

The Procurement Division of Knox County, Tennessee will receive sealed proposals for the provision of **College and Career Readiness Program** as specified herein. Proposals must be received by **2:00 p.m. on May 25, 2022**. Late proposals will be neither considered nor returned.

**Deliver Proposals To:
Proposal Number 3244
Knox County Procurement Division
Suite 100, 1000 North Central Street
Knoxville, Tennessee 37917**

The Proposal Envelope must show the Company Name, Proposal Number, Proposal Name and Proposal Closing Date.

SECTION I GENERAL TERMS AND CONDITIONS

- 1.1 **ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Jay Garrison, CPPO, CPPB, Procurement Coordinator, at 865-215-5767. Questions may be emailed to jay.garrison@knoxcounty.org. Information about the Knox County Procurement Division and current solicitations may be obtained on the Internet at www.knoxcounty.org/procurement.
- 1.2 **ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) business days from the date of the proposal closing, unless otherwise indicated in their proposal.
- 1.3 **ALTERNATIVE PROPOSALS:** Knox County will not accept alternate proposals (those not equal to specifications) unless authorized by the Request for Proposals.
- 1.4 **AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call 1-866-858-4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.

Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.

- 1.5 **AWARD:** Award will be made to the most responsive, responsible proposer(s) meeting specifications and presenting the product(s) and/or service(s) that is in the best interest of Knox County. Knox County reserves the right to award this proposal on an all-or-none basis, schedule basis or by multiple award. Knox County reserves the right to not award this proposal. Award will be made in accordance with the evaluation criteria specified herein.
- 1.6 **BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged Contractors who wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program, please contact:

Diane Woods, CPPB, Business Outreach Administrator
Knox County Procurement
Telephone: 865-215-5760
Fax: 865-215-5778
Email: diane.woods@knoxcounty.org

- 1.7 **CLOSURES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regard to solicitations and closures:
- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.

- Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.
- Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.

- 1.8 CONFLICT OF INTEREST:** Vendors must have read and comply with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the closing of this solicitation. Knox County's Non-Conflict of Interest Policy is available for review at https://www.knoxcounty.org/Procurement/conflict_policy.php.
- 1.9 COPIES:** Knox County requires that proposals be submitted as one (1) marked as original and three (3) exact copies. **Proposers must submit with their written response an exact electronic version of their proposal in a single file on a CD-ROM or flash drive format.**
- 1.10 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the proposal being considered non-responsive and disqualified.
- 1.11 ELECTRONIC TRANSMISSION OF PROPOSALS:** Knox County's Procurement Division **will not** accept electronically transmitted proposals. Facsimile and email submission is strictly prohibited. Due to the nature of the information requested, all submissions shall be in written format.
- 1.12 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the proposer in the preparation of their proposal.
- 1.13 MULTIPLE PROPOSALS:** Knox County will consider multiple proposals that meet specifications.
- 1.14 NON-COLLUSION:** Proposers, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.15 PAYMENT METHOD:** Knox County utilizes two (2) methods of placing order for products and/or services. The first is the use of Purchase Orders. These Purchase Orders will be issued from the Knox County Procurement Division via the method selected by the vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.

The second method is the use of the Knox County Credit Card (VISA). Orders placed with the card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction by the requesting department. Vendors must indicate in their proposal response if the vendor will accept Knox County's Credit Card (VISA) as a form of payment. Proposers are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.

- 1.16 POSSESSION OF WEAPONS:** All vendors, their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose Contract requires possession of firearms or other weapons to successfully complete their Contract, vendor must provide personnel who are bonded to bear said weaponry.
- 1.17 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.18 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.
- 1.19 PROPOSAL DELIVERY:** Knox County is currently undergoing a software upgrade and is currently unable to accept electronic submission of proposals. All proposals must be submitted in hard copy format to the address listed in the solicitation. Knox County requires proposers, when hand delivering proposals, to time date and stamp the envelope before depositing it in the bid box. The time clock in the Procurement Division shall become the official record of time.
- Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for bids delivered to addresses other than the delivery address specified at the top of this solicitation.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.

- 1.20 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that proposals being submitted on paper shall:
- Be submitted on recycled paper;
 - Not include pages of unnecessary advertising;
 - Be made on both sides of each sheet of paper.
- 1.21 **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective proposer to review the entire Request for Proposals (RFP) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or proposing procedures must be received in the Procurement Division by **4:30 p.m. local time on May 11, 2022**. These requirements also apply to specifications that are ambiguous.
- 1.22 **SIGNING OF PROPOSALS:** In order to be considered, all proposals must be signed. Please sign the original in blue ink. By signing the proposal document, the vendor acknowledges and accepts the terms and conditions stated in the proposal document.
- 1.23 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.24 **TITLE VI OF THE 1964 CIVIL RIGHTS ACT AND TITLE IX OF THE EDUCATIONAL AMENDMENT OF 1972:** “Nondiscrimination in Federally Assisted Programs”—“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 U.S.C. Section 2000. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI and Title IX.
- 1.25 **USE OF PROPOSAL FORMS:** Vendors must complete the proposal forms contained in the proposal package. Failure to complete the proposal forms may result in proposal rejection.
- 1.26 **VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidder's list for twenty-four (24) months.
- 1.27 **VENDOR REGISTRATION:** Prior to the closing of this proposal, **ALL PROPOSERS MUST** be registered with the Procurement Division. If you are not already a registered vendor with Knox County, a vendor application must be completed and submitted via email to lindsay.stout@knoxcounty.org. Vendors must be registered with the Procurement Division **prior** to submitting their proposal.
- 1.28 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 **APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year, or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

- 2.3 **ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 **BOOKS AND RECORDS:** Vendor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for three (3) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Vendor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.
- 2.5 **CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 **COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all Federal, State, and Local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 **CRIMINAL HISTORY RECORDS CHECK:** Any and all successful vendors, vendor employees, and any vendor sub-contractors and its employees that perform any services at Knox County Schools must submit to a Criminal History Records Check at vendor's expense. This is conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the employee to have contact with students or enter school grounds when students are present. Reference Tennessee Code Annotated Section 49-5-413. See Attachment B.
- 2.8 **DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive solicitation.
- 2.9 **GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any dispute which arises hereunder.
- 2.10 **INCORPORATION:** All specifications, drawings, technical information, Request for Proposals, Proposal, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.11 **INDEMNIFICATION—HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 **INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.13 **INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.
- 2.14 **IRAN DIVESTMENT ACT:** By submission of this RFP response, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106. Proposer must submit Attachment C with their response.

- 2.15 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.16 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex, national origin, or any individual trait or characteristic found to be an illegal consideration, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other Federal and State employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
- Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest that would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total Contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.17 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Contract, (2) Request for Proposals, (3) Contractor's Response, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.18 REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in Contract and in tort, including but not limited to, rejection of goods, rescission, and right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.19 RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied and warehoused.
- 2.20 SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.21 TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its proposal or proposal and signature, it is current in its respective Federal, State, County, and City taxes of whatever kind or nature, and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.22 TERMINATION:** County may terminate this agreement with or without cause at anytime upon thirty (30) calendar days written notice. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.23 WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, proposal and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County upon request. Return of merchandise not meeting warranties shall be at contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 INTENT:** The intent of these specifications is to convey to prospective proposers the desire of Knox County and Knox County Schools to partner with a firm for a College and Career Readiness Program. Award will be based on Best Value. Best Value means more than low cost. It includes initial cost, service quality and other factors detailed herein.
- 3.2 ACCEPTANCE:** Vendors are advised that the payment of an invoice does not necessarily constitute as an acceptance of products or services that are provided. Acceptance requires a specific action *in writing* by Knox County so stating.

3.3 AWARD LENGTH: Knox County intends to issue a one (1) year award with an option to renew upon consent of both Knox County and the awarded Contractor. This term bid agreement may be renewed for an additional four (4) years, one (1) year at a time for a total of five (5) years. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the successful proposer(s).

3.4 CHANGES AFTER AWARD: It is possible that after the award, the County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional cost arise, the County reserves the right to consider accepting these changes provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County Parks and Recreation and/or provide improved service.

3.5 DESTINATION AND DELIVERY: Vendors are to include all destination and delivery charges in their price. Delivery must be “free on board” to the County department. **There will be no extra hidden charges.**

3.6 EVALUATION CRITERIA: The proposal will be evaluated using the following criteria:

Qualifications and Demonstrated Experience	45 points
Technical Services/Methodology	35 points
Proposed Cost	20 Points

Knox County may select an Evaluation Committee for this solicitation to thoroughly review and score all submitted responsive and responsible proposals. Each evaluator will have the ability to award up to 100 points, based on the Evaluation Criteria, per submission.

3.7 EVALUATION REVIEW: Knox County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County’s judgment as to the appropriateness of an award to the best-evaluated vendor. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider’s proposal, may also be noted and made a part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the proposal opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award which is in the best interest of Knox County.

3.8 INCLUSION: Inclusion of Vendor’s proposal form or provision of samples when requested does not necessarily constitute an offer to buy.

3.9 INTERPRETATION: No oral interpretation will be made to any proposer regarding the meaning of specifications. All questions are to be submitted in writing or electronically (email) and will be answered in the form of an addendum to the solicitation by the Knox County Procurement Division.

3.10 INSURANCE: The successful Contractor(s) must carry the insurance as indicated on the Insurance Attachment (D) hereto. As proof of the Contractor’s willingness to obtain and maintain the insurance, the Contractor must complete, sign and have its insurance agent sign the attachment and submit it with their proposal. Upon the Notification of Intent to Award, the successful Contractor(s) will be required to submit a Certificate of Insurance with the appropriate coverage and naming Knox County as additional insured. It will be the responsibility of the Contractor to keep a current COI on file with Knox County at all times.

3.11 NEW MATERIAL: Unless specified otherwise in the proposal package, the proposer must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components, and end products. Proposer submission of other than new materials may be cause for the rejection of their proposal.

3.12 NEWS RELEASES BY VENDORS: As a matter of policy, Knox County does not endorse the services of a contractor. A contractor will not make news releases concerning any resultant contract from this solicitation without the prior written consent from Knox County.

3.13 NO CONTACT POLICY: After the date and time that the vendor receives this solicitation, any contact initiated by any proposer with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Request for Proposals **is strictly prohibited**. Any such unauthorized contact may cause the disqualification of the proposer from this procurement transaction. Vendors may be required to sign an affidavit to this policy.

- 3.14 OFFER WITHDRAWAL:** No proposal can be withdrawn after it is filed unless the offeror makes a request in writing to the Knox County Procurement Division **prior** to the time set for the opening of proposals or unless the County fails to accept within sixty (60) business days after the date fixed for opening the Request for Proposals.
- 3.15 OPEN RECORDS ACT:** Knox County is subject to the Tennessee Open Records Act 10-7-503 et seq. Proposers are cautioned that all documents submitted on behalf of this Request for Proposals shall be open to the public for viewing and inspection and Knox County will comply with all legitimate requests.
- 3.16 PROPOSAL FORMAT:** This solicitation is in the Request for Proposals (RFP) format. As the specified date and time, each proposer's name will be publicly read aloud. No further information will be given at that time. Evaluation of the proposals will proceed as expeditiously as possible and successful, as well as unsuccessful, notification will be given.
- 3.17 REFERENCES:** The vendor must provide three (3) references relating to work of a similar scope completed within the last five (5) years. Include the name of the agency or institution, point of contact with both a telephone number and email address, and the nature and size of the Contract. Do not list any Knox County Government department or the Knox County Schools as a reference. References shall be submitted on Attachment A of this RFP.
- 3.18 REJECTION OF PROPOSALS:** Knox County reserves the right to reject any and all proposals received as result of this request and to waive any informality, technical defect or clerical error in any proposal, as the interests of the County may require. Non-acceptance of any proposal will be devoid of any criticism of the proposal and of any implication that the proposal is deficient in any manner. Non-acceptance of any proposal shall be construed as meaning simply that the County does not deem the proposal to be acceptable or that another proposal was deemed to be more advantageous to Knox County for the particular services.
- 3.19 SUBMIT QUESTIONS:** Prospective proposers may submit questions concerning this solicitation until **May 11, 2022 @ 4:30 p.m.** Submit questions as noted in Section 1.1.
- 3.20 TECHNOLOGY REQUIREMENTS FOR SOFTWARE RFPs:**

3.20.1 Application should only utilize native browser-based technologies such as HTML and HTML5. No application utilizing third-party plugins will be considered (Examples of plugins include, but are not limited to, Flash, Java, Silverlight, etc.)

No local caching server or software is required or recommended. The vendor's application should scale as needed to support client demand.

Will support any modern OS, defined as the current publicly available version minus three versions. At the time of this writing, we will support the following operating systems at a minimum: Windows 10 1903+, Apple Mac OS X 10.13. +, Chrome OS 48+, and Apple IOS 10+. As system updates become available, the vendor to give KCS adequate notice of any foreseeable disruptions due to updates. **Vendor is to also list any and/or all required plugins for full product functionality.

Will support current browser versions, defined as the current publicly available version minus three versions, for the following web browsers: Google Chrome, Safari, Microsoft Edge, Mobile Safari, Mobile Chrome. As browser updates become available, the vendor to give KCS adequate notice of any foreseeable disruptions due to updates.

System must have user authentication using SAML, preferably Microsoft 365 SAML.

Data exchange from our SIS to vendor should be automated. Vendor will be responsible for processing any differencing (changes, updates) to vendor data based on the automated exchange.

KCS options for data exchange include Classlink OneRoster (preferred) or secure exchange of .csv files directly with the vendor via SFTP transfer. KCS will not use Clever for data exchange.

Vendor must be in full compliance with FERPA, COPPA, and all applicable federal/state laws pertaining to student data privacy and governance.

3.20.2 Restrictions on Use of Confidential Information: Vendors must adhere to the following:

- 3.20.2.1 Any and all personally identifiable student or employee information including but not limited to name, address, telephone number, teachers, classes, grades, digital media, and any other student or employee information of any kind is deemed confidential and shall not be released or disclosed in any form or manner unless authorized by District in writing. This restriction against release or disclosure also precludes sharing of data by Independent Contractor with any affiliate of Independent Contractor unless such sharing is expressly permitted under the contract or is expressly granted in writing by District.

In addition, all information the release of which is prohibited by state or federal law or regulation, including but not limited to the protections of the Family Educational Rights and Privacy Act (referred to herein as "FERPA") and all applicable laws of the State of Tennessee which is obtained by Independent Contractor from District, its students, faculty, or staff in the performance of this Agreement constitutes Confidential Information. Independent Contractor agrees to hold the Confidential Information in strictest confidence. Independent Contractor shall not use or disclose Confidential Information received from or on behalf of District or any of its students, faculty, or staff except as permitted or required by this Agreement, or otherwise as agreed in writing by District.

- 3.20.2.2 Independent Contractor agrees that any personally identifiable student data it obtains from the District shall only be used for the purpose of providing the contracted product or service to the District according to the terms of the contract. Independent Contractor may not sell student data. (This does not prevent the transfer of student data by purchase or merger of the Independent Contractor, so long as the successor entity remains bound by and in compliance with the terms of this agreement.)
- 3.20.2.3 Independent Contractor may not use personally identified student data for any secondary purpose including targeted advertising. Independent Contractor may (a) use student data for adaptive learning or customized student learning processes; (b) market an educational application to a student's parent or guardian if Independent Contractor did not use student data shared by or collected on behalf of the District to do so; (c) use a recommendation engine within Independent Contractor's internal application to recommend learning or employment-related content or services to the student, but only if the recommendation is not motivated by consideration from another party; (d) respond to a student request for information or feedback, but only if the response is not motivated by consideration from another party; (e) use student data to allow or improve functionality of Independent Contractor's internal application; and (f) identify for the student nonprofit institutions of higher education or scholarship providers that are seeking students who meet specific criteria, but only if Independent Contractor obtains, through the District, the written consent of the student's parent or guardian (or the student if age 18 or older or emancipated). (Written consent may not be required in certain instances for an Independent Contractor which is a national assessment provider.)
- 3.20.2.4 Contractor agrees that it will protect the Confidential Information it receives according to commercially acceptable standards and no less rigorously than it protects its own Confidential Information. Specifically, Independent Contractor shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all electronically maintained or transmitted Confidential Information. Any data that is transmitted to/from District will be secure. Any electronic data stored by the vendor must be secure and backed up with a tested data recovery strategy in place as approved by District.
- 3.20.2.5 Within 30 days of termination, cancellation, expiration, or other conclusions of the contract, or within 30 days of a request by District with regard to any portion of the data, Independent Contractor shall return to District or if the return is not feasible, destroy and not retain any copies of any and all Confidential Information that is in possession of Independent Contractor and certify in writing that all copies of the confidential information in its possession have been destroyed. This requirement shall not apply, and Independent Contractor may retain, personally identifiable student data if Independent Contractor has obtained written consent of the student's parent or guardian (or from the student if 18 or older or emancipated) and provides documentation of that consent to the District.
- 3.20.2.6 These obligations shall not apply to any information which (a) is already in the public domain through no breach of this Agreement, including but not limited to information available through schools' web site(s); (b) was lawfully in Independent Contractor's possession prior to receipt from an District school, its faculty staff or students; or (c) is received by Independent Contractor independently from a person or entity free to lawfully disclose such information other than an District school, its faculty, staff, or students.

- 3.20.2.7 Contractor warrants and represents that it shall, at all times, comply with the terms of this Agreement and with FERPA, COPPA, and all applicable laws of the state of Tennessee and further agrees not to disclose or re-disclose to any person or entity for any purpose whatsoever any personally identifiable student information as that term is defined by this agreement, FERPA, COPPA, or applicable laws of the state of Tennessee.
- 3.20.2.8 Independent Contractor agrees that District or its designee may, upon request, audit Independent Contractor to verify compliance with the applicable requirements of law.

SECTION IV SCOPE OF SERVICES

Knox County Schools (KCS) anticipates an annual budget of up to \$125,000 in 2022-23. KCS anticipates an additional annual budget of up to \$75,000 in Years 2023-24, 2024-25, and 2025-26 and an ongoing budget of up to \$60,000 thereafter to complete the scope of work and deliverables as outlined below. Facilities for professional development, student and chaperone transportation, chaperones, student and staff technology, and curricular feedback will be decided on and managed by KCS. KCS will designate a point of contact per event and the vendor will designate a point of contact per event.

Year Beginning	Grade Level	Activity	2021-22 Enrollment
2022-23*	8th grade	Career Expo	4,554
2022-23*	9th grade	College and Career Event and Postsecondary Visits	4,934
2022-23*	11th/12th grades	Student Job Fair	8,586
2023-24*	10th grade	Industry Visits	4,816
2024-25*	11th grade	Job Shadowing Experiences	4,434
2025-26*	12th grade	Internships as part of Work-Based Learning Course/Component	4,152
*Programming, event, or session begins in the identified year and continues annually throughout the life of the contract.			

- 4.1 BACKGROUND:** Knox County Schools (KCS) is a public education agency. It is responsible for the education of children from preschool through high school. There are approximately sixty-one thousand (61,000) Pre-K through 12th-grade students and approximately seven thousand eight hundred (7,800) employees. For purposes related to this RFP, the district is comprised of eighty-eight (88) schools that represent urban, suburban, and rural populations. Therefore, successful vendors must have experience conducting evaluations within large school districts with diverse student populations.
- 4.2 FACILITIES:** All facilities for training in Knox County, TN, will be provided by Knox County Schools. Facilities for each event will be secured by the Contractor. Contractor and KCS designated staff will agree upon the facilities per event.
- 4.3 PARTICIPANTS:** Vendors may work with district-level supervisory staff, school/department staff, smaller school content-specific teams, and/or individuals or any combination thereof to prepare. Participants will be middle and/or high school students. The number of participants will vary with single school populations ranging from 400 to 2,500 students.
- 4.4 SCOPE OF WORK:** Knox County Schools is seeking vendors to partner with our schools and district to provide high-quality, rigorous college and career readiness, financial literacy, entrepreneurship solutions that prepare our students to be successful in their next phase of life. We would like to partner with organizations that promote excellence and equity in college and career readiness, financial literacy, and entrepreneurship. This solution should align to core academic and career and technical education course standards specific to the State of Tennessee.

The vendor will provide customized resources which relate to our district college and career readiness goals, KCS district-wide and school-wide experiential learning events, sessions, and programming. The curriculum should include customizable lesson plans which connect to student aptitudes, employability skills, goal setting related to Tennessee Department of Education student milestones for college and career planning and include customized locally relevant real-world content, and customized teacher and student guides in digital and printable formats.

Additionally, the vendor will recruit local business, industry, and postsecondary professionals for the State of Tennessee's recognized 16 career clusters and programs of study(s) to lead sessions or programming in-person or virtually. The vendor would train volunteers from local businesses, industries, and postsecondary professionals on sessions and programming in-person or virtually. The vendor will share recruited business, industry, and postsecondary professionals' contact information and track their engagement in programming with the KCS representative for this project. The vendor will have clear communication with KCS district officials on the status of the event, sessions, or programming. The vendor will secure any publication releases for recorded sessions or programming, use of business, industry, and postsecondary professionals' social media, and website presence on behalf of KCS. The vendor will coordinate marketing and public relationship materials and social media correspondence. Vendor representatives will prepare each business, industry, and postsecondary professional (guest speakers) for sessions or programming which connects to customized lesson plans and streamlines communication between the school district and the local business and industry professionals. The vendor will create pre-surveys and post-surveys which connect to KCS district-wide and school-wide events, sessions, and programming. The vendor will share real-time reporting by students or groups of students, customized reports that allow for data filtering for each survey, tracking, and lead data results sessions. The vendor will secure facilities if needed for each event. Vendor and KCS designated staff will agree upon the facilities per event.

The vendor and KCS designated staff for each event will agree upon the amount, if any, as well as usage of fees organizational participation from business, industry, and postsecondary partners fees per event. The vendor may be responsible, if any, to collect organizational participation from business, industry, and postsecondary partners fees per event and manage funds related to each event and send accounting reports to KCS designated event staff. The vendor will provide technology solutions such as audio, video, filming, for events, tech support, and troubleshooting solutions for users having difficulty with platforms or software. Vendors must meet the Technology requirements for software and confidential information explained and outlined in this document.

The vendor should include services and supports for school and district staff that will prepare them to facilitate student progress. Professional learning and training should include teachers as well as other staff members and administrators for schools and the district. The vendor must provide sustainable professional development through in-person training, with virtual meetings/training options or video resources. The vendor will work collaboratively with KCS staff to review and revise deliverables as they are created and after each use.

The vendor will prepare for and host virtual or in-person activities outlined in the proposal beginning in September 2022 and annually thereafter. Depending upon funding availability, the vendor will host in-person or virtual programming, events, and/or sessions at the individual school level, in district quadrants/zones, or overall for the district. Additional, coordination or processes may be required on a per-event basis as determined by the vendor and KCS designated staff.

4.5 DELIVERABLES: The successful Proposer **must** offer a total program to achieve the objectives outlined in the Scope of Work in this Request for Proposal.

The program deliverables should include a menu of services for middle and high schools as well as district representatives.

- Secure facilities if needed for each event. Vendor and KCS designated staff will agree upon the facilities per event;
- Develop programs, events, and sessions that connect to college and readiness milestones and relate to multiple content areas course standards;
- Plan, execute, and support in-person and virtual sessions;
- Create customizable lesson plans which embed aptitude student results, employability skills, and goal setting related to Tennessee Department of Education college and career student milestones;
- Recruit and train local business, industry, and postsecondary professionals to lead sessions, programs, and events in-person or virtually;
- Create and/or disseminate internal and external communication regarding Knox County Schools programs, events, sessions, to business, industry, postsecondary, and school representatives' professionals;

- Create videos that 1) highlight experiential learning, careers, and employability skills, and 2) summarize programs, events, and sessions;
- Coordinate marketing and public relationship materials and social media correspondence;
- Provide online access to customizable college and career focused 1) case studies and 2) simulations;
- Create customizable digital teacher and student guides with print options;
- Create and disseminate online pre-surveys and post-surveys for all events, sessions, and programming;
- Electronically deliver data reports from the survey data, feedback results from programming, session, or event, and lead data results in meetings in-person or virtually;
- Back-end services such as audio, video, filming, recording, and tech support must be provided by the vendor;
- Provide professional development to staff about services and supports for prepare for each event, programming, or session;
- The vendor will work collaboratively with the KCS designated staff for each event, to agree upon an organizational participation fee per event, if any;
- The vendor may be responsible to collect organizational participation fees per event and manage funds related to each event and send accounting reports to KCS designated event staff, if applicable.
- Attend programming, session, or event either in-person or virtually to troubleshoot, lead, and provide on-site support;
- Additional coordination or processes may be required on a per-event basis as determined by the vendor and KCS designated staff.

Proposers must provide comprehensive narrative statements that outline the implementation and management plans of their program. This information should fully illustrate how the program will serve to accomplish the work and furnish the deliverables described.

- 4.6 EXPERIENCE & REFERENCES:** Proposers are to detail their organization's previous experience working with schools, districts, states, and/or countries to promote college and career awareness, exploration, and experiences for all learners. A successful applicant will also demonstrate a history of experience with entities local to, and willing to work with, Knox County Schools and an understanding of the local needs, opportunities, and labor market. Proposers are to submit education credentials and relevant work experience demonstrated in the areas addressed by this RFP for relevant team members. This information is to be submitted in Section V, TAB III of the Proposal.

Proposers must provide three (3) references relating to work of a similar scope completed within the last five (5) years. Include the name of the agency or institution, point of contact with both a telephone number and email address, and the nature and size of the Contract. **Do not list Knox County Government or Knox County Schools as a reference.** References shall be submitted on Attachment A of this RFP. Failure to provide references on the attached form will be considered during the evaluation process and will be scored accordingly.

- 4.7 METHODOLOGY:** Proposer is to describe, in detail, the totality of their program, events, and sessions including excerpts and/or examples of courses and materials used, description(s) of case studies and simulations, and a sample of the professional learning/training that will be provided to staff members to support the program. This information is to be provided in Section V, TAB IV of this Proposal.

PROPOSAL INFORMATION: The following guidelines should be followed when responding to the Request for Proposals. Negligence in adhering to the criteria listed below will be considered when reviewing the responses and evaluating the proposers. Knox County reserves the right to reject any proposal for failure to comply with the requested response specifications. The County reserve the right to amend the Request for Proposals by addendum prior to the final date of proposal submission.

- Knox County requests proposals be in sufficient detail to address all requirements.
- The County requests responses be submitted in a three-ring binder containing sections separated by tabs. **Do not submit spiral bound or glued responses.**
- Please submit one (1) marked original and three (3) exact copies.
- Page numbers should be placed on bottom center of pages.
- Proposers shall also submit an exact copy of the original proposal on a CD or Flash drive. **This shall be in one (1) complete pdf file. Do not include multiple folders on the CD/Flash drive.**

TAB I PROPOSER INFORMATION

Company Name
Address
Knox County Vendor Number
Primary Contact Person
Primary Contact Person Telephone Number
Primary Contact Person Email
Copy of Knox County Business License (if applicable)
Federal Tax Identification number (EIN)

TAB II SIGNED LETTER AUTHORIZING SUBMISSION OF THE PROPOSAL

Letter must be signed by the principal of the company. Please sign the original in blue ink.

TAB III QUALIFICATIONS AND DEMONSTRATED EXPERIENCE (45 Points)

Provide a description of the vendor’s credentials to deliver the services needed for this project. Provide an overview of the vendor’s expertise with projects of similar type, complexity, and scope. (Maximum Score: 20 points)

Provide information on up to three (3) projects of similar type, scope, and complexity that have been completed within the last five (5) years. The information for each project shall include specific details on the extent of services provided, the key personnel for the project (and consultants), and conformance with the schedule. (Maximum Score: 15 points)

Provide the resumes of key personnel who shall be assigned by the firm and key personnel of consultants to be used in this project addressing the qualifications of the proposed team members with particular emphasis on demonstrated knowledge and experience in renovations. The resumes shall detail each individual’s title, years with the firm, education, licensing, professional credentials, current position with the firm or consultant, and similar project experience. (Maximum Score: 10 Points)

TAB IV TECHNICAL SERVICES/METHODOLOGY (35 Points)

Describe the firm’s proposed approach for projects such as these. Identify unique capabilities that the firm brings to these projects. Explain how the firm will address the various elements that will be needed to complete implementation. Explain similar recent experiences with similar deliverables. Explain how the firm will approach the implementation including a review of previously constructed projects. (Maximum Score: 20 points)

Provide an organizational chart illustrating lines of authority and specific staff proposed for these projects. The chart shall include the key personnel with their responsibility/duties identified in detail. (Maximum Score: 5 points)

Provide a preliminary schedule for grant application and implementation identifying the time appropriate for each phase/task. Demonstrate the vendor's approach to meeting the target schedule. Provide examples of experience to meeting aggressive project completion schedules. (Maximum Score: 10 points)

TAB V **COST (20 POINTS)**

Proposers shall provide a detailed cost sheet of the project.

The cost proposal **must** state a total first year cost to provide all aspects of the services requested in this RFP. This shall be a do not exceed cost for implementation, training, and any other services, materials, etc., needed to fully deliver the requirements of this RFP.

Proposers must also state the total cost for each year for years two (2) thru five (5.) to fully deliver the services required.

The Cost Proposal will be submitted in the "Original" proposal and the CD/Flash Drive only. **Do Not Include the Cost Proposal in the Exact Copies.**

TAB VI **EXCEPTIONS**

Proposers must list any exceptions taken to the terms and conditions of this RFP in this section. Failure to list any exceptions will be considered as the proposer's acceptance of the terms and conditions as stated. Do not mark through or otherwise alter the language of this RFP in your response.

TAB VII **ACKNOWLEDGEMENT OF ADDENDUM**

Acknowledge receipt of any addenda issued under this section.

TAB VIII **OTHER INFORMATION**

Proposers may include any other information deemed pertinent to this solicitation.

TAB IX **ATTACHMENTS**

- References
- Criminal History Records Check Affidavit
- Iran Divestment Act
- Insurance Checklist

Note: Failure to include requested information may result in the proposer being disqualified.

**ATTACHMENT A
KNOX COUNTY PROCUREMENT DIVISION
REFERENCES
REQUEST FOR PROPOSALS NUMBER 3244**

Company Name: _____

Proposers shall submit a list of three (3) projects of similar size which have been in service during the last five (5) years. Each vendor is responsible for obtaining approval to submit and confirming the contact information provided for each reference. Knox County will not be responsible for gathering additional information for references that are incomplete or incorrect. Reference checks will be sent via email only. Reference Forms that cannot be delivered with the contact information listed, not returned prior to the deadline listed on the form, or not returned at all will be scored accordingly. Do not use Knox County Government or Knox County Schools as a reference.

Name of Firm: _____
Contact Person: _____ Phone Number: _____
Email Address: _____
Nature of Contract: _____
Services Provided: _____
Dollar amount: \$ _____ (over life of contract)
Contract start date: _____ Contract end date: _____

Name of Firm: _____
Contact Person: _____ Phone Number: _____
Email Address: _____
Nature of Contract: _____
Services Provided: _____
Dollar amount: \$ _____ (over life of contract)
Contract start date: _____ Contract end date: _____

Name of Firm: _____
Contact Person: _____ Phone Number: _____
Email Address: _____
Nature of Contract: _____
Services Provided: _____
Dollar amount: \$ _____ (over life of contract)
Contract start date: _____ Contract end date: _____

**ATTACHMENT B
AFFIDAVIT OF COMPLIANCE**

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, § 49-5-413

(To be submitted with proposer by contractor)

I, _____, president or other principal

Officer of _____, swear or affirm that the
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated § 49-5-413, in effect at the time of this proposer submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE}
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or principal officer of _____,

On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____

**ATTACHMENT C
KNOX COUNTY PROCUREMENT DIVISION
IRAN DIVESTMENT ACT
REQUEST FOR PROPOSALS NUMBER 3244**

By submission of a response to RFP #3123, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Authorizing Signature: _____
(sign in blue ink)

Title: _____ Date: _____

ATTACHMENT D
KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST
PROPOSAL NUMBER 3244

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 23

REQUIRED	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS																		
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE																		
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																		
YES	3.	AUTOMOBILE LIABILITY <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 100px;">ANY AUTO-SYMBOL (1)</td> <td style="width: 20px;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	ANY AUTO-SYMBOL (1)											COMBINE SINGLE LIMIT (Per -Accident) \$ 1,000,000 BODY INJURY (Per -Person) BODY INJURY (Per-Accident) PROPERTY DAMAGE (Per-Accident)						
<input checked="" type="checkbox"/>	ANY AUTO-SYMBOL (1)																				
YES	4.	COMMERCIAL GENERAL LIABILITY <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 100px;">CLAIM MADE</td> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 100px;">OCCUR</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 100px;">POLICY</td> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 100px;">PROJECT</td> <td style="width: 20px;"></td> <td style="width: 100px;">LOC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	CLAIM MADE	<input checked="" type="checkbox"/>	OCCUR				<input checked="" type="checkbox"/>	POLICY	<input checked="" type="checkbox"/>	PROJECT		LOC							LIMITS EACH OCCURRENCE \$1,000,000 FIRE LEGAL LIABILITY \$100,000 MED EXP (Per person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMPLETED OPERATIONS/AGGREGATE \$2,000,000
CLAIM MADE	<input checked="" type="checkbox"/>	OCCUR																			
<input checked="" type="checkbox"/>	POLICY	<input checked="" type="checkbox"/>	PROJECT		LOC																
YES	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																		
YES	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																		
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																		
NO	8.	XCU COVERAGE	NOT TO BE EXCLUDED																		
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000																		
		PROFESSIONAL LIABILITY																			
NO	10.	<table border="1" style="margin-left: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 100px;">ARCHITECTS & ENGINEERS</td> <td style="width: 100px;">\$1,000,000 PER OCCURRENCE/CLAIM</td> </tr> <tr> <td></td> <td>ASBESTOS & REMOVAL LIABILITY</td> <td>\$2,000,000 PER OCCURRENCE/CLAIM</td> </tr> <tr> <td></td> <td>MEDICAL MALPRACTICE</td> <td>\$1,000,000 PER OCCURRENCE/CLAIM</td> </tr> <tr> <td></td> <td>MEDICAL PROFESSIONAL LIABILITY</td> <td>\$1,000,000 PER OCCURRENCE/CLAIM</td> </tr> </table>		ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM		ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM		MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM							
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	MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM																			
NO	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM																		
NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																		
NO	13.	MOTOR CARGO INSURANCE																			
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																		
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE; \$500,000 COLLISION																		
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$																		
NO	17.	DISHONESTY BOND	\$																		
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																		
NO	19.	USL&H	FEDERAL STATUTORY LIMITS																		

20. CARRIER RATING SHALL BE BEST'S RATING OF A-V OR BETTER OR ITS EQUIVALENT.
21. THE COUNTY SHALL BE NAMED AS AN ADDITIONAL NAMED INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION AND AUTO.
22. CERTIFICATE OF INSURANCE SHALL SHOW THE PROPOSAL NUMBER AND TITLE.
23. OTHER INSURANCE REQUIRED _____

INSURANCE AGENT'S STATEMENT AND CERTIFICATION: I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE PROPOSALDER NAMED BELOW AND HAVE ADVISED THE PROPOSALDER OF REQUIRED COVERAGE NOT PROVIDED THROUGH THIS AGENCY.

AGENCY NAME: _____ AUTHORIZING SIGNATURE: _____

PROPOSALDER'S STATEMENT AND CERTIFICATION: IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE REQUIREMENTS.

PROPOSALDER NAME: _____ AUTHORIZING SIGNATURE: _____