

**ST. MARY’S COUNTY PUBLIC SCHOOLS  
LEONARDTOWN, MARYLAND  
REQUEST FOR PROPOSAL (RFP)**

---

RFP TITLE: G. W. Carver Judy Center Early Childhood  
Mental Health Services

RFP NUMBER: SMCPS-2016-JC-MHS

PERIOD OF CONTRACT: One year  
INSURANCE CERTIFICATE REQUIRED: Yes

DEADLINE FOR QUESTIONS: November 10, 2015 2:00 p.m., local time

RFP CLOSING DATE/TIME: November 18, 2015 at 2:00 p.m. local time

RFP DELIVERY/MAILING ADDRESS: St. Mary’s County Public Schools  
Attn: Victoria S. Mayle, CPPO, CPPB  
Purchasing Office, Suite 107  
23160 Moakley Street  
Leonardtown, Maryland 20650

SHIPPING ADDRESS UPS/FEDEX: St. Mary’s County Public Schools  
Attn: Victoria S. Mayle, CPPO, CPPB  
23160 Moakley Street, Suite 107  
Leonardtown, Maryland 20650

If St. Mary’s County Public Schools Administration Offices are **closed** due to inclement weather on the day a RFP is “DUE”, that RFP will be due **at the same time the next business day the St. Mary’s County Public Schools Administration Offices are open.**

## Table of Contents

I.	INTRODUCTION .....	3
II.	BACKGROUND .....	3
III.	GENERAL TERMS AND CONDITIONS .....	3
IV.	REQUIRED FORMAT AND CONTENT OF PROPOSAL RESPONSE .....	12
V.	EVALUATION PROCESS.....	16
VI.	SELECTION AND CONTRACT NEGOTIATION .....	17
VII.	SPECIFICATIONS .....	18
VIII.	INSURANCE REQUIREMENTS .....	19

**Return these items with your proposal response:**

ATTACHMENT 1 -	<b><u>RFP SUBMISSION SIGNATURE PAGE</u></b> .....	22
ATTACHMENT 2 -	<b><u>BUSINESS RELATIONSHIP AFFIDAVIT</u></b> .....	23
ATTACHMENT 3 -	<b><u>SEX OFFENDER CERTIFICATION</u></b> .....	24
ATTACHMENT 4 -	<b><u>MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT</u></b> .....	25
ATTACHMENT 5 -	<b><u>No Bid Form</u></b> .....	23
ATTACHMENT 6-	<b><u>W-9 For New Contractors Only</u></b> .....	<b><u>27</u></b>

## **I. INTRODUCTION**

The Board of Education of St. Mary's County on behalf of St. Mary's County Public Schools (SMCPS) has issued this Request for Proposal (RFP) to obtain an experienced and qualified mental health consultant to provide services to St. Mary's County Public Schools (SMCPS) Judy Center at G.W. Carver Elementary in support of our efforts to provide mental health counseling services to children enrolled at the school in pre-k 3 and pre-k4 and subsequently provide family counseling to the child and their family at their home during the evening.

Services will be provided on a referral basis to individual children and there will be a weekly whole group Social Emotional Foundations for Early Learning (SEFEL) lesson provided to a.m. and p.m. pre-k 3 and pre-k 4. It is anticipated that one contract will be awarded as a result of this RFP process. However, SMCPS reserves the right to award this contract in whole or in part as it determines to be in the best interest of SMCPS. Successful Contractors shall provide Consulting Services as identified in Section VII. Specifications (page 18). Minority business enterprises are encouraged to respond to this solicitation notice.

## **II. BACKGROUND**

St. Mary's County Public Schools (SMCPS) is a public school system located in Southern Maryland comprised of eighteen (18) elementary schools, four (4) middle schools, three (3) high schools, a charter school, a career and technology school and three (3) administrative office buildings. As of September 2014, our student population is 17,840 for Pre-K through grade 12.

## **III. GENERAL TERMS AND CONDITIONS**

- 3.1 **SUBMISSION OF PROPOSALS:** Proposals shall be submitted and addressed to St. Mary's County Public Schools (SMCPS) and received at the following designated office:

St. Mary's County Public Schools  
Purchasing Office  
Attention: Victoria S. Mayle, Procurement Coordinator  
23160 Moakley Street, Suite 107  
Leonardtown, Maryland 20650

**By 2:00 p.m. local time on November 18, 2015**

**Each Contractor shall assume full responsibility for timely delivery at the location designated for receipt. RFP responses received after the stated time and date for receipt will be returned unopened.**

- 3.2 **IDENTIFYING ENVELOPES:** Contractors shall mark proposal envelopes in the lower left-hand corner: "RFP #SMCPS-2016-JC-MHS".

- 3.3 **DELIVERY OF PROPOSALS:** Each Contractor is responsible for delivery of its proposal. Proposals revisions after the date and time specified will not be considered.

- 3.4 **RECEIPT OF PROPOSALS:** Proposals will be received at: St. Mary's County Public Schools, Attn: Victoria S. Mayle, Procurement Coordinator, 23160 Moakley Street, Leonardtown, MD 20650, **until 2:00 p.m. local time, November 18, 2015.** All Proposals received after the time and date above will be returned unopened. Late Proposals, late requests for modification, and/or late requests for withdrawal will not be considered. Fax Proposals or Proposals submitted by electronic device will **not be** accepted and will the rejection of the proposal.
- 3.5 **SOLE POINT OF CONTACT:** The sole point of contact for SMCPs for the purposes of this RFP is the Procurement Coordinator or his/her designee. No SMCPs employee, official, or representative has authority to change the requirements of this solicitation except the Procurement Coordinator or his/her designated representative. Any attempts to contact members of the evaluation committee or to circumvent this procedure in any manner may be grounds for disqualification of the Contractor from the procurement process.
- 3.6 **SIGNED ORIGINAL PROPOSAL:** Each proposal must include an original copy, signed by an authorized member of the Contractor's firm. This member should be the highest-ranking officer at the local level. **FAX proposals are not accepted.**
- 3.7 **PROPOSAL COPIES:** Please submit a total of seven (7) complete responses to this RFP; one (1) original and six (6) copies of the signed original. **Please mark the original with the word "Original".**
- 3.8 **PERIOD OF THE CONTRACT**  
Awarded Contractors shall provide services to St. Mary's County Public Schools for a period of one (1) year. **However, SMCPs reserves the right to cancel the contract, at its discretion, for any reason.** It is the intent of SMCPs that should a proposal be accepted and awarded, the RFP documents, bid response, and notice of award shall become the contract. Automatic contract renewals are prohibited. SMCPs' Procurement Coordinator shall initiate contract renewals when applicable. The cost for items submitted in response to this RFP shall remain fixed for the term of the contract.
- 3.9 **REQUESTS FOR RFP CLARIFICATIONS:** Prospective Contractors can request that SMCPs clarify information contained in the RFP. All such requests must be made in writing to Victoria S. Mayle, Procurement Coordinator. Questions can be faxed to 301-475-4228 or sent via email to [vsamayle@smcps.org](mailto:vsamayle@smcps.org). SMCPs will issue an addendum if necessary to respond to all written requests for clarification. **SMCPs will not respond to any requests for clarification received after 2:00 p.m. local time on November 10, 2015.**
- 3.10 **RESTRICTIONS ON COMMUNICATION:** From the issue date of the RFP until Contractors are selected and announced, prospective Contractors and any SMCPs' administrator, faculty, staff, or employee are not permitted to communicate about the subject of this RFP.

3.11 **ADDENDA TO THE RFP:** If it becomes necessary to revise any part of the RFP, **all Contractors shall be responsible for acquiring addenda by contacting the SMCPs purchasing office or by downloading the addendum from www.ebidmarketplace.com.** All addenda shall become a part of the RFP. Each Contractor must acknowledge receipt of addenda. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the proposal response submission by the stated closing date and time. All addenda responses must be received by the RFP Closing date and time.

3.12 **RFP/PROPOSAL INFORMATION CONTROLLING:** The following process is intended to ensure that all Contractors have equal access to information relative to the RFP. As part of the RFP preparation, SMCPs has made every effort to provide prospective Contractors with adequate disclosure. Each Contractor shall prepare its proposal based only on the information contained in the RFP, and shall not include any information that may have been previously conveyed. A prospective Contractor noting any inconsistency between the information contained in the RFP and any information previously conveyed can request clarification (refer to Item Number 3.9 above).

No information communicated, either verbally or in writing, to or from a Contractor shall be effective unless confirmed by written addendum to the RFP.

3.13 **FINALITY OF DECISION:** Any decision made by SMCPs, including the selection of a Contractor, shall be final.

3.14 **ST. MARY'S COUNTY PUBLIC SCHOOLS RESERVATION OF RIGHTS:** SMCPs reserves the right to cancel this solicitation. SMCPs reserves the right to accept or reject any or all Proposals. SMCPs reserves the right to waive any irregularity or informality in the proposal process. SMCPs reserves the right to request additional information from any or all Contractors. SMCPs reserves the right to negotiate with Contractors whose proposals meet or exceed the requirement of this RFP.

SMCPs reserves the right to reject all Proposals based upon the specific support for this project provided by other governmental agencies. If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, the contract shall terminate automatically at the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.

3.15 **SUBLETTING OR ASSIGNMENT OF CONTRACT:** It is mutually understood and agreed that the Contractor **shall not** assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without written consent from the Procurement Coordinator. If the Contractor desires to assign his or her right to payment of the contract, the Contractor shall notify the Procurement Coordinator immediately, in writing, of the assignment of right of payment. In no case shall such assignment of contract release the Contractor

from his or her obligations or change the terms of the contract.

**3.16 COMPLIANCE WITH LAWS:** The Contractor hereby represents and warrants that:

- “A. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- “B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this contract;
- “C. It shall comply with all federal, state and local laws, regulations and ordinances applicable to its activities and obligations under this contract; and
- “D. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this contract.”

**3.17 CHANGES:**

Change Orders: The St. Mary’s County Public School (SMCPS) System may order changes in the services required of the Contractor consisting of additions, deletions, or modifications, of the services to be performed. Such changes in the services shall be authorized only by written Change Order signed by the Procurement Coordinator.

Option Periods: If the Contract Documents include one or more option period, any Contract renewals shall be authorized by a renewal notice signed by the Procurement Coordinator. The Contract Sum in the option period(s) will be based on firm fixed prices used in the initial contract term unless otherwise mutually agreed, in writing

**3.18 WAIVER OF SUBROGATION:** To the fullest extent permitted by law, the Contractor and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against SMCPS for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the provision of any service or the supply, delivery or installation of any products or materials provided by Contractor under this Contract. The Contractor specifically waives any right of recovery against SMCPS and its elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any resulting loss of income) suffered while working on behalf of SMCPS as an independent Contractor. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of SMCPS and its elected and appointed officials, officers, volunteers, agents and employees. The Contractor shall advise its insurers of the foregoing.

**3.19 ACKNOWLEDGMENT OF CONTRACTOR’S INDEPENDENT CONTRACTOR STATUS AND NO COVERAGE FOR CONTRACTOR UNDER SMCPS’ WORKERS COMPENSATION COVERAGE:**

Contractor hereby acknowledges its status as an independent Contractor while providing services or supplying, delivering or installing products or materials on behalf of SMCPS and that SMCPS’ workers compensation coverage or self-insurance is not intended to and will not respond to cover any medical or indemnity loss arising out of injury to the Contractor or its employees during the Contractor’s provision of goods or services to SMCPS. To the fullest extent permitted by law, the Contractor specifically waives any

right of recovery against SMCPs and its elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any resulting loss of income) suffered during the contract for SMCPs. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of SMCPs and its elected and appointed officials, officers, volunteers, agents, and employees. The Contractor shall advise its insurers of the foregoing.

**3.20 DAMAGE TO PROPERTY OF THE CONTRACTOR AND ITS INVITEES:**

To the fullest extent permitted by law, the Contractor shall be solely responsible for any loss or damage to property of the Contractor or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of SMCPs.

The successful Contractor shall not commence operations under the contract until they have obtained all insurance stated in these requirements by SMCPs, and certificates are made available to SMCPs.

**3.21 OSHA COMPLIANCE:** All goods or services furnished by the Contractor shall meet all applicable state and federal requirements of the Occupational Safety and Health Act (OSHA). Alleged violations or deviations from said state and federal requirements pertaining to any goods or services to be furnished by the Contractor, or the Contractor's working conditions or employment practices, must be set forth in the proposal.

**3.22 TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT:** SMCPs maintains a tobacco and alcohol/drug free environment. The Contractor shall not permit its employees to use tobacco products (smoke or smokeless) on the premises or on property owned or operated by SMCPs.

**3.23 MARYLAND SEX OFFENDER LAW:** "A person who enters into a contract with a county board of education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registrant. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both." Persons awarded contracts with the Board of Education of St. Mary's County are required to certify that no employee, Contractor, Contractor employee, that is a registered sex offender will be allowed to enter onto school property at any time in the performance of the work and failure to so certify will be grounds for not awarding a contract. It will be the responsibility of Contractors to obtain similar certification from all Contractors, performing work or services on school system property and to monitor adherence to this requirement. In the event that the Board of Education of St. Mary's County determines that a registered sex offender has entered upon school system property in the performance of work for a Contractor, such will be grounds for termination of the contract. This provision shall be incorporated verbatim into all contracts and subcontracts for work and services performed for the Board of Education for St. Mary's County.

**3.24 PRICE REDUCTION:** If at any time after the date of the RFP the Contractor makes

a general price reduction in the comparable price of any service or material covered by the contract to customers, generally an equivalent price reduction based on similar quantities and/or consideration shall apply to this contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to the Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this RFP . An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit its invoice at the reduced price indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. In addition, the Contractor will within ten days of any general price reduction, notify the Procurement Coordinator of the reduction by letter. FAILURE TO DO SO MAY BE CONSIDERED A DEFAULT AND MAY RESULT IN TERMINATION OF THE CONTRACT.

**3.25 PAYMENT TO CONTRACTOR:** Payment shall be as defined in Section VII. Specifications.

**3.26 TERMINATION FOR DEFAULT:** SMCPs may, by written notice of default to the Contractor, terminate the whole or any part of the contract. If, after notice of termination of this contract under provision of this clause, it is determined for any reason that the Contractor was not in default under the provisions of the clause, or that the default was excusable under the provisions of the contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to a termination for convenience.

If the Contractor is unable to fulfill all obligations in accordance with these terms and conditions, SMCPs may acquire the product or service in the open marketplace with any cost increase being the responsibility of the Contractor.

**3.27 TERMINATION FOR CONVENIENCE:** SMCPs may terminate the performance of work under any resulting contract in whole or in part when it is determined to be in the best interest of SMCPs, for any reason. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of the work is terminated and the date upon which such termination becomes effective. All finished or unfinished services and supplies provided by the Contractor shall at the option of SMCPs, become the property of SMCPs. Upon receipt of a Notice of Termination, the Contractor shall submit to the Procurement Coordinator his Termination Claim.

**3.28 FEDERAL, STATE & LOCAL LAW COMPLIANCE:** SMCPs shall use its best efforts to assist the Contractor to comply with any applicable federal, state or local laws, rules and regulations.

The Contractor shall in the performance of services pursuant to the RFP and contract,



fully comply with all applicable federal, state, or local laws, rules and regulations, and shall hold SMCPS and individual school participants harmless from any liability from failure of such compliance. This contract indemnification from the Contractor to SMCPS shall include Contractor representations and warranties that the contract is in compliance with all applicable federal and state laws.

- 3.29 **TAXES:** The Contractor is responsible for sales, personal property taxes, and other applicable taxes related to the goods and services provided under the contract. SMCPS is a tax-exempt organization. SMCPS' tax exempt number is 30001268.
- 3.30 **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS:** SMCPS does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in its programs, activities or employment practices. All Contractors shall affirm that they do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in employment practices by so stating in the response to the RFP.
- 3.31 **FEDERAL, STATE AND LOCAL LICENSES & PERMITS:** The Contractor will comply with all laws and regulations on licenses and permits.
- 3.32 **REPAIRS TO PROPERTY DAMAGE:** Any damage to SMCPS' facilities caused by the Contractor, its agents or employees shall be repaired to its original condition by the Contractor. All repairs shall be performed at no cost to SMCPS.
- 3.33 **TRADE SECRETS OR PROPRIETARY INFORMATION:** It is the Contractor's responsibility to identify data or materials submitted that are proprietary in nature.
- 3.34 **CONTRACTOR BEARS RFP COSTS:** The Contractor is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to the RFP, or any negotiations incidental to its proposal.
- 3.35 **MODIFICATIONS/WITHDRAWAL OF PROPOSAL:** A Contractor may modify or withdraw a proposal at any time prior to the proposal due date and time. All modifications or withdrawals must be in writing, and must be executed by a person with authority to bind the Contractor.
- 3.36 **PUBLIC INFORMATION NOTICE:** Contractors should give specific attention to the identification of those portions of their Proposals which they deem to be confidential, or to contain proprietary information or trade secrets. Contractors should provide justification why such material, upon request, should not be disclosed by SMCPS under the Maryland Public Information Act, State Government Article, Title 10, Subtitle 6, of the Annotated Code of Maryland.
- 3.37 **DURATION OF PROPOSAL OFFER:** *Proposals shall be binding for 90 days following the proposal due date.* This period may be extended by mutual written agreement between the SMCPS and the Contractors. It is anticipated that notification of the proposal acceptance will be made according to the dates set within this document. Once a contract is awarded, all prices, terms and conditions shall remain unchanged throughout the contract period unless specifically agreed to otherwise by both SMCPS

and the Contractor.

- 3.38 **INDEMNIFICATION:** To the fullest extent permitted by law the Contractor shall indemnify and hold harmless SMCPs and their agents and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work.
- 3.39 **RIDER CLAUSE:** Contractors are advised that the awarded contract may be extended, with the authorization of the Contractor, to various other agencies and school districts. The Contractor must deal directly with each jurisdiction concerning the placement of orders, issuance or purchase orders, contractual disputes, invoicing and payment. SMCPs assumes no obligation on behalf of any of these organizations. Failure to extend a contract to any listed jurisdiction will have no effect on the consideration of your proposal.
- 3.40 **CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION:** HIPAA and FERPA Compliance. It is understood that any services provided by Contractor and any Licensed Professional Service Personnel and assistants provided by Contractor to students is pursuant to the educational requirements of the SMCPs. In instances where Contractor and any Licensed Professional Service Personnel and assistants provided by Contractor receives personally identifiable student information and/or Protected Health Information (herein referred to as "PHI") in connection with the Services provided by Contractor and any Licensed Professional Service Personnel and assistants provided by Contractor, the SMCPs and Contractor agree that they shall each:
- 1) Comply with the applicable provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232 and the Administrative simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d through d-8 ("HIPAA"), and the requirements of any regulations promulgated there under recognizes that any and all personally identifiable student information that it or its agents receive regarding any student is considered an "educational record" regardless of the content and that all such educational records, regardless of form (i.e., hard copy or electronic copy) is the property of the SMCPs and must be turned over to the SMCPs's designated supervisory employees.
  - 2) Adhere to all requirements of any applicable regulations promulgated thereunder.
  - 3) Not to use or further disclose, except to the SMCPs, any PHI concerning a client/patient other than as permitted by this Contract, the requirements of HIPAA and/or applicable federal regulations. Both Parties shall implement appropriate safeguards to prevent the use or disclosure of a client's/patient's PHI other than as provided for by this Contract.
  - 4) Promptly report any violations, use and/or disclosure of a client's/patient's PHI not provided for by this Contract as soon as practicable, upon becoming aware of the improper violation(s), use and/or disclosure.
- 3.41 **BREACH OF CONFIDENTIALITY:** In the event that either party is in breach of any provision(s) of this Article and Section 6.12 of this Contract, it shall immediately

advise the opposite party and take steps to remedy such breach, including, but not limited to protecting against the consequences of any disclosure or use of PHI in violation of this Contract. Both parties acknowledge that use or disclosure of the PHI, in any manner inconsistent with this Contract, may result in irreparable and continuing damage and that the party damaged by the disclosure shall have the right to seek legal and equitable relief, including injunctive relief, without the necessity of posting bond or other security necessary to protect against any such breach or threatened breach, including, without limitation, injunctive relief.

- 3.42 **RFP PROTEST:** A Contractor may protest an award. The protest shall be filed with the Purchasing Office by submitting a protest in writing to Victoria S. Mayle, CPPO, CPPB, Procurement Coordinator, by mail to: 23160 Moakley Street, Suite 107, Leonardtown, Maryland 20650. The protest must be received by the close of business on the seventh (7<sup>th</sup>) business day after the award. Protests shall include the RFP number, the basis of the protest, the relief sought and whether the protester wishes to have a conference with respect to the protest.
- 3.43 **TAX-EXEMPT:** SMCPs is exempt from all federal excise and state sales taxes.
- 3.44 **DELIVERY TERMS:** Proposal prices must include all shipping charges “F.O.B. Destination”.
- 3.45 **MULTIPLE PROPOSALS:** Contractors may not submit more than one proposal.
- 3.46 **MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT:** Contractors are required to complete and return a Minority Business Enterprise Utilization Affidavit (MBEUA) with their proposal (Attachment 4). A Contractor’s failure to submit the MBEUA will result in the proposal being deemed non-responsive.
- 3.47 **NO BID--PROPOSAL:** If the Contractor elects not to respond, but would like to be notified for future opportunities, the Contractor should forward a “No bid” response to the SMCPs Purchasing Office.

#### IV. REQUIRED FORMAT AND CONTENT OF PROPOSAL RESPONSE

This section outlines the information that must be provided by the Contractor when responding to this proposal. Any proposal not providing the required information, or not conforming to the format specified, may be disqualified.

Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable SMCPs to determine the Contractor's overall qualifications. Each proposal shall also include any other information that the Contractor feels is significant in making an informed decision relative to the proposal.

Any exceptions to the specifications or any other special considerations or condition requested or required by the Contractor shall be enumerated by the Contractor and shall be submitted as part of its proposal, together with any explanation as to the reason the specifications cannot be met. Each Contractor shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its proposal.

Contractors are requested to submit a total of Seven (7) responses to this RFP, one (1) original and six (6) copies of the signed original. Please mark the original with the word "**Original**". A minimum of two (2) sets of samples must be submitted if required (*see item number 4.5 below*).

In order to conduct a uniform review process, **proposals must be submitted in the format set forth below** (Contractor's signatures must be affixed to attachments or items where indicated). Failure to follow this format may cause for rejection of a proposal because adherence to this format is critical to the evaluation process:

- 4.1 **Title Page:** The title page should reflect the Request for Proposal (RFP) name and number, name of the firm, contact person, address, telephone number, fax number, email address and date of preparation.
- 4.2 **Table of Contents:** The Table of Contents must indicate the material included in the proposal by section and page number. A Contractor's table of contents should mirror this section of the Request for Proposal and must include all the items set forth in items 4.1 through 4.9 of this section of the Request for Proposal.
- 4.3 **Letter of Transmittal** (please limit to three (3) pages). Prepared on the Contractor's letterhead with authorized signature, this letter should be a brief narrative highlighting the proposal, should contain reasons why your company should be selected, and be aimed at non-technical personnel. **Do not include price quotes—see item 4.9.h.**

The letter of transmittal must be submitted with the Contractor's proposal and must include:

- a. A statement of the Contractor's understanding of the services required by the Request for Proposal and attached specifications.

- b. The names of the persons who are authorized to make representations on behalf of the Contractor (include titles, addresses and telephone numbers)
- c. State whether the Contractor is a local, regional, national or international firm.
- d. State how long the company has been in business under the present name and structure. Provide any other names under which the firm has done business and the dates it operated under each name and the locations at which it operated under each name.

4.4 **RFP Attachments and Addendums:** The following documents must be attached to the Contractor's proposal:

- 4.4.1 Attachment 1: RFP Submission Signature Page
- 4.4.2 Attachment 2: Business Relationship Affidavit
- 4.4.3 Attachment 3: Sex Offender Certification Affidavit
- 4.4.4 Attachment 4: Minority Business Enterprise Utilization Affidavit
- 4.4.5 Addendums (if any issued)

4.5 **Samples:** Each Contractor shall submit sample documents, lesson plans, curriculum, etc. and materials that will be provided to SMCPS if selected. The material should reflect the quality of the services provided by the Contractor and must be similar to the actual products that would be provided to the schools. The samples provided shall be labeled as "**Sample Materials**". **A minimum of two (2) sets of samples must be submitted by each Contractor.**

4.6 **Financial:** Include copies of the Contractor's independently audited financial statements from the last two years.

4.7 **Experience and References:** Provide a description of comparable services performed by the Contractor during the most recent five-year period similar in scope to the services in this RFP with emphasis on the office which would be assigned to support SMCPS. To the extent possible, include work for clients who are local or state governments. For each reference provide:

- Complete business name and address,
- The individual's name, job title, email address and the telephone number who can attest to the Contractor's ability to perform the services in this RFP.
- The contract name and number under which the services were provided to the reference including: the scope of services provided under the contract, the length of the contract and the dollar value of the contract.

4.8 **Personnel:**

- a. Provide the address, name(s) and phone numbers of personnel regarded as district supervisors, district managers who will oversee the SMCPS account. The Contractor will provide all necessary corporate officers' names, phone numbers, addresses, fax numbers, etc., including emergency phone numbers. Identify all full-time and part-time staff who would be assigned to work directly with SMCPS in the event of an award.

- b. Provide employee qualifications, education, work experience, and a narrative description of the work responsibilities of each individual for this project.

4.9 **Response To Specifications:**

- a. Detail how your company can meet or exceed the contract specifications detailed in **Section VII** of this RFP document. Include any specifications that cannot be met by your company and explain why.
- b. Describe how your technical and support resources will be deployed to complete your proposed solution to the project.
- c. Describe the range of activities necessary to complete your proposed solution to the project.
- d. Please include any additional information considered necessary or helpful to the committee in determining Contractor's qualification. This may include additional options that would be extended to SMCPs as extra services that could be provided.
- e. Customer Support – Detail your customer support program including hours of operations, toll free telephone numbers, help desk for on-line ordering, etc. Describe the systems in place and how they have been developed to resolve school and parental concerns or issues.
- f. Contract –Contractor shall submit for consideration any contract (outside of the RFP) that would require execution should become an awarded Contractor.

**g. Confidentiality Statement – Under no circumstances may the Contractor release, disclose, sell or otherwise use student names or likeness. Contractor may only use this information for purposes required under this contract. Each Contractor must include a confidentiality statement affirming their company's commitment to confidentiality, which at a minimum states:**

Under no circumstances may a Contractor release, disclose, sell, or otherwise use student names and addresses. Contractor may only use this information for purposes required under this Contract. Failure to comply with this requirement may be considered a default and may be cause for termination of the Contract under Section III. General Terms & Conditions, Item 3.26.

I \_\_\_\_\_ (Contractor), do hereby affix my signature with the Confidentially Statement (must be signed by the highest ranking company official):

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**h. Price** – Contractor shall submit in a **separate sealed envelope**, pricing based on ½ day (4 hours) and full day (8) hours per consultant per day and shall be fully burdened to include all fees including travel, meals and incidentals.

## **V. EVALUATION PROCESS**

- 5.1 The information provided in response to this RFP will be the basis for the selection committee's recommendation of the Contractors they have determined to be best able to provide Professional Development Consulting Services to SMCPs.
- 5.2 SMCPs's Procurement Coordinator may determine, at his/her sole discretion, that in certain cases, particular conflicts/litigation/regulatory matters would disqualify a Contractor from further consideration.
- 5.3 After careful review of the proposals, samples, etc., a selection may be made of those Contractors deemed to be fully qualified and best suited. Those Contractors may be invited to present a demonstration of their product. Negotiations may then be conducted with recommended Contractors.
- 5.4 Contractors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the Procurement Coordinator, require no clarifications and/or supplementary information, such proposals may be evaluated without further discussion. Hence, proposals should be submitted initially on the most complete and favorable terms. Should proposals submitted require additional clarification and/or supplementary information, Contractors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when so requested.

### **EVALUATION CRITERIA:**

The following evaluation criteria are listed in descending order of importance and will be used in the selection process:

1. Proposal Response – the completeness of the Contractor's proposal response as outlined in Section IV. Required Format and Content of Proposal Response.
2. Prior Experience – Detailed descriptions of prior experience with projects having a similar scope and size – to include description of the situation or problem, the implemented solution and the results.
3. Potential Risks – Potential Risks to SMCPs and how the proposed solution would mitigate risks.
4. Price – and other influencing factors.

St. Mary's County Public Schools (SMCPs) reserves the right to accept the proposal(s), which, in its judgment, will best serve the interests of SMCPs. SMCPs also reserves the right to cancel this Request for Proposal, to make an aggregate award and to award the contract to one or more Contractors.



## **VI. SELECTION AND CONTRACT NEGOTIATION**

Following the evaluation, SMCPs may notify the selected Contractor(s) for further discussions.

SMCPs may negotiate with the selected Contractor. If SMCPs is unable to reach acceptable terms with the highest ranked Contractor, SMCPs may seek to reach acceptable terms with the next highest ranked Contractor as needed. Price will be considered, but will not be the sole determining factor. SMCPs reserves the right to negotiate with the Contractor(s) whose proposal is deemed strongest by the school system.

### **Best and Final Offers**

SMCPs expects the initial offers to be best and final. However, we reserve the right to request best and final offers if warranted by the evaluation committee. In addition, the Procurement Coordinator reserves the right to recommend award on the basis of initial proposals without discussions or negotiations. Contractors should not rely on having an opportunity during negotiation to change its offer.

## **VII. SPECIFICATIONS—**

### **A. GENERAL SPECIFICATION REQUIREMENTS**

1. Contractor shall be authorized and licensed by the State of Maryland to provide Mental Health Therapy services, Early Childhood Mental Health Certification preferred but not required. Contractor shall employ qualified and experienced personnel who specialize in providing Early Childhood Mental Health Therapy services as required by this RFP. If selected, the Contractor agrees to provide personnel who are suitably qualified and experienced and who are in all respects acceptable to SMCPs to perform the required services.
2. The Contractor represents that it has carefully screened its employees and subcontractors. The Contractor guarantees that all employees and subcontractors (if any) assigned to work at SMCPs locations will conduct themselves in a responsible courteous and professional manner. SMCPs, in its sole and absolute discretion, shall have the right to direct the Contractor to remove any of its personnel (including subcontractors) from the schools for any reason.
3. Contractor shall provide experienced representative(s) to deliver a variety of services which may include, but is not limited to: classroom observations and the development of behavior plans, weekly whole group SEFEL lessons in each pre-k 3 and pre-k 4 a.m.& p.m. session. individual and family counseling and meeting with teachers and other school staff. The Mental Health Therapist shall make home visits and attend IEP and IFSP meetings when appropriate. The therapist's schedule may extend beyond normal school hours to include including evenings for individual sessions, as well as family counseling. These sessions may be held in the client's home. Meetings with teachers and Judy Center staff may also be scheduled after normal school hours.
4. Contractor shall attend monthly Judy Center Steering Committee meetings and monthly Judy Center Case Management meetings.
5. Contractor shall provide a mental health therapist to provide twenty four hours (24) of mental health services per week for three and four olds at the Judy Center at George Washington Carver Elementary School. Contractor shall provide mental health services during the school day and after school hours. Adjustment in hours may be made if it is deemed necessary to include evening and or weekend Judy Center activities.

## **VIII. INSURANCE REQUIREMENTS**

### **8.1 General Insurance Requirements**

- 8.1.1 The Contractor shall not commence any service or supply, delivery or installation of any products or materials purchased by SMCPs under this Contract until the Contractor has obtained at its own expense all of the insurance as required hereunder and such insurance has been approved by SMCPs; nor shall the Contractor allow any subcontractor to commence work on any subcontract until all insurance required of the subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Contractor will be granted only after submission to the Purchasing Office of original certificates of insurance signed by authorized representatives of the insurers or, at the Procurement Coordinator's request, certified copies of the required insurance policies. Upon award, the Contractor must submit with the original certificates of certified policies, an Insurance Checklist form completed by the Contractor and each of the its Insurance Agents or Insurers (one form for each agent or insurer if multiple agents or insurers write the Contractor's coverage).
- 8.1.2 Insurance as required hereunder shall be in force throughout the term of the Contract and, in accordance with 8.2.1, for two years after final payment by SMCPs under this Contract. Original certificates signed by authorized representatives of the insurers or, at SMCPs request, certified copies of insurance policies, evidencing that the required insurance is in effect, shall be maintained with the Purchasing Department throughout the term of the Contract and for two years after final payment by SMCPs under this Contract.
- 8.1.3 The Contractor shall require all Subcontractors to maintain during the term of the Contract commercial general liability insurance, business auto liability insurance, and workers compensation and employers liability insurance to the same extent required of the Contractor in 8.2.1, 8.2.1.2, and 8.2.1.3 unless any such requirement is expressly waived or amended by SMCPs in writing. The Contractor shall furnish subcontractors' certificates of insurance to SMCPs immediately upon request.
- 8.1.4 No acceptance and/or approval of any insurance by SMCPs shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of this Contract.
- 8.1.5 If the Contractor does not meet the insurance requirements of this Contract, the Contractor shall forward a written request to SMCPs for a waiver in writing of the insurance requirement(s) not met or approval in writing of alternate insurance coverage, self-insurance, or group self-insurance arrangements. If SMCPs denies the request, the Contractor must comply with the insurance requirements as specified in this Contract.
- 8.1.6 All required insurance coverage must be underwritten by insurers allowed to do business in the State of Maryland and acceptable to SMCPs. The insurers must also have policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest evaluation by A. M. Best Company, unless SMCPs grants specific approval for an exception. SMCPs hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the Injured Workers Insurance Fund of Maryland.
- 8.1.7 Any deductible or retention amounts elected by the Contractor or imposed by the insurer(s) shall be the sole responsibility of the Contractor.
- 8.1.8 If the SMCPs is damaged by the failure or neglect of the Contractor to purchase and maintain insurance as described and required herein, without so notifying SMCPs, then the Contractor shall bear all reasonable costs properly attributable thereto.

## 8.2 Contractor's Liability Insurance (Occurrence Basis)

8.2.1 The Contractor shall purchase and maintain the following insurance coverage on an occurrence basis at not less than the limits specified below or required by law, whichever is greater:

- 8.2.1.1 Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:
- \$ 1,000,000 each occurrence;
  - \$ 1,000,000 personal and advertising injury;
  - \$ 2,000,000 general aggregate; and
  - \$ 2,000,000 products/completed operations aggregate.

This insurance shall include coverage for all of the following:

- i. Liability arising from premises and operations;
  - ii. Liability arising from the actions of independent contractors;
  - iii. Liability arising from products and completed operations with such coverage to be maintained for two years after final payment by the Board under this Contract; and
  - iv. Contractual liability including protection for the Contractor from bodily injury and property damage claims arising out of liability assumed under this Contract.
- 8.2.1.2 Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all the following:
- i. Liability arising out of the ownership, maintenance or use of any auto (if no owned autos, then hired and non-owned autos only); and
  - ii. Automobile contractual liability.
- 8.2.1.3 Workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage; employers liability insurance or its equivalent with minimum limits of:
- \$ 100,000 each accident for bodily injury by accident;
  - \$ 100,000 each employee for bodily injury by disease; and
  - \$ 500,000 policy limit for bodily injury by disease.
- 8.2.1.4 Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
- \$1,000,000 per occurrence;
  - \$1,000,000 aggregate for other than products/completed operations and auto liability; and \$1,000,000 products/completed operations aggregate and including all of the following coverages on the applicable schedule of underlying insurance:
- i. Commercial general liability;
  - ii. Business auto liability; and
  - iii. Employer's liability.
- 8.2.1.5 SMCPs and its elected and appointed officials, officers, employees and authorized volunteers shall be named as additional insured on the Contractor's commercial general liability insurance and umbrella excess or excess liability insurance policies, if any, with respect to liability arising out of the products and/or materials, their installation or delivery, or related services provided under this Contract by Contractor.

**The Contractor's commercial general liability insurance and the umbrella excess liability or excess liability policies, if required herein, must include the following manuscript additional insured language:**

*"This policy is amended to include as insured St. Mary's County Public Schools, its elected and appointed officials, officers, employees and authorized volunteers, but only for liability arising out of [your product] or [your work] for SMCPs by or for [you] RFP #SMCPs-2016-JC-MHS."*

**Special Note:** ISO forms CG 2009 and CG 2010 entitled "Additional Insured – Owners, Lessees or Contractors - Scheduled Person or Organization" (previously Forms A and B respectively) are **NOT ACCEPTABLE**. A manuscript endorsement with the above wording is required.

- 8.2.1.6 Insurance or self-insurance provided to SMCPs and its elected and appointed officials, officers, employees and authorized volunteers as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to SMCPs and its elected and appointed officials, officers, employees and authorized volunteers shall be excess of and non-contributory with insurance of self-insurance provided to the SMCPs and its elected and appointed officials, officers, employees and authorized volunteers as specified herein.

RFP SUBMISSION SIGNATURE PAGE

I/we understand that St. Mary's County Public Schools reserves the right to reject any or all Proposals and to award to other than the low Contractor if deemed in the best interest of the School System.

I/we certify that this proposal is made without any previous understanding, agreement, or connection with any person, firm or corporation submitting a proposal for the same services and is in all respects, fair and without any collusion or fraud.

I/we certify that our company, its officers, directors, partners, or any employees have not been convicted of bribery, attempted bribery, or conspiracy to bribe.

In addition, that no member of the Board of Education of St. Mary's County, Administrative or Supervisory personnel or other employees of the St. Mary's County Public Schools has any interest in the bidding company except as follows:

\_\_\_\_\_.

Are there any deviations to this bid yes \_\_\_\_ or no \_\_\_\_? If yes, please attach to this page.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Title (Typed) \_\_\_\_\_

**BUSINESS RELATIONSHIP AFFIDAVIT**

*BIDDER MUST SIGN THIS DOCUMENT AND RETURN TO THE SMCPS IN THE SAME SEALED ENVELOPE CONTAINING THE RFP FORM AND OTHER PERTINENT RFP INFORMATION*

I HEREBY CERTIFY THAT I am  
 (Title)\_\_\_\_\_ and the duly  
 authorized representative of the firm  
 \_\_\_\_\_ whose address is  
 \_\_\_\_\_ and that I possess the legal  
 authority to make these testimonies on behalf of myself and the firm for which I am acting.

**NON-COLLUSION CERTIFICATION**

Neither I, nor to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid/RFP or offer being submitted herewith; not in any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the bid/RFP price, or price proposal of the bidder, or offer or herein, or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid/RFP or offer is submitted.

**ANTI-BRIBERY AFFIDAVIT**

Neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of any county, bi-county, of multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1977 which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.

**CIVIL RIGHTS COMPLIANCE**

We fully comply with Title VI of the Civil Rights Act of 1964 (PL88-352).

In signing this document I represent that I have personal knowledge of all the matters and facts herein stated, and do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed or Typed Name

**SEX OFFENDER CERTIFICATION**

In conjunction with the submission of its proposal, and as a condition precedent to the award of a Contract by the St. Mary's County Board of Education, the undersigned Contractor, by and through its authorized undersigned representative, acknowledges the following provisions of the Criminal Procedure Article of the Annotated Code of Maryland relating to the employment of registered sex offenders, and certifies as follows:

**Annotated Code Criminal Procedure Article Provisions****§ 11-722. Entry onto school or day care property prohibited.**

(c) Employment of registrants at schools prohibited. -- A person who enters into a contract with a county board of education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registrant. (d) Violations; penalty. -- A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$ 5,000 or both.

Contractor shall attach to this page a complete and accurate list of the individuals in my direct employ, or who have been subcontracted, who will have direct, unsupervised or uncontrolled access to children while performing work for St. Mary's County Public Schools (SMCPS) is attached. In addition, the contractor shall check the statements below that apply and return this documentation with a responsive bid:

- ☐ These individuals named on the attached list **have or will have undergone a criminal background check, including fingerprinting within the last 12 months.** A copy of the report received from the fingerprinting agency for each individual **must be provide by the successful vendor prior to the start of the contract term.**
- ☐ I understand that this documentation must be approved by SMCPS before these individuals are can perform work for St. Mary's County Public Schools.

**Certification**

**The undersigned Contractor hereby certifies to the St. Mary's County Board of Education that no employee, subcontractor, subcontractor employee, or material supplier that is a registered sex offender will be allowed to enter onto school system property at any time in the performance of the work or services for which the contract is awarded.**

Name of Individual/Organization (Contractor): \_\_\_\_\_  
(Print or type name)

Name of Authorized Representative: \_\_\_\_\_  
(Print or type name)

Signature of Authorized Representative: \_\_\_\_\_

The aforesaid bidder further acknowledges that it will be the responsibility of all contractors to obtain similar certifications from all subcontractors, suppliers and Contractors delivering materials, equipment or supplies to school system property, and/or performing work or services on school system property, and to monitor adherence to this requirement. In the event that the Owner determines that a registered sex offender has entered upon school property for a delivery of materials, equipment or supplies and/or for the performance of work or services under the contract, such will be grounds for termination of the contract.



**MINORITY BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT**

Name of Bidder \_\_\_\_\_

RFP Title: G. W. Carver Judy Center Early  
Childhood Mental Health Services

Date: \_\_\_\_\_

RFP No. SMCPS-2016-JC - MHS

Please respond to the questions as follows:

Check One

Yes No

1. Minority Business Enterprise? \_\_\_\_\_
2. If the response to Question 1 is "No", have Minority Business Enterprises provided any services or supplied any items associated with your response to this RFP? \_\_\_\_\_

Note: If the response to Question 2 is "Yes", please proceed with completing the balance of the form. If the response to Question 2 is "No", do not complete the balance of the form other than signature and title.

<u>Name and Address of Minority Business Enterprise</u>	<u>Type of Service or Materials/Supplies</u>	<u>Agreed Price</u>	<u>Percent of Total Bid</u>

Total Bid \$ \_\_\_\_\_

Total Minority Business Enterprise Bid

Percent of Total Minority Business Enterprises Contract \_\_\_\_\_%

\_\_\_\_\_  
Signature\_\_\_\_\_  
Title\_\_\_\_\_  
Date

**ST. MARY’S COUNTY PUBLIC SCHOOLS  
Purchasing Office  
23160 Moakley Street  
Suite 107  
Leonardtown, MD 20650**

RFP Title: G. W. Carver Judy Center Early Childhood Mental Health Services

RFP No. SMCPS-2016-JC-MHS

**NO BID REPLY FORM**

Vendor Information:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

To assist the Purchasing Office of St. Mary’s County Public Schools in obtaining competition for bids, we ask that each firm that was notified of this request for proposal opportunity, but does not wish to respond, state their reason(s) below. This information will not preclude receipt of future solicitation offers unless you request removal from the potential bidder’s list by so indicating below. This form can be returned to the Purchasing Office by fax to 301-475-4228.

Vendor Statement:

Unfortunately, we must offer a “No Bid” at this time because:

- \_\_\_\_\_ 1. We are not able to participate in providing a response at this time. Please keep us on The list for notification of future opportunities.
- \_\_\_\_\_ 2. We do not provide the services requested in the specifications.
- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. Other:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VENDOR PLEASE SUBMIT A W-9 FORM IF YOU ARE  
A NEW VENDOR TO SMCPS