not engaged in this type of work

Project is too large or small

Cannot meet mandatory requirements (Please specify below)

Other (Please specify)

Company Name Name

Street Address Authorized Signature and Date

City, State, Zip Code Title

Please return to:	Montgomery College Office of Procurement 9221 Corporate Blvd Rockville, Maryland 20850
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ATTACHMENT D – CONFLICT OF INTEREST FORM

CONFLICT OF INTEREST STATEMENT

The undersigned hereby affirms and attests that to the best of its knowledge, no Montgomery College trustee or employee, or spouse, parent, child, brother, sister of any trustee or employee, own assets in this business, and as of this date are NOT employed by Montgomery College.

Company Name:	
Printed Name:	
Title:	
Signature:	
Date:	

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ATTACHMENT E – NON-DEBARMENT ACKNOWLEDGMENT

NON-DEBARMENT ACKNOWLEDGEMENT

_____ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. If so, please provide an attachment describing the pending litigation or debarment.

_____ I acknowledge none of this company’s officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Montgomery College Board of Trustees or any employees of the College has any interest in the bidding company except as follows:

As the duly authorized representative of the Offeror, I hereby certify that the above information is correct and that I will advise Montgomery College should there be a change in status.

By (Signature) _____

Name and Title _____

Witness Name and Title _____

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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE PERIOD The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor’s performance must be consistent with the specifications contained herein and the Contractor’s bid. Failure to satisfy the “acceptance trial period of performance” may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor’s services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

ADDENDA The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

AUDIT Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of Bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

BEHAVIOR OF CONTRACTOR EMPLOYEES The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor’s responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor’s employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier’s check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidder’s within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty-eight (48) hours after receipt of the performance bond.

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BIDDING INSTRUMENTS Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

CANCELLATION Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

COMPLIANCE WITH LAWS Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

CONFLICT OF INTEREST No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

CONTINGENT FEES Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

CONTRACT DEADLINES The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

CONTRACTOR IDENTIFICATION Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

CONTRACT TERMINATION The contract may be terminated for any of the following reasons:

- Failure of the Contractor to meet the mandatory requirements as described in this bid.
- Failure of the Contractor to meet required deadlines.
- Failure of the Contractor to resolve problems in a timely manner.
- Lack of College funding.

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CONTRACTORS This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful Bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.

DELIVERY OF BIDS Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED. Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850.

ERRORS IN BIDS Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

FAILURE TO DELIVER If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

INSPECTION OF PREMISES If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder at a later date for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

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INSURANCE If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen’s Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor’s operations under this contract, or by anyone directly or indirectly employed by him/her.

MARYLAND PUBLIC INFORMATION ACT Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

MINORITY PARTICIPATION Pursuant to Section 16-311(7) of the Education Article and Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage the participation of responsible certified minority business enterprises to provide goods and services for the performance of College projects. “Minority business enterprise” has the meaning stated in Section 14-301 of the State Finance and Procurement Article and means a legal entity, except a joint venture, that is: (1) organized to engage in commercial transactions; (2) at least 51% owned and controlled by one or more individuals who are socially and economically disadvantaged; and (3) managed by, and the daily business operations which are controlled by, one or more of the socially and economically disadvantaged individuals who own it. A “socially and economically disadvantaged individual” means a citizen or lawfully admitted permanent resident of the United States who is in any of the following minority groups: African American, American Indian/Native American, Asian, Hispanic, physically or mentally disabled, women, or a group (e.g., LGBTQIA+) otherwise found by the certification agency to be a socially and economically disadvantaged individual.

NON-ASSIGNMENT AND SUBCONTRACTING Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

NON-COLLUSION Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

NON-DISCRIMINATION Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual’s national origin or in the case of a citizen or intending citizen, because of such individual’s citizenship status.

NON-DISCRIMINATION POLICY The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor’s responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College. It should be assumed that all sexual behavior by the Contractor’s employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also ensure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

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NON-VISUAL ACCESS Bidder warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The Offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase “equivalent access” means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

NOTICE TO CURE The College reserves the right to cancel the contract if the Contractor’s performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF BID Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by “Notice of Intent to Award” and/or purchase order. A Bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder’s place of business prior to award of contract to determine Bidder’s responsibility.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

RECORD RETENTION If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

REFERENCES Bidder must provide at least three references from former or current clients who can confirm the Bidder’s experience with projects that are similar in size or scope. All reference information must include the company’s name and address and the contact’s name and telephone number. The references provided must be able to confirm, without reservation, the Bidder’s ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS

REJECTIONS AND CANCELLATIONS Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No. ____" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

SIGNATURE Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. **NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance, and any additional costs will be borne by the Contractor.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

TERMINATION FOR DEFAULT If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS

USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS While this solicitation is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland, as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM COOPERATIVE RIDER CLAUSE



Cooperative Rider Clause

The Mid-Atlantic Purchasing Team (“MAPT”) is the agreement between the Metropolitan Washington Council of Governments (“MWCOG”) and the Baltimore Metropolitan Council (“BMC”) to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region (“region”).

I. Format

A lead agency format is used to accomplish this work. This Participating Agency, serving as Lead Agency for this procurement, has included this MAPT Cooperative Rider Clause. This allows other public entities to participate pursuant to the following Cooperative Rider Clause Terms and Conditions:

A. Terms

1. Any public entity participating in this procurement (“Participating Agency”), through their use of this Cooperative Rider Clause, agrees to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the Participating Agency.
2. A Participating Agency may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

B. Other Conditions - Contract and Reporting

1. The resulting contract shall be governed by and “construed” in accordance with the laws of the State/jurisdiction in which the Participating Agency is officially located;
2. To provide to MAPT contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well as reporting any Participating Agency added on the contract, on demand and without further approval of Participating Agency;
3. Contract obligations rest solely with the Participating Agency only; and
4. Significant changes in total contract value may result in further negotiations of contract pricing with the Lead Agency and any Participating Agency.

In pricing and other conditions, contractors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this Region.

In order to ride an awarded contract, a COG Rider Clause Approval Form (below) must be completed and approved by the Lead Agency.

ATTACHMENT G – MID ATLANTIC PURCHASING TEAM COOPERATIVE RIDER CLAUSE

II. Participating Members

COG MEMBER GOVERNMENTS

District of Columbia

Maryland

- Town of Bladensburg
- City of Bowie
- City of College Park
- Charles County
- City of Frederick
- Frederick County
- City of Gaithersburg
- City of Greenbelt
- City of Hyattsville
- City of Laurel
- Montgomery County
- Prince George’s County
- City of Rockville
- City of Takoma Park

Virginia

- City of Alexandria
- Arlington County
- City of Fairfax
- Fairfax County
- City of Falls Church
- Loudoun County
- City of Manassas
- City of Manassas Park
- Prince William County

Other Local Governments

- Town of Herndon
- Spotsylvania County
- Stafford County
- Town of Vienna

Public Authorities/Agencies

- Alexandria Renew Enterprises
- District of Columbia Water and Sewer Authority
- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments

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- Montgomery County Housing Opportunities Commission
- Upper Occoquan Service Authority
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission
- Alexandria Public Schools
- Arlington County Public Schools
- Charles County Public Schools
- District of Columbia Public Schools
- Frederick County Public Schools
- Loudoun County Public Schools
- City of Manassas Public Schools
- Montgomery College
- Montgomery County Public Schools
- Prince George’s County Public Schools
- Prince William County Public Schools
- Spotsylvania County Schools
- Winchester Public Schools

BALTIMORE METROPOLITAN COUNCIL AGENCIES

- City of Annapolis
- Anne Arundel County
- Anne Arundel County Public Schools
- Anne Arundel Community College
- City of Baltimore
- Baltimore City Public Schools
- Baltimore County
- Baltimore County Public Schools
- Community College of Baltimore County
- Carroll County
- Harford County
- Harford County Public Schools
- Harford Community College
- Howard County
- Howard County Public Schools System
- Howard Community College
- Queen Anne’s County
- Queen Anne’s County Public Schools

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MWCOG Rider Clause
Approval Form

This form must be executed for any Participating Agency, both within and outside of the Mid- Atlantic Purchasing Team (MAPT) region, to use the MAPT Cooperative Rider Clause to ride solicitations and contracts.

NOTE: Effective January 1, 2019, MWCOG does not authorize the use of the MAPT/COG Cooperative Rider Clause without this form being completed and approved.

Participating Agency Name: _____
Contact Person: _____
Phone: _____ Email Address: _____

Solicitation/Contract Information:
Name Solicitation/Contract: _____
Lead Agency/Contract Holder: _____
Contact Person: _____
Solicitation/Contract Number: _____ Other Reference: _____

Vendor Information:
Contractor Name: _____
Address: _____
City/State/Zip: _____
Contact Person: _____
Phone: _____ Email Address: _____

See questions on next page.

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<u>Questions</u>	<u>YES</u>	<u>NO</u>
1. Is the Contract active and currently in force?	_____	_____
2. Is the Participating Agency’s specifications/scope of work the same or very similar to that in the Contract?	_____	_____
3. Is riding this Contract within the rules and regulations of the Participating Agency and approved by the Participating Agency’s Purchasing Department?	_____	_____

Participating Agency

Mid-Atlantic Purchasing Team

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Any Participating Agency (MAPT/COG) member that wishes to piggyback a MAPT/COG contract, must complete form and return to COG, via email: purchasing@mwkog.org.