

ANNE ARUNDEL COMMUNITY COLLEGE

101 COLLEGE PARKWAY, ARNOLD, MARYLAND 21012-1895

INVITATION FOR BIDS

PROJECT NO. C2027-05-B

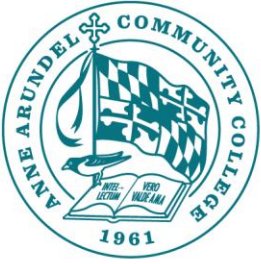
**Audiocodes Voice Services & Infrastructure Enhancement for
Microsoft Teams Phone**

June 18, 2026

Submit Bids To:

Heidi Frist
Senior Purchasing Agent
Anne Arundel Community College
hmfrist@aacc.edu

Deadline for Receipt of Bids: July 30, 2026, 11:00 AM ET



Purchasing and Contracting
purchasing@aacc.edu

June 18, 2026

To All Interested Contractors:

Anne Arundel Community College (AACC) is requesting bids from authorized AudioCodes resellers to provide AudioCodes voice infrastructure, licensing, managed services, and related products in support of the College's Microsoft Teams Phone environment, in accordance with the Scope of Work and Exhibit A – Pricing Spreadsheet outlined in this Invitation for Bids (IFB).

Bids must be submitted by email, digitally signed, with the subject line "Response for IFB C2027-05-B" to Ms. Heidi Frist, Senior Purchasing Agent, at hmfrist@aacc.edu no later than 11:00 a.m. ET on Thursday, July 30, 2026. The official time of receipt shall be the College's email timestamp. Late bids will not be accepted. A public bid opening will be held via Microsoft Teams (see paragraph 1.7 on pages 3 & 4 for details).

Copies of this IFB and related addenda may be obtained from the eMaryland Marketplace Advantage (eMMA) website. Bidders assume the responsibility of downloading IFB documents and addenda from this website prior to the bid due date. Anne Arundel Community College assumes no liability for damages incurred directly or indirectly as a result of errors, omissions, discrepancies, unauthorized modification of electronic data, errors in transmission, HTML browser incompatibilities, and other aspects of electronic communications that are beyond the control of the College.

Anne Arundel Community College reserves the right to reject any and all bids and to waive any formalities, informalities, or technicalities as it deems necessary, appropriate and in the College's best interest. Final award of contract is subject to the availability of funding for this project.

Sincerely,

Heidi Frist
Senior Purchasing Agent
hmfrist@aacc.edu

Notice of Nondiscrimination: Anne Arundel Community College prohibits all types of discrimination, harassment, sexual misconduct, and retaliation on the basis of race, including hair style and hair texture, color, religion or creed, ancestry or national origin, sex, age, marital status, physical or mental disability, sexual orientation, gender identity, veteran status, citizenship, and genetic information. To file a complaint of discrimination, harassment, sexual misconduct, or retaliation, please contact the chief compliance and fair practices officer/Title IX coordinator at 410-777-1239 or complianceofficer@aacc.edu. Firms/Contractors who need a reasonable accommodation should contact Disability Support Services at DSS@aacc.edu or 410-777-1411. Requests for most accommodations must be made at least seventy-two (72) hours prior to the event or activity; however, requests for sign language interpreters, live captioning, alternate format books, or assistive technology need to be submitted at least thirty (30) days prior to the event or activity.

ANNE ARUNDEL COMMUNITY COLLEGE

NO BID FORM

Please complete this form only if your company will not submit a bid.

Project Name: Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams
Phone
Project Number: C2027-05-B

NOTE TO VENDOR:

If your company is submitting a “no bid” for this project, Anne Arundel Community College (AACC) is interested in the reason and wants to make the procurement process fair, non-restrictive and attract maximum participation and competition. We, therefore, appreciate your responses by completing this “No Bid” form.

Please complete and email to: Heidi Frist, hmfrist@aacc.edu

Please indicate your reason for responding with a “No Bid”:

- ☐ Unable to meet the requirements for this solicitation.
- ☐ Unable to provide the goods or services specified in this solicitation
- ☐ Unable to meet time frame established for start and or completion of project.
- ☐ Received too late to submit a bid. Received on:

Other (Please explain):

Your response will be reviewed and placed in the solicitation file. Your input will assist AACC in determining changes necessary to increase participation in the solicitation process.

Company name

Company address

Company telephone number

Primary company contact e-mail address

Authorized company official signature Title Date

ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams
Phone

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**ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone**

IFB COMPLETION CHECKLIST

The checklist is a summary of some of the required components of the IFB. It is provided as a convenience to bidders but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the bidder to submit complete and compliant bid.

- _____ Section 1.0, Title Page.
- _____ Section 2.0, Contractor's Bid Pricing (Price Proposal)
- _____ Section 3.0, Acknowledgement of Addenda
- _____ Section 4.0, Conflict of Interest Statement
- _____ Section 5.0, Participation in Procurement Statement
- _____ Section 6.0, Bid Affidavit
- _____ Section 7.0 Minority Participation

ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone

TENTATIVE SCHEDULE OF EVENTS

06/18/26	IFB Advertisement posted on eMaryland.
06/19/26	College Closed – Juneteenth
06/25/27	Pre-Bid TEAM meeting, 10:00 a.m. ET. See page 3 for details.
06/29/27	Addendum with the minutes from the Pre-Bid meeting posted on eMaryland.
07/03/26	College Closed – Independence Day
07/09/26	Cut-off date for questions and requests. All questions and requests must be submitted by Email to hmfrist@aacc.edu , no later than 11:00 a.m. ET.
07/13/26	Addendum posted on eMaryland, if applicable.
07/30/26	Due date for Bids. Bids must be submitted by email to hmfrist@aacc.edu , no later than 11:00 a.m. ET. Bids may be submitted at any time prior to this date and time. Late bids will not be considered. Contractors may attend the public bid opening virtually by joining the MS Teams Meeting at 11:15 a.m. ET on Thursday, July 30, 2026. See paragraph 1.7 on pages 3 & 4 of the IFB for details.
07/30/26 – 09/06/26	Evaluation of Bids by College officials.
09/07/26	College Closed – Labor Day
09/08/26	College administration submits recommendations for contract award to College's Board of Trustees (BOT) for approval, if appropriate.
09/09/26	Successful Contractor notified of contract award.
10/1/26	Project Start Date
06/11/27	Substantial Completion Date
6/30/27	Project Completion Date

END OF SECTION

For purposes of this IFB, the terms “Contractor” and “Authorized Reseller” are used interchangeably. Except as specifically noted in the Scope of Work, where the term “Authorized Reseller” is used, all references to “Contractor” shall be understood to refer to the Authorized Reseller.

PART ONE – INSTRUCTIONS & INFORMATION FOR SUBMITTING BIDS

1.1 INTRODUCTION

Anne Arundel Community College (AACC) is requesting bids from qualified and authorized AudioCodes resellers to provide AudioCodes voice services, infrastructure, and related products in support of the College’s Microsoft Teams Phone environment.

All products, licenses, managed services, and professional services included in this solicitation shall be provided and delivered by AudioCodes, the Original Equipment Manufacturer (OEM). The selected Contractor shall act in a reseller capacity, procuring the required products and services through an authorized AudioCodes reseller agreement and providing associated administrative and ordering functions in accordance with the requirements of this Invitation for Bids (IFB).

This procurement includes, but is not limited to, AudioCodes hardware, software, licensing, managed services, professional services, and related third-party services, as further detailed in the Scope of Work and Exhibit A – Pricing Spreadsheet. Bidders are required to submit complete pricing for all applicable items necessary to deliver a fully functional solution consistent with the requirements set forth in this IFB.

The College intends to award to the most responsive and responsible bidder whose bid meets the requirements of this IFB and represents the lowest responsive and responsible bidder.

To learn more about Anne Arundel Community College, please visit [AACC Fast Facts](#).

1.2 CONTACT POINT

Questions concerning this Invitation for Bids (IFB) must be submitted in writing via email to: Heidi Frist, Senior Purchasing Agent, hmfrist@aacc.edu.

Contractors, including third-party Contractors or their staff, shall not contact other College employees, faculty, or any related constituency regarding this IFB. Contact includes, but is not limited to, obtaining or providing information related to this IFB. Contractors who fail to comply with this requirement may be disqualified.

The College may designate one or more of its employees as a point of contact for this IFB. Prior to the bid due date, all communications shall be directed to the designated contact identified above.

After the bid due date and prior to contract award, communication between the College and bidders, if necessary, shall be limited to requests for clarification or verification of information and shall not result in changes to price, scope, or other material terms of the bid.

Following contract award, the College may designate a project manager or other representative to serve as the primary point of contact for the Contractor for purposes of contract administration, coordination, and performance of the work.

1.3 BID DOCUMENTS

Copies of this IFB and related addenda may be obtained from the [eMaryland Marketplace Advantage \(eMMA\)](#) website. Bidders assume the responsibility of downloading IFB documents and addenda from this website prior to the bid due date. Anne Arundel Community College assumes no liability for damages incurred directly or indirectly as a result of errors, omissions, discrepancies, unauthorized modification of electronic data, errors in transmission, HTML browser incompatibilities, and other aspects of electronic communications that are beyond the control of the College.

Prospective bidders are solely responsible for obtaining any addendums which are issued. All IFB addendums will be posted on eMaryland Marketplace Advantage (eMMA). Addendums to this

solicitation could occur shortly prior to IFB opening (sometimes within as little as 24 hours). It is the potential Contractor's responsibility to frequently visit eMaryland Marketplace Advantage (eMMA) website to obtain addendums.

The College does not provide solicitation documents in an alternate format from those posted on the eMaryland Marketplace Advantage (eMMA) website.

The College provides copies of the IFB on the terms stated above for the sole purpose of obtaining bids for the work described in the IFB. The College does not grant permission for any other use of these documents.

1.4 PRE-BID MICROSOFT TEAMS MEETING

A pre-bid Microsoft Teams meeting is scheduled for **Thursday, June 25, 2026, at 10:00 a.m. ET**. Contractors are strongly encouraged to attend. Contractors should make sure they have audio and visual access to the meeting. To join the Teams meeting, use the following link/information:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/281235967962725?p=yQSP8CymqjKnhOaxOZ>

Meeting ID: 281 235 967 962 725

Passcode: 2Xq7xj6M

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 240-491-0163,456595956#](tel:+12404910163456595956) United States, Bethesda

[Find a local number](#)

Phone conference ID: 456 595 956#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

1.5 INTERPRETATIONS, DISCREPANCIES AND OMISSIONS

Contractors must carefully examine the IFB and related documents. Should any Contractor find discrepancies or omissions in this IFB or be in doubt as to the content or meaning of any aspect of this document, the Contractor should direct inquiries and/or requests for clarification of the documents, specifications or the process as a whole in writing to Heidi Frist, Senior Purchasing Agent, hmfrist@aacc.edu by **July 9, 2026 by 11:00 a.m. ET**. The submission of a bid will indicate that the Contractor thoroughly understands the terms of the IFB.

Contractors are advised that the College reserves the right to use its best judgment in providing or not providing a response to any question(s) received after the above cutoff date for questions.

1.6 RIGHT TO AMEND, MODIFY OR CANCEL IFB

The College reserves the right, at its sole discretion, to amend or modify any provisions of the IFB or to withdraw the procurement at any time prior to the award of a contract. This final decision will be based on the College's best interest.

The College reserves the right to change the contents of this IFB where necessary for the proper fulfillment of the intent of this procurement. Changes will be made in the form of written addenda. All addendums will be posted on the eMaryland Marketplace website. Bidders are solely responsible for obtaining any addendums. Addendums to solicitations often occur shortly prior to bid opening (sometimes within as little as 24 hours). It is the potential contractor's responsibility to frequently visit the eMaryland Marketplace website to obtain addendums.

Verbal changes to the IFB are not valid unless confirmed by written addenda.

1.7 SUBMISSION OF BIDS

Bidders must submit their bid on the forms provided in this IFB. Bids must be digitally signed and endorsed in the subject line of the email "Response for IFB C2027-05-B" to Ms. Heidi Frist, Senior Purchasing Agent, email: hmfrist@aacc.edu. **Bids will be received until Thursday, July 30, 2026, no**

later than 11:00 a.m. ET. The time stamp that will be considered for the timely receipt of bids will be the College's email time stamp, NOT the proposer's email sent time stamp. It is the responsibility of each Contractor to ensure that their bid is delivered prior to the scheduled due date and time.

Bids will not be accepted electronically through eMaryland Marketplace Advantage (eMMA).

All costs incurred by the responding Contractors associated with the preparation, submission, presentation of bids and attendance at meetings, including but not limited to, costs related to transportation, meals, lodging, bonding and other related expenses, if applicable, will be the sole responsibility of the respondent(s) and will not under any circumstances be reimbursed by the College.

Contractors may attend the public bid opening virtually by joining the MS Teams Meeting at 11:15 a.m. ET on Thursday, July 30, 2026.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/228105661488972?p=uMMRDUFloqsUC53cTh>

Meeting ID: 228 105 661 488 972

Passcode: ym73W6gt

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 240-491-0163](tel:+12404910163), [169499213](tel:+169499213) United States, Bethesda

[Find a local number](#)

Phone conference ID: 169 499 213#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

1.8 CONFIDENTIAL/PROPRIETARY INFORMATION

Contractors should give specific attention to the identification of those portions of their bid which they deem to be confidential, proprietary information or trade secrets. Contractors must clearly indicate each and every section that is deemed to be confidential, proprietary or a trade secret. It is not acceptable to preface the entire bid with a confidential or proprietary statement.

1.9 LATE BIDS, LATE WITHDRAWALS, AND LATE MODIFICATIONS

It is the Contractor's responsibility to ensure that its bid is received by the Senior Purchasing Agent, Heidi Frist, at hmfrist@aacc.edu no later than **11:00 a.m. ET July 30, 2026**. The time stamp that will be considered for the timely receipt of bids will be the College's email time stamp, NOT the bidder's email sent time stamp. Late bids will not be accepted.

Bids may be submitted at any time prior to this date and time. Any bid, request for withdrawal or request for modification received after this date and time will deem the bid late.

Requests for bid withdrawal(s) or bid modifications may be made, in writing, two (2) business days prior to the bid opening. A late modification of a successful bid that makes its terms more favorable to the College may be considered and accepted at any time it is received..

1.10 ERRORS IN BIDS

Contractors are responsible for the accuracy of their bids. A bidder may withdraw or modify its bid by providing written notice to the Senior Purchasing Agent prior to the time and date specified for receipt of bids. After the deadline for receipt of bids, all bids shall be considered final and may not be withdrawn, modified, or canceled for a period of 180 days.

Withdrawal of a bid after the deadline for receipt of bids shall not be permitted except where, in the sole judgment of the College, based upon clear and convincing evidence, the bidder has made a bona fide error in the preparation of its bid and such error would result in substantial loss to the bidder. Negligence in preparing a bid does not constitute grounds for withdrawal, modification, or cancellation after the deadline for receipt of bids.

Contractors are responsible for the accuracy of their submitted prices. In the event of a discrepancy between a unit price and its extension, the unit price shall govern. In the event of a discrepancy between written words and figures, the amount stated in written words shall govern.

The College may contact bidders to verify information contained in a bid and may seek clarification of information necessary to determine responsiveness and responsibility. Such clarification shall not permit changes to price, scope, or other material terms of the bid. The College may waive or permit cure of minor informalities or irregularities and may waive formalities or technicalities in the evaluation of bids when deemed to be in the best interest of the College.

1.11 EVALUATION OF BIDS

Bids must conform to all requirements set forth in Part Two – Submittal Format (Page 7) of this IFB. Bids that fail to meet these requirements may be deemed non-responsive and ineligible for award.

The College reserves the right to conduct any investigations deemed necessary to determine the ability of a Contractor to provide the goods and services as specified herein. This includes the right to contact any current and past customer of the Contractor in order to assist with the verification of references or to determine the contractor's successful performance and ability to provide said service and/or product as required under these specifications.

The College reserves the right to clarify information submitted in a bid to determine whether an error has been made or whether a waiver of formality, informality or technicality is appropriate. Contractors must provide all information and data necessary for the College to determine if the bid is responsible and responsive to the IFB's requirements as stated herein.

1.12 FINANCIAL STABILITY

The College, at any time during the IFB process, before and/or after receipt of bids and before and/or after award of contract, may require additional documentation to provide evidence of financial stability, and or to reduce the risk exposure of the College. Additional documentation may include but not be limited to:

- Independently audited, reviewed or compiled financial statements for the two most recent complete years. Financial statements should include Balance Sheet, income statement and statement of cash flows, as well as notes, disclosures, and/or opinions as referenced in the auditor's report.
- If audited, reviewed, or compiled financial statements are not available, the Firm shall provide all the following documents to support financial stability:
 - a. A letter of reference from the Firm's bank or financial institution;
 - b. Credit reference letters;
 - c. Internal financial statements;
 - d. The two most recent years' tax returns.
 - Complete Dun & Bradstreet report inclusive of a Dun & Bradstreet rating, interim internal financial reports, performance bond, letter of credit, or the establishment of an escrow account.

FAILURE TO PROVE FINANCIAL STABILITY MAY RENDER THE FIRM'S BID NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

1.13 ANNE ARUNDEL COMMUNITY COLLEGE RESERVED RIGHTS

Anne Arundel Community College reserves the right to accept any or all portions of the Contractor's Bid that best serves the needs of the College, or modify or waive minor irregularities and technical defects in the Contractor's Bid to protect the best interests of the College.

The College has the right to increase and decrease quantities as needed. Unit prices shall remain firm and shall apply to any such adjusted quantities.

1.14 AWARD OR REJECTION OF BID

The contract will be awarded to the Contractor(s) complying with all the provisions of this IFB and the stated criteria, subject to the availability of funding and provided it is the best interest of Anne Arundel Community College to award the contract.

Anne Arundel Community College may reject any and all bids, in whole or in part, at any time, whenever such is in the best interest of the College. A Contractor's bid may be rejected for one or more, but not limited to the following reasons:

- The Contractor that submitted a bid is not responsible as determined under COMAR 21.06.01.01;
- Failure of the Contractor(s) to submit a bid within the time frames specified;
- Failure of the Contractor(s) to provide the required or requested information;
- Failure of the Contractor(s) to respond to the request for clarification, presentation or demonstration;
- Failure of the Contractor to follow the prescribed IFB instructions, including preparation, submission and response format;
- Collusion among or between Contractors;
- Unbalanced bids whereby the prices quoted for some work are inconsistent with prices quoted for similar work;
- Financial instability of Contractor submitting the proposal/bid;
- Failure of the Contractor to successfully negotiate or finalize a contract;
- Submission of a bid that does not meet the College's requirements as outlined in this IFB.
- Negative or no responses to reference requests and related information.

The College reserves the right to reject any bid should the evidence submitted by the Contractor, or the College's investigation, fail to demonstrate the Contractor's ability to fulfill the contractual obligations herein.

Conditional bids will not be accepted. Any bid containing exceptions, qualifications, or bidder terms and conditions that alter, conflict with, or supersede the College's terms and conditions may be deemed non-responsive.

If the Contractor, to whom an award is made, fails to execute the contract as specified, the award may be annulled and the contract awarded to the second lowest, most responsive and responsible contractor. The second Contractor will be required to fulfill every stipulation included herein, as if it was the original party to whom the award was made. If the second Contractor fails to fulfill its obligations, the College may reject any and/or all of the bids at its discretion.

1.15 VENDOR INFORMATION

Upon contract award, the successful Contractor will be required to:

- Self-register in the College's procurement system (Unimarket)
- Have a valid [Sam.gov](https://sam.gov) registration.

1.16 PROTESTS TO BID OR PROPOSAL RESULTS

An interested party (actual bidder, offeror, or Firm) may protest an award or proposed award of a contract for goods or services to all publicly solicited items or services with a value of \$50,000 or more. The protest must be submitted in writing, addressed to the Director of Purchasing & Contracting, and be clearly marked as "Protest" on the outside of the envelope within seven days of the announcement of award.

END OF SECTION

PART TWO – SUBMITTAL FORMAT

2.1 INTRODUCTION

All bids must be prepared in accordance with the format outlined in Paragraph 2.2 below and submitted using the forms provided in this IFB.

The Contractor's bid must be digitally signed and submitted via email with the subject line: "Response for IFB C2027-05-B." Responses shall be sent to Ms. Heidi Frist, Senior Purchasing Agent, at hmfrist@aacc.edu (refer to Paragraph 1.7, Submission of Bids, Pages 3 & 4). Bids must be received by the date and time specified in this IFB.

Bids should be clear, concise, and well-organized. Contractors are encouraged to include a table of contents to facilitate review.

Bids that do not conform to or are not responsive to the requirements of this IFB may be rejected at the discretion of the College.

2.2 GENERAL ORGANIZATION OF CONTRACTOR'S BID CONTENTS

Bids must be organized in the following format:

Section 1.0	Title Page
Section 2.0	Contractor's Bid Pricing (Price Proposal)
Section 3.0	Acknowledgement of Addenda
Section 4.0	Conflict of Interest Statement
Section 5.0	Participation in Procurement Statement
Section 6.0	Bid Affidavit
Section 7.0	Minority Information

2.3 SECTION 1.0 – TITLE PAGE

The title page **must**:

- Be printed on official company letterhead.
- Include:
 - The name and business address of the Contractor submitting a bid.
 - The name, email address, and telephone number of the primary company representative for bid-related inquiries.
 - The date of submission.

The title page must also display the following statement:

"IFB #C2027-05-B, Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone

2.4 SECTION 2.0 – CONTRACTOR'S BID PRICING (PRICE PROPOSAL)

Bids shall be signed by an individual authorized to bind the Contractor and submitted in accordance with the requirements of this Invitation for Bids (IFB) and any issued addenda. The bid shall include a completed and signed Signature Page as specified in this IFB.

By submitting a bid, the Contractor acknowledges and agrees to provide the services as specified herein and in accordance with all IFB specifications, terms, conditions, and stipulations. The Contractor further certifies that it has reviewed and accepts all College requirements and agrees to comply with them in any resulting contract.

The Contractor's proposed pricing shall remain firm for a period of one hundred eighty (180) calendar days from the deadline for receipt of bids. If the Contractor is notified of acceptance within this period, the Contractor shall be required to execute a contract at the proposed pricing.

All prices submitted shall be exclusive of applicable taxes. A copy of the College's tax exemption certificate will be provided upon request. Contractors shall not use the College's tax exemption for the

purchase of supplies or materials that will be incorporated into real property construction or renovation projects on behalf of the College.

Conditional bids will not be accepted.

Contractors shall complete **Exhibit A – Pricing Spreadsheet** provided as a separate Excel (.xlsx) document and include it with their submission in accordance with this section. The Pricing Spreadsheet must be submitted in its original Excel format. Submission of pricing in PDF format, any other file format, or on an alternate form may result in rejection of the bid.

Failure to comply with the submission requirements of this section may result in the bid being deemed nonresponsive.

2.5 SECTION 3.0 – ACKNOWLEDGEMENT OF ADDENDA

All addenda form an integral part of this IFB.

Before submitting a bid, Contractors are responsible for ensuring they have received all issued addenda. Receipt of each addendum must be acknowledged by completing Section 3.0 of the IFB submittal documents and including it with the contractor's bid.

2.6 SECTION 4.0 – CONFLICT OF INTEREST STATEMENT

Contractors must certify that no current or potential conflicts of interest exist, except as disclosed, and must fully disclose any such circumstances and any conflicts arising after submission in accordance with COMAR 21.05.08.08. The Conflict of Interest Affidavit (Section 4.0) must be completed and included with the Contractor's bid submission.

2.7 SECTION 5.0 – PARTICIPATION IN PROCUREMENT STATEMENT

Maryland State Finance and Procurement Code Ann. §13-212.1 Compliance

To ensure fairness in the procurement process, Maryland law prohibits the following:

1. Any individual who assists the College in preparing specifications, an Invitation for Bids (IFB), or a Request for Proposal (RFP) **may not** submit a bid or proposal for that same procurement; and
2. That individual may not assist or represent another person – directly or indirectly – who is submitting a bid or proposal for that procurement.

This restriction also applies to any company that employs such an individual during the assistance period.

Compliance with this requirement is mandatory. This statement appears as Section 5.0 in the IFB submittal documents and must be signed by an authorized representative and included in the bid submission.

2.8 SECTION 6.0 – BID AFFIDAVIT

Contractors must complete and sign the Bid Affidavit, as detailed in Section 6.0 of the submission documents, and include it with their bid to demonstrate compliance with Maryland's integrity and transparency requirements.

2.9 SECTION 7.0 – MINORITY PARTICIPATION

Anne Arundel Community College actively encourages Minority Business Enterprises (MBEs) to provide goods and services that support the College's operations. MBEs include:

- Non-profit organizations that promote the interests of individuals with disabilities.
- Contractors that are at least 51% owned and controlled by members of socially or economically disadvantaged groups, such as African Americans, Hispanics, American Indians, Alaska Natives, Asians, Pacific Islanders, women, and individuals with mental or physical disabilities.

MBE participation may occur through roles such as prime contractors, joint venture partners, consultants, suppliers, or trade contractors. While the College does not operate its own MBE certification program, it recognizes certifications issued by any government agency.

To document participation, Contractors should use the form provided under Section 7.0 of the submittal documents. **This information is being collected for tracking purposes only to verify minority outreach and will not impact the award of contract for this project. A contract will be awarded to the lowest, most responsive and responsible bidder.**

END OF SECTION

PART THREE – GENERAL CONDITIONS OF CONTRACT

3.1 ADDITIONAL TERMS AND CONDITIONS

Please visit [Purchase Order Terms and Conditions](#) for a complete list of purchase order terms and conditions. These purchase order terms and conditions are subject to change without notice. Contractors are encouraged to check the above link frequently to learn of any changes made to these Terms and Conditions.

3.2 CONTRACT PROVISIONS FOR CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the College, all contracts made by the College under Federal awards must contain provisions in [Appendix II to Part 200 - Contract Provision for Non-Federal Entity Contracts Under Federal Awards](#). These Contract provisions are subject to change without notice. Contractors are encouraged to check the above link frequently to learn of any changes made to these contract provisions.

3.3 GOVERNING LAW

Any contract awarded as a result of this IFB will be governed by the laws of the State of Maryland. The successful Contractors will be required to observe and comply with all Federal, State, and local laws, ordinances, orders, codes and regulations, including but not limited to, those relating to undocumented workers and the Uniform Commercial Code, all existing at the time of, or as amended subsequent to, the execution of a contract which in any manner affects the contractual requirements. Furthermore, all employees of the Contractor working anytime at Anne Arundel Community College must be in compliance with the State of Maryland Annotated Code Article 11-701 - 11-721 Criminal Procedure for Sex Offender and the Contractor is prohibited from staffing this contract with any individual who has been convicted of any act requiring registration under said article.

Any contract awarded as a result of this IFB will require that only United States citizens and/or persons legally authorized to work in the United States be employed on this project. It is the responsibility of the Contractor to ensure that all work to be performed under the awarded contract shall be done in strict compliance with all applicable Federal, State and local laws and regulations. In the event that a provision or specification in this IFB is in conflict with applicable laws and regulations, the Contractor must inform the College, indicate such in its proposal/bid and propose alterations to the conditions specified.

As required by Maryland law, all foreign corporations doing business within the State of Maryland are required to be registered with the State Department of Assessment and Taxation. In order to be eligible to contract with the College, compliance with this law is mandatory.

3.4 CONTRACT TYPE AND PAYMENT SCHEDULES

The contract resulting from this Invitation for Bids (IFB) shall take the form of one or more purchase orders and all associated contract documents. These documents include, but are not limited to, the College's IFB and any addenda, the Contractor's bid, any Best and Final Offer (if applicable), subsequent written correspondence, and all required submittals (e.g., certificate of insurance, references, financial information), as well as any additional documents mutually agreed upon by the College and the successful Contractor.

The College will make payment solely to the primary Contractor for all work performed under this IFB. The primary Contractor shall be responsible for compensating all subcontractors, if any.

The successful Contractor must maintain a United States-based office to receive payments and must possess a valid United States Federal Employer Identification Number (FEIN), which will be verified by the College with the Internal Revenue Service. The Contractor must also register as a vendor with the College through Unimarket and maintain an active registration in the System for Award Management (SAM.gov), providing proof of such registration upon request.

All products and services provided must meet the full satisfaction of the College. Payment will not be made until all required documentation has been received and approved, and the goods or services have been completed and accepted by the College as meeting all contract requirements.

Compensation shall be in accordance with the pricing submitted under Section 2.0, Contractor's Bid Pricing (Price Proposal).

The Contractor must submit invoices that exactly match the corresponding College purchase order, including pricing, units, quantities, and item descriptions.

The College's payment terms are Net 30 (N/30) from the date of receipt of a proper invoice and acceptance of goods or services.

Anne Arundel Community College is exempt from Maryland Retail Sales and Federal Excise Taxes. All bid prices shall exclude such taxes where applicable. A copy of the College's tax exemption certificate will be provided upon request. Contractors may not use the College's tax-exempt status for the purchase of materials or supplies incorporated into real property construction or renovation projects.

3.5 REVISIONS AND CHANGES TO CONTRACT

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 Anne Arundel Community College before the Contractor 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 services 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 Purchasing office.

If revisions or changes are required in connection with this contract which, in the opinion of the College, are rendered necessary as a result of the Contractor's services or the Contractor's subcontractor services, if any, or if the Contractor's work is determined by the College to be inferior, defective or not in accordance with terms of the Contractor's bid and subsequent contract, the Contractor must, promptly upon receipt of notice from the College, and without expense to the College:

1. Place in satisfactory condition in every particular all such work and correct all defects therein;
2. Make good all work, which in the opinion of the College is the result of failure on the part of the Contractor to respond to or correctly complete the terms of the contract.

If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the College may have the work corrected by another company and the Contractor will be liable for any and all expenses incurred.

3.6 CONFIDENTIAL AND SENSITIVE INFORMATION (CSI)

All service providers that work in the proximity of Confidential and Sensitive Information (CSI) must agree to abide by the College's Identity Theft policies and procedures. In the event that the service provider becomes aware of a red flag or data incident, the service provider is required to report the incident to their point of contact at the College. The point of contact is required to notify the Chair of the Red Flags Committee and report the incident, provide the Chair with the contact information of the service provider, and assist the Chair as necessary in incident reporting and resolution. All service providers that process, store or transport CSI provided by the College are required to give the College sufficient documentation to assess the provider's data security risk.

3.7 NON-VISUAL ACCESS

The Contractor warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means consistent with the standards of § 508 of the federal Rehabilitation Act of 1973 and Code of Maryland Regulations 14.33.02; (2)

provides an individual with disabilities with nonvisual access in a way that is fully and equally accessible to and independently usable by the individual with disabilities so that the individual is able to acquire the same information, engage in the same interactions, and enjoy the same services as users without disabilities, with substantially equivalent ease of use; (3) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (4) 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 (5) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The Contractor 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 15 percent.

If the information technology procured under this solicitation does not meet the nonvisual access standards set forth in the Code of Maryland Regulations 14.33.02, the College will notify the Contractor in writing that the Contractor, at its own expense, has 12 months after the date of the notification to modify the information technology in order to meet the nonvisual access standards. If the Contractor fails to modify the information technology to meet the nonvisual access standards within 12 months after the date of the notification, the Contractor may be subject to a civil penalty of a fine not exceeding \$5,000 for a first offense, and a fine not exceeding \$10,000 for a subsequent offense.

The Contractor shall indemnify the College for liability resulting from the use of information technology that does not meet the applicable nonvisual access standards.

For purposes of this 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.

3.8 ACCESSIBILITY

If the solution, services, deliverables, software, technology, or platform provided to the College under this Agreement ("Product") includes any electronic information or communication technology containing a human-interface, such as an end-user software component, websites, webpages, video or audio playback, file upload system, mobile device components, control panel, reports, documents, keypad, images, or the like, the Supplier hereby warrants that the Product complies with the College's standards, including the most recent version of Web Content Accessibility Guidelines ("WCAG"), Section 508 of the Rehabilitation Act - Standards for Electronic and Information Technology, and/or the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA), as applicable. The Supplier agrees to: provide the College with its accessibility testing results and written documentation verifying accessibility, such as a Voluntary Product Accessibility Template ("VPAT"), upon request and to promptly respond to and resolve accessibility complaints. The Supplier further agrees to indemnify, defend, and hold harmless the College and its respective officers, agents, employees, trustees, and students, from and against any and all claims, actions, threatened claims or actions, costs, judgments, or damages of any type alleging or threatening that any Materials provided and used under this Agreement are inaccessible to individuals with disabilities, including reasonable attorneys' fees and costs..

3.9 CONFIDENTIALITY

The Contractor acknowledges that during the engagement they may have access to and become acquainted with various trade secrets, inventions, innovations, processes, information, records and specifications owned or licensed by the College and/or used by the College in connection with the operation of its business including, without limitation, the College's business and processes, methods, student lists, customer lists, accounts and procedures. The Contractor agrees that [he or she] will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this agreement or at any time thereafter, except as required in the course of this engagement with the College. All files, records, documents, blueprints, specifications, information, letters, notes, media lists, original artwork/creative, notebooks, and similar items relating to the business of the

College, whether prepared by the Contractor or otherwise coming into [his or her] possession, shall remain the exclusive property of the College. The Contractor shall not retain any copies of the foregoing without the College's prior written permission. Upon the expiration or earlier termination of this Agreement, or whenever requested by the College, the Contractor shall immediately deliver to the College all such files, records, documents, specifications, information, and other items in [his or her] possession or under [his or her] control. The Contractor further agrees that [he or she] will not disclose [his or her] retention as an independent Contractor or the terms of this Agreement to any person without the prior written consent of the College and shall at all times preserve the confidential nature of [his or her] relationship to the College and of the services hereunder.

3.10 NON-PERFORMANCE OF WORK

Determinations of non-performance will be made following a joint inspection by the College and Contractor representatives.

The Work will be considered incomplete or unsatisfactory when any one of the following conditions exists:

- a. The Work was not performed in strict accordance with the scope of services.
- b. The Work not performed within the time period specified.
- c. The Work as required by the IFBs scope of services were not entirely completed.

The above list is not exhaustive of all conditions that determine non-performance of work. Determination of non-performance of work may be grounds for the Contractor's termination from this contract. Failure on the part of the Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract. If the contract is terminated for unsatisfactory performance, payment shall be immediately due and payable to the College at the discretion of the College.

3.11 PRICE ADJUSTMENTS FOR ANNUAL MAINTENANCE (if applicable)

After the initial term, prices may be adjusted annually by the lesser of 3% or the United States CPI index for the Services category, as provided on the U.S. Consumer Price Index Detailed Report Tables Annual Averages for the prior calendar year. In order to receive consideration for a price increase, the contractor must submit a request and justification in writing to the Procurement Office sixty (60) days prior to the end of the initial year term. Upon approval of the College, any such modified rate will apply for the contract renewal period. AACC has the right to accept or reject, in whole or in part, requests for price increases that are more or less than specified in this section.

3.12 PRICE ADJUSTMENTS FOR GOVERNMENT IMPOSED TARIFFS

Please be advised that all terms negotiated with Anne Arundel Community College (College) are final and binding. The College recognizes that the imposition of tariffs or trade restrictions may impact the supplier's ability to maintain pricing. In such instances, the supplier may notify the College by submitting a written request to the College's Purchasing Department at purchasing@aaccc.edu for a price adjustment pertaining to tariffs. This request must be accompanied by comprehensive supporting documentation and certifications verifying that tariffs are impacting the pricing for the specified products, and that reasonable efforts were made to obtain goods at a lower cost from alternative sources. The request is subject to College's review and approval. Unauthorized price increases are strictly prohibited and may result in corrective actions, including, but not limited to, the termination of the contract.

3.13 NON-HIRING OF OFFICIALS AND EMPLOYEES

In accordance with applicable procurement requirements, no official or employee of the College whose duties include matters relating to or affecting the subject matter of this contract shall, during the pendency and term of this contract and while employed by the College, become or be an employee of the Contractor or any subcontractor under this contract.

3.14 INSURANCE

During the performance of the service under this contract, Contractor shall maintain the following insurance policies, and be underwritten by an insurance company authorized to do business in the State of Maryland. Approval of insurance by the College will not relieve or decrease the liability of the Contractor.

INSURANCE LIMIT REQUIREMENTS	
Type of Insurance	Minimum Limits of Liability
General Liability: Comprehensive Commercial General Liability including Products and Contractual Liability	\$1,000,000 each occurrence \$1,000,000 Personal & Adv. Injury \$2,000,000 General Aggregate \$1,000,000 Products \$2,000,000 Products Aggregate
Automobile Liability: owned, non-owned and hired automobiles	\$1,000,000 per occurrence \$1,000,000 combined single limit each accident
Excess Liability or Umbrella	\$3,000,000 each occurrence
Crime or Faithful Performance	\$100,000 Employee Theft or Loss \$100,000 Depositors Forgery or Alt \$100,000 Computer and funds Transfer
Worker's Compensation	In accordance with statutory requirements
Employers Liability	\$1,000,000 each accident \$1,000,000 each employee – disease \$1,000,000 policy limit – disease

The Contractor must furnish proof of insurance to the College. The certificates must show the type, amount, class operations, effective dates and date of expiration of policies within ten (10) days from receiving the "Notice to Proceed." Waiver of Subrogation in favor of the College is required for General Liability and Workers Compensation.

Contractor must not commence work under the contract until it has obtained all required insurance and until such insurance has been approved by the College. Contractor must not allow any subcontractor to commence work until all similar required insurance has been obtained and approved.

Contractor shall furnish AACC certificates of insurance which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to AACC.

Contractor shall include AACC as an additional insured on the General Liability, Umbrella Liability and Automobile Liability insurance policy required by the contract. All of the Contractor's subcontractors shall be required to include AACC and Contractor as additional insured on their General Liability insurance policies.

Any and all subcontractors hired by the Contractor are required to carry appropriate insurance as required by the quote and also, the policies should name the Contractor as an additional insured on such subcontractor's policies. Evidence that all insurance coverages have been issued must be provided to the College prior to award of this contract.

The insurance policy provided for the protection of the Contractor must cover any liability assumed under its contract. The College must be furnished with certified evidence that insurance is in full force and effect and in appropriate form throughout the contract.

Contractor must assume full responsibility for any and all damages, or claims of damage, for injury to persons, property, or equipment which may result from any service performed under this contract.

Misrepresentation of any material fact, whether intentional or not, regarding the Contractor's insurance coverage, policies, or capabilities may be grounds for termination of this contract.

3.15 NEW MATERIAL

The Contractor represents that the supplies and components to be provided under this contract are new (not used, reconditioned or deteriorated). If at any time during the performance of this contract, the successful Contractor believes that the furnishing of supplies or components, which are not new, is necessary or desirable, they shall notify the College immediately, in writing, including the reasons therefore and proposing any consideration which will flow to the College if authorization to use such supplies is granted.

3.16 BACKGROUND CHECKS FOR CONTRACTOR AND SUBCONTRACTORS

Anne Arundel Community College is committed to maintaining an environment in which College interests, assets, students, and the workforce are safe, secure, and productive. When requested, and as a condition of award of this contract, all Contractors, subcontractors, and sub-subcontractors who will be working (this includes attending meetings) on any AACC College campus, may be requested to provide proof of successful background investigation checks for a period of no less than 7 years prior to the date of assignment to AACC account. This investigation shall include, but is not limited to, verification of credentials, criminal history, driving records (as appropriate). This information may be used by the College to make an informed decision to award a contract for this project. When requested, Contractors must supply proof of successful background investigations upon award of contract. The College reserves the right to request documentation from successful Contractor and subcontractors for proof of their ability to work in the United States.

3.17 COOPERATIVE PURCHASING (if applicable)

The College reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this IFB to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. Anne Arundel Community College assumes no authority, liability, or obligation on behalf of any other public entity that may use any contract resulting from this IFB. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the Contractor's proposal/bid response.

END OF SECTION

PART FOUR – SCOPE OF WORK

For purposes of this IFB, “managed services” shall mean subscription-based or ongoing services provided and operated by AudioCodes, including but not limited to monitoring, device management, cloud-based services, and other vendor-managed operational services.

All services associated with AudioCodes products, licenses, and managed services included in this IFB shall be delivered exclusively by AudioCodes, the Original Equipment Manufacturer (OEM), except as otherwise specified herein. Responding Authorized Resellers (Contractor) shall procure such products and services through their authorized reseller agreements with the OEM; however, all service delivery, including implementation, integration, configuration, migration, support, and managed services for AudioCodes solutions, shall be performed solely by AudioCodes.

The Authorized Reseller’s responsibilities under this IFB are limited to procurement, order accuracy, administrative functions, invoicing, and the provision of endpoint devices (IP phones and accessories). The Authorized Reseller shall act as a pass-through entity for AudioCodes-provided products and services and shall be responsible for invoicing the College and remitting payment to the OEM. The Authorized Reseller shall be solely responsible for fulfillment, delivery, and any applicable warranty coordination for such devices unless otherwise specified.

AudioCodes shall be solely responsible for all service delivery related to its solutions, including implementation, integration, support, managed services, and operational coordination, as well as all coordination of issue resolution with the College for AudioCodes-provided systems and services. AudioCodes shall not be responsible for the supply, fulfillment, or warranty of IP phones and accessories provided by the Authorized Reseller.

The Authorized Reseller shall ensure that all OEM warranties, support commitments, and service levels are fully passed through to the College without limitation or modification.

4.1 Reseller-Specific Requirements for OEM-Based Procurement

A. Order Accuracy and Entitlement Management

The Authorized Reseller shall be responsible for ensuring that all orders placed with the OEM are complete and accurate. The Authorized Reseller shall ensure that all licenses, subscriptions, warranties, and support entitlements are properly established and registered in the name of the College. Any errors, omissions, or delays attributable to the Authorized Reseller shall be promptly corrected at no additional cost to the College.

The Authorized Reseller shall not be responsible for coordination of service delivery with the OEM; however, the Authorized Reseller shall remain responsible for correcting any order-related or entitlement-related issues within its control.

The Authorized Reseller shall provide reasonable assistance, as requested by the College, to resolve order-related or entitlement-related issues within its control.

B. Designation as End Customer of Record

The College shall be designated as the end customer of record with the OEM for all products, licenses, warranties, subscriptions, and support agreements procured under this contract.

C. Order of Precedence – OEM Agreement

In the event of any inconsistency or conflict between the terms of this IFB and any agreement resulting from this IFB and the terms of any direct agreement between the College and the OEM, including any Scope of Work (SOW), the terms of the OEM agreement shall govern solely with respect to product performance, warranties, and services provided by the OEM. In all other respects, this IFB and any awarded agreement resulting from this IFB shall govern.

D. Pass-Through Pricing and Price Verification

Pricing under this contract shall reflect the OEM’s actual selling price to the Authorized Reseller, inclusive of any applicable discounts, promotions, or special pricing arrangements passed through

to the College, plus any markup as proposed in the Authorized Reseller's bid and accepted by the College.

The Authorized Reseller shall use the OEM's actual discounted pricing when available and shall not base pricing on higher list prices or MSRP.

The College reserves the right, upon reasonable request, to require documentation sufficient to verify the accuracy, basis, and reasonableness of such pricing, including evidence of OEM pricing provided to the Authorized Reseller. Failure to provide such documentation may result in rejection of the associated pricing or bid.

E. Authorized Reseller Status

The Authorized Reseller represents and warrants that it is, and shall remain for the duration of the contract, an authorized reseller of the OEM's products and services. Upon request, the Authorized Reseller shall provide evidence of such authorization. Loss of authorized reseller status shall be grounds for termination of the contract at the College's discretion.

F. Continuity of Supply and Services

In the event that the Authorized Reseller is unable, unwilling, or otherwise fails to fulfill its ordering or administrative obligations under this contract, the College reserves the right to procure the required products and services directly from the OEM or through another authorized reseller without penalty, additional cost, or liability.

G. Non-Interference with OEM Relationship

The Authorized Reseller shall not restrict, delay, or otherwise interfere with the College's ability to communicate directly with the OEM for purposes including, but not limited to, support, issue resolution, licensing, or service coordination.

H. Endpoint Device Responsibility Clarification

Notwithstanding any other provision of this IFB, endpoint devices, including IP phones and accessories, are excluded from AudioCodes service delivery responsibilities. The Authorized Reseller shall be solely responsible for procurement, fulfillment, delivery, and warranty administration of such devices. AudioCodes' responsibilities are limited to configuration and support of its platform as it relates to interoperability with supported endpoint devices.

4.2 Required Products and Services (Pricing Categories)

The Authorized Reseller must provide pricing for all applicable items identified in **Exhibit A – Pricing Spreadsheet**. Pricing shall include all components, licensing, support, and services necessary to deliver a complete and fully functional solution in accordance with the requirements of this IFB.

The Authorized Reseller shall provide a complete and fully functional solution at the proposed price. All pricing shall be all-inclusive. No additional charges will be permitted for any items or services reasonably required to meet the requirements of this IFB, including all items reflected in Exhibit A – Pricing Spreadsheet.

The Authorized Reseller is responsible for reviewing the requirements and confirming with the OEM that all necessary components, licensing, support, and services are included in its proposed pricing. Failure to include all required components, licensing, or services may result in the bid being deemed nonresponsive.

Exhibit A – Pricing Spreadsheet is the governing document for specified quantities, part numbers, and pricing structure. Quantities identified in Exhibit A are estimates provided for evaluation purposes only and do not represent a commitment to purchase. The College reserves the right to increase, decrease, or omit quantities or line items, and to make award in whole or in part, including optional items, based on its actual needs, available funding, and operational priorities. Unit prices shall remain firm and apply to any adjusted quantities.

A. Analog VoIP Gateways (Hardware, Licensing, Support, and Services)

- MediaPack 5xx analog VoIP gateways (e.g., MP524/24S/SIP/D-SUB)
- MediaPack 1288 high-density analog VoIP gateways (e.g., 72 FXS configurations)
- OVOC licensing for gateway management
- ACTS 24x7 support and AHR (Advanced Hardware Replacement)
- Setup and onboarding fees (e.g., SBC Gateway setup fees)
- Replacement components and accessories (e.g., air filter kits)
- Enhanced Managed Services add-ons (low-density and high-density analog gateway environments)

B. AudioCodes Live Managed Services (SBC and Gateway)

- Integration and onboarding fees (e.g., AL-SBCGW-INTG-FEE, SUF-S, SUF-A)
- Audit and onboarding services for existing deployments
- Managed Services subscriptions (36-month commitments)
- Enhanced Managed Service add-ons for SBC environments
- Remote Configuration and Change Management services (e.g., PS-CCM-16)

C. Survivable Branch Appliance (SBA) for Microsoft Teams

- Mediant 800C SBC Survivable Branch Appliance hardware
- SBC session and registered user licensing
- Teams SBA software image and operating system licensing
- OVOC licensing and associated support
- ACTS support and Advanced Hardware Replacement (AHR)
- Remote implementation services
- Remote cutover services
- Enhanced Managed Services for SBA environments

D. Cloud SBC Licensing and Support

- SBC registered user licensing (including HA/active-redundant configurations)
- Associated ACTS support services
- Intrado E911 integration support, including ERL configuration and emergency call routing

E. AudioCodes Live Device Management

- Device management subscriptions (per device per month)
- Device management setup and onboarding services

F. IP Phones and Accessories

- AudioCodes Teams-compatible IP phones (e.g., C435HD, 405HD series)
- Device accessories (e.g., wall mounts and mounting hardware)
- Applicable warranties and device-related support

Note: IP phones and accessories shall be provided by the Authorized Reseller and are not delivered by AudioCodes as part of its service offerings. The Authorized Reseller shall be responsible for fulfillment, delivery, and warranty coordination for all endpoint devices. AudioCodes shall provide support only to the extent such devices interface with the AudioCodes platform and services.

G. AudioCodes Live for Voca CIC

- Voca CIC managed service subscriptions (36-month commitment)
- Integration fees and onboarding/setup services
- Day 1 deployment services
- Optional add-ons (e.g., AI-based agent insights)

H. Professional and Migration Services

- Day 1 planning, design, and implementation services
- Microsoft Teams tenant setup and configuration
- Migration service bundles (small, medium, and large sites)
- Engineering and technical implementation services
- Remote configuration and change management
- Audit and remediation services (e.g., E911/ERL configuration review)
- Project management services

I. Telnyx Calling Plan (Pass-Through Services)

- Calling plan services (per-user/per-month)
- Platform fees
- Port-in services and related events
- SIP onboarding and setup services

Note: Calling plan services are provided by a third-party carrier (e.g., Telnyx) and are not delivered by AudioCodes; however, they must be fully compatible with and integrated into the AudioCodes solution.

The Authorized Reseller shall be responsible for procurement of third-party calling plan services.

AudioCodes shall be responsible for onboarding, administrative integration, and technical integration of the calling plan services as part of the overall solution, as well as coordination of issue resolution related to interoperability with the AudioCodes platform.

Responsibility for ongoing account administration and carrier-level support shall be defined at the time the calling plan services are established and activated and may be shared among the Authorized Reseller, AudioCodes, the carrier, or a combination thereof, depending on the final service model. Nothing in this section shall restrict the College's ability to work directly with the carrier or AudioCodes as needed for support or issue resolution.

4.3 AudioCodes Contact

The Bidder shall coordinate with AudioCodes to obtain current pricing. The following AudioCodes representative may be contacted:

- Taylor Barnes, taylor.barnes@audiocodes.com, 732-357-0941.

END OF SECTION

APPENDIX A –SUBMITTAL DOCUMENTS

- Section 1.0 Title Page
- Section 2.0 Contractor's Bid Pricing (Price Proposal)
- Section 3.0 Acknowledgement of Addenda
- Section 4.0 Conflict of Interest Statement
- Section 5.0 Participation in Procurement Statement
- Section 6.0 Bid Affidavit
- Section 7.0 Minority Information

**ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone**

SECTION 1.0 – TITLE PAGE

The title page **must**:

- Be printed on official company letterhead.
- Include:
 - The name and business address of the Contractor submitting a bid.
 - The name, email address, and telephone number of the primary company representative for bid-related inquiries.
 - The date of submission.

The title page must also display the following statement:

“IFB #C2027-05-B, Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone

END OF SECTION

ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone

SECTION 2.0 – CONTRACTOR’S BID PRICING (PRICE PROPOSAL)

Page 1 of 2

All pricing shall be all-inclusive and cover all costs associated with this procurement, including but not limited to shipping, delivery, licensing, subscriptions, configuration, integration, support, managed services, and any other costs required to deliver a complete and fully functional solution. No additional charges will be accepted after bid submission due to omission or error by the bidder.

Pricing shall reflect the OEM’s actual pricing to the Authorized Reseller, inclusive of all applicable discounts, promotions, or special pricing arrangements, plus any markup as set forth in the Contractor’s bid. Pricing shall not be based on list pricing or MSRP where discounted OEM pricing is available.

The Contractor shall be responsible for reviewing the requirements of this IFB and confirming with AudioCodes that all necessary products, licenses, support, and services are included in its proposed pricing. Failure to include all required components may result in the bid being deemed nonresponsive.

Where the Pricing Spreadsheet (Exhibit A) identifies optional or estimated items, the Contractor shall include all associated costs required to deliver those items if awarded. Quantities are provided for evaluation purposes only and do not represent a commitment to purchase. Unit prices shall remain firm and shall apply to any adjusted quantities.

All bids for goods and services shall be exclusive of taxes, where applicable. A copy of the College’s tax exemption certificate will be provided upon request. Contractors are not permitted to use the College’s tax exemption for the purchase of supplies and materials that will be incorporated into real property construction or renovation projects.

Conditional bids will not be accepted.

Contractors must submit pricing using Exhibit A – Pricing Spreadsheet in its original Excel (.xlsx) format. The completed Pricing Spreadsheet and the Contractor’s full bid, including the signed Signature Page (see page 23 – Signature Page), must be submitted by the deadline established in this IFB. Submission of pricing in PDF format, any other file format, or on an alternate form may result in rejection of the bid.

The College reserves the right to award all, some, or none of the items listed and to make award in whole or in part in accordance with the IFB.

I/We _____ of _____

The undersigned, having examined the Invitation for Bids (IFB) prepared by Anne Arundel Community College, hereby submits a bid as an authorized AudioCodes reseller to provide AudioCodes voice infrastructure, licensing, managed services, and related products in support of the College’s Microsoft Teams Phone environment, in accordance with IFB Project No. C2027-05-B, including all addenda issued prior to the date set for receipt of bids, as acknowledged by signature below, for the following total bid price:

Total Contract Price (36 Months): \$ _____
(Enter the dollar figure as shown in cell J98 of Exhibit A – Pricing Spreadsheet)

ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone

SECTION 2.0 – CONTRACTOR’S BID PRICING (PRICE PROPOSAL)

Page 2 of 2

CONTRACT:

By submitting a response to this IFB, the undersigned acknowledges the acceptance of the College's terms and conditions and agrees to accept any requested modifications to the contract. If the College and the best evaluated proposer are unable to agree to final terms of a contract, the College reserves the right to terminate negotiations and proceed to the next best evaluated Contractor. The contract shall incorporate the terms of this IFB, as well as the response, into the contract. If there is any conflict between the terms and conditions of the contract and this IFB document, the terms and conditions of this IFB shall take precedence.

SUBMITTAL OF BIDS:

By submitting a response to this IFB, the undersigned also hereby agrees that from its review of the IFB and the attachments, the Contractor fully understands the intent and purpose of the documents and conditions of submitting a bid. Claims for additional compensation and/or extensions of time because of the Contractor's failure to follow the foregoing procedure, and to familiarize itself with the contract documents and all conditions which might affect the work, will not be allowed.

ACCEPTANCE OF BIDS:

The undersigned agrees that this bid may be held by the College for a period not to exceed 180 days from the date stated for opening of bids. If written notice of acceptance of this bid is mailed or delivered to the undersigned within the time noted above, after the date of the opening of bids, or at any time hereafter before this bid is withdrawn, the undersigned agrees that it will execute and deliver a contract in the form prescribed by the College in accordance with the bid as accepted. It is understood and agreed that the College reserves the right to award the contract in its best interests, to reject any and all bids, to waive any informalities in the bids, and to hold all bids for the period noted above.

TIME FOR COMPLETION OF WORK:

The undersigned agrees, if awarded the contract, to commence work within ten (10) consecutive calendar days after date of issuance of written notice to proceed and to complete the contract work within the time frame specified within the IFB.

DECLARATION OF INTEREST:

We/I the undersigned Contractor, declare that the only person, Contractor, or corporation, or persons, Contractors, or corporations, who has or have any interest in the bid or in the contracts proposed to be taken, is or are the undersigned. The undersigned also certifies that this bid is made without previous understanding, agreement or connection with any person, Contractor or corporation submitting a bid for this same project and is, in all respects, fair and without collusion or fraud.

SIGNATURE OF CONTRACTOR:

<hr style="border-top: 1px solid black;"/> Contractor Name	By	<hr style="border-top: 1px solid black;"/> Signature of Contractor Representative
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<hr style="border-top: 1px solid black;"/> Business Address	<hr style="border-top: 1px solid black;"/> Title of Contractor Representative
--	--

Today's Date: _____

END OF SECTION

**ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone**

SECTION 3.0 – ACKNOWLEDGEMENT OF ADDENDA

We, _____ acknowledge receipt of the following Addenda:
(Proposing Contractor's Name)

No. _____, Dated _____

No. _____, Dated _____

No. _____, Dated _____

No. _____, Dated _____

Signature of Authorized Contractor Representative

Print Name of Authorized Contractor Representative

Title of Authorized Contractor Representative

Date

END OF SECTION

**ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone**

SECTION 4.0 – CONFLICT OF INTEREST STATEMENT

- A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the College, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail – attach additional sheets if necessary):

- E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Company: _____

Authorized Signature: _____

Date: _____

END OF SECTION

**ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone**

SECTION 5.0 – PARTICIPATION IN PROCUREMENT STATEMENT

CONTRACTOR NAME: _____

In compliance with the Maryland State Finance and Procurement Code Ann. 13-212.1, an individual who assists an executive unit (the College) in the drafting of specifications, an Invitation for Bids (IFB) or a Request for Proposals (RFP), or a person that employs the individual during the period of assistance, may not 1) submit a bid or proposal for that procurement; or 2) assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement.

Signature of Authorized Contractor Representative

Print Name of Authorized Contractor Representative

Title of Authorized Contractor Representative

Date

END OF SECTION

ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone
SECTION 6.0 – BID/PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____ and the duly authorized representative of (business) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all Bids submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination." Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business:

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

- (b) Fraud, embezzlement, theft, forgery, falsification, or destruction of records, or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provision of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C §1961, et seq., or Mail Fraud Act, 18 U.S.C §1341 et seq., for acts arising out of the submission of bids or Bids for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, Section §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1)-(5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or Bids for a public or private contract;
- (8) Admitted in writing or under oath, during the course of an official investigation of other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C(1)-(7) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):
-
-

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person involvement in any activity that formed the grounds of the debarment or suspension):

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):
-
-

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and

Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompany bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with the provisions of Article, §§14-101 –14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

K. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
 - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
 - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
 - (c) Prohibit its employees from working under the influence of drugs or alcohol;
 - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
 - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;

- (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
 - (i) The dangers of drug and alcohol abuse in the workplace;
 - (ii) The business' policy of maintaining a drug and alcohol free workplace;
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
 - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §K(2)(b), above;
 - (h) Notify its employees in the statement required by §K(2)(b), above, that as a condition of continued employment on the contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
 - (i) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;
 - (j) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
 - (i) Take appropriate personnel action against an employee, up to and including termination; or
 - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
 - (k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §K(2)(a)-(j), above.
- (3) If the business is an individual, the individual shall certify and agree as set forth in §K(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
- (4) I acknowledge and agree that:
- (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;
 - (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
 - (c) The violation of the provisions of COMAR 21.11.08 or this certification connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

- (1) The business named above is a (domestic ☐) (foreign ☐) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing has filed all of its annual reports, together with filing fees, with Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: _____

Address: _____

(If not applicable, so state).

- (2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

M. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

N. REPEALED

O. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) the Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

END OF SECTION

**ANNE ARUNDEL COMMUNITY COLLEGE
INVITATION FOR BIDS PROJECT NO. C2027-05-B
Audiocodes Voice Services & Infrastructure Enhancement for Microsoft Teams Phone**

SECTION 7.0 –MINORITY PARTICIPATION

FIRM NAME _____

It is the policy of Anne Arundel Community College to strongly encourage minority business enterprises (MBE) to provide goods and services for the performance of College functions. Minority businesses include non-profit entities organized to promote the interests of persons with disabilities, and companies that are 51% owned and controlled by a member of socially or economically disadvantaged minority groups, which include: African-Americans, Hispanics, American Indians, Alaska natives, Asians, Pacific Islanders, women, and the mentally or physically disabled. MBE participation can be achieved via MBE prime, MBE joint venture party, MBE consultants, and MBE suppliers or trade contractors. The College does not have a MBE certification program, but accepts MBE certification from all government certification programs.

This information is being collected for tracking purposes only to verify minority outreach and will not impact the award of contract for this project. A contract will be awarded to the lowest, most responsive and responsible bidder.

Contractors shall complete the following:

I hereby represent that our/my company IS _____ IS NOT _____ a minority business as indicated below (check all that apply):

African-American _____

American Indian/Alaska Native _____

Hispanic _____

Asian/Pacific Islander _____

Disabled _____

Female _____

Minority Business Enterprise Certification # _____

Certifying Agency _____

Signature of Authorized Company Representative

Print Name of Authorized Company Representative

Title of Authorized Company Representative

Date

END OF SECTION