



**REQUEST FOR
PROPOSALS NO.
FARU01**

**False Alarm Reduction Management
Services**

ISSUE DATE: Thursday November 7 , 2019

PRE-PROPOSAL CONFERENCE: Monday, November 18, 2019

PROPOSAL CLOSING DATE: Monday, December 09, 2019

This document is available from the
Revenue Authority of Prince George's County,
1300 Mercantile Lane, Suite 108
Largo, MD 20774

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False Alarm Reduction

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SECTION I: INTRODUCTION

PROPOSAL SUBMISSION

To be considered, Proposals shall be submitted in a sealed package clearly identifying the Offeror making the submission. Sealed proposals must be received by the Revenue Authority of Prince George's County on or before the proposal due date of Monday, December 09, 2019.

Proposals must be received in hard copy form; no electronic proposals will be accepted. RAPGC reserves the right to reject any or all proposals, to waive technical deficiencies, to accept any proposal that it may deem to be in the best interest of RAPGC, and to negotiate the terms and conditions of any proposal leading to execution of a Contract.

All proposals will be reviewed for thoroughness and compliance with the required specifications before any notice of award is made and/or Contract negotiation undertaken. Once submitted, the proposal and all supporting and descriptive materials become the property of RAPGC.

PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held on Monday, November 18, 2019, at 10:00 a.m. in Suite 108, 1300 Mercantile Lane, Largo, Maryland 20774. Information presented will be very informative. Therefore, all potential Offerors are urged to attend in order to enhance their understanding of the RAPGC's requirements and to prepare acceptable proposals.

Please advise Tonya James at TLJames@co.pg.md.us of your intent to attend and the number of attendees so that we reserve a room large enough to accommodate the number of attendees.

QUESTIONS AND INQUIRIES

Offerors shall communicate only with the assigned contact Tonya James, Director, Public Safety. All questions and requests for clarification must be in writing, sent by email to tljames@co.pg.md.us, or mailed to the address below. Offerors are encouraged, but not required to submit questions and inquiries one week prior to the scheduled pre-proposal conference and no later than five (5) business days after the pre-proposal conference to:

Tonya James
Director, Public Safety Programs
Revenue Authority of Prince George's County
1300 Mercantile Lane, Ste. 108
Largo, MD 20774
301-955-0785

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TERM OF CONTRACT

The initial term of the contract shall be for three (3) year(s) from the date of contract execution. The contract terms may be extended for two (2) additional one (1) year optional periods upon mutual agreement of the parties.

PRICE ESCALATION

All prices shall remain firm/fixed for the initial three (3) year term of the contract. A price increase may be considered upon written request from the Contractor at least 90 days prior to the beginning of any subsequent contract renewals. Price increases shall not, however, exceed the adjusted percentage change in the U.S. Department of Labor Consumer Price Index for the Washington-Baltimore Consolidated Metropolitan Statistical Area using March as a base index for the ensuing contract period. Any price adjustment will be at the sole option of the RAPGC.

SECTION II: GENERAL INFORMATION

OVERVIEW

The Revenue Authority of Prince George's County (hereafter referred to as "RAPGC" or "Revenue Authority") is seeking to enter into a revenue sharing contract with a Contractor that will be responsible for management of the Prince George's County False Alarm Reduction Program (the "Program"). The Revenue Authority invites the submission of proposals from qualified Offerors to perform alarm management services, which will include but is not limited to, database development and management, registration of alarm systems, alarm tracking, billing, collecting and accounting services for registration fees and false alarm services as directed by the Revenue Authority in accordance with the Prince George's County alarm ordinances.

BACKGROUND

The Revenue Authority of Prince George's County is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other County agencies.

The Prince George's County Police Department receives over 30,000 false alarms a year. The False Alarm Reduction Unit ("FARU") was designed to address and reduce the vast volume of false alarms, and waste of emergency resources impacting the County's emergency services. Thus, allowing the emergency response teams to focus on legitimate concerns.

The Prince George's County Burglar and Holdup Legislation, County Code Section 9-201(a)(14), defines a "False Alarm" as "any request for immediate Police Department assistance which is not in response to actual or threatened criminal activity or activation of an alarm system which results in an emergency response by the police to an alarm site for which the responding police officer

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finds no evidence of a criminal offense or attempted criminal offense at the alarm site. An emergency response to an alarm signal which is cancelled by the alarm user or alarm business prior to the time the responding police officer reaches the alarm site shall not be considered a false alarm. False alarms include negligently or accidentally activated signals; signals which are the result of faulty, malfunctioning, or improperly installed or maintained equipment; or signals which are purposely activated to summon the police in nonemergency situations.”

APPLICABLE COUNTY CODE

Sec. 9-211. - Alarm user permits.

Every alarm user shall obtain an alarm user permit for each alarm system he operates on commercial or residential premises within this County from the Chief of Police. No permit will be issued for any system utilizing an Automatic Dialing Device which is programmed to transmit a prerecorded message or code signal directly to a telephone number assigned to the Prince George's County Police Department.

Sec. 9-212. - False alarms.

- (a) For each false alarm from the alarm user's alarm system, an alarm user shall pay a false alarm response fee, as set forth in the following table:

FALSE ALARM SIGNAL OCCURRENCE	FALSE ALARM RESPONSE FEE
1st, 2nd, or 3rd	No fee
4th, 5th, or 6th	\$50.00
7th, 8th, or 9th	100.00
10th, 11th, or 12th	150.00
13th or greater	200.00

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SCOPE OF WORK:

MINIMUM QUALIFICATIONS

All Offerors shall have at least three (3) years of experience in providing full and or partial False Alarm Processing Services to municipal governments. This experience must include, but is not limited to, processing up to 30,000 false alarms in a 12-month period serving a combined municipal population of at least 13000 accounts during this period.

TECHNICAL SPECIFICATIONS

The Offeror shall provide necessary interfaces to upload all data from the County's current database. Effective interfaces shall ensure that all parties share and benefit from the most current and accurate information and do not cause any disruption to the Program's operations. The RAPGC encourages all Offerors to include in their proposal any services they recommend that are not specifically requested. RAPGC will entertain proposals that offer partial services.

The RAPGC is seeking an Offeror that can provide full and or partial false alarm tracking and billing system. The Offeror shall provide services to issue and track alarm registration and permits utilizing an electronic system that can create regular billing for false alarms and alarm registrations and collect revenues.

The Offeror shall maintain all information obtained as confidential and may not use any alarm user and or company owner information or other Program information for any other purpose than its intended use.

The Offeror shall provide the following services to the RAPGC with no upfront costs or financial risk on the part of the RAPGC. The successful Offeror will collect registration and false alarm fees and deposit those into an account established by the RAPGC. The Offeror understands that all costs of providing service, including set-up, integration with various systems, operation, maintenance, training, hosting, customer support, and marketing, will be based on a revenue sharing agreement of registration fees and service charges collected from the alarm companies and alarm system users.

The Contractor shall provide customer service and a toll-free customer support telephone line. Such services shall not be outsourced and shall be conducted by the Contractor. Customer service representatives must be able to provide timely service to any citizens' inquiries about the County's alarm ordinance, registrations, fines, etc. The hours of operation shall be 8:30am – 4:30pm, Monday – Friday, except weekends and County observed holidays.

The successful awardee (the "Contractor") shall provide the following services:

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PROCESSING OF REGISTRATIONS AND FINES

The Contractor shall interface with the County's Motorola Premier-One Computer Aided Dispatch System (the "P1 CAD") to include, at minimum, a one-way transfer of alarm incident response data from the P1 CAD to Contractor's alarm management system.

The Contractor shall collaborate with central station alarm companies to reconcile permit data as necessary in order to facilitate the operation of the Automated Secure Alarm Protocol Program ("ASAP").

The Contractor shall provide an electronic database to track all security alarm registrations.

The Contractor shall track false alarms as provided by the County and alarm registration status (such as active, suspended or revoked) using the database.

The Contractor shall generate and mail false alarm notifications, billings, and registration status change notifications to individuals and businesses.

The Contractor shall ensure that only alarms within the County are being registered.

The Contractor shall provide online registration and account status capabilities.

The Contractor shall provide all necessary developing, copying, faxing, postal costs, and all other such related services at the Contractor's cost.

The Contractor shall obtain a County business license at commencement of contract if it does not already have one.

The Contractor shall collect and remit to the County one hundred percent (100%) of all collections collected by Contractor. The County will remit to Contractor compensation as provided under the contract no later than thirty (30) days after receiving a statement for such fees.

SECTION III: FINANCIAL RESPONSIBILITIES

COLLECTIONS

The Contractor shall perform special collection functions as directed and authorized by the Revenue Authority such as retaining a third-party collection agency or providing delinquent account information to other Revenue Authority agencies or Revenue Authority assigned third party collections agencies. Third party collection activities shall begin on day 181 from the initial citation date.

DEPOSITS

The Contractor shall process fee / penalty payments mailed to and deposited in a nearby Revenue Authority-approved bank lockbox and account, and received from other payment channels, e.g. online, as agreed on by the Contractor and the Revenue Authority and apply these payments to alarm accounts.

FUNDS DEDUCTED FROM RECEIPTS

The only amounts that shall be paid from the total collected revenue and subtracted from the total collected revenue before the revenue sharing percentages are applied are:

1. Any overpayments by alarm users to be refunded or held for application against future charges, as directed by the Revenue Authority;
2. Bank fees charged by the Revenue Authority-approved lockbox bank;
3. Mailing supply costs including U.S. Post-Office first-class rates, paper and envelopes;
4. Third-party credit card processing charges, if any; and
5. Third-party collection fees.

Any certified mail requirements will be billed separately on a monthly basis and shall not be subject to the revenue share division.

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REVENUE SHARE PAYMENT PROCESS

The Revenue Authority and Contractor agree as follows:

1. All false alarm related fee collections from any payment method, including but not limited to bank lockbox and online credit card, shall be deposited, as soon as practicable, in a False Alarm Bank Account ("Prince George's County False Alarm Reduction Unit Account") to be established at a RAPGC designated commercial bank.
2. The Revenue Authority agrees to maintain a positive balance of available funds ("Minimum Balance") at all times in the Prince George's County False Alarm Reduction Unit Account.
3. At the end of each month, the available balance in the Prince George's County False Alarm Reduction Unit Account shall be transferred to a bank account designated by the Revenue Authority (the "Revenue Authority of Prince George's County FARU Account") through automatic clearing house ("ACH").
4. At the beginning of each month, Contractor shall reconcile the deposits for the most recent completed month and report the same to the Revenue Authority. Upon the Revenue Authority's approval of the total deposit amount, Contractor shall submit a valid invoice to the Revenue Authority in an amount of the proposed percentage of the net revenues collected during the preceding month ("Contractor's Fee"). Within thirty (30) calendar days of the Revenue Authority's receipt of a valid invoice from Contractor, the Revenue Authority shall cause the issuance of an ACH transfer of the Contractor's Fee to a bank account authorized by Contractor.
5. At the expiration or termination of this Contract, the proposed percentage of the net revenues of any remaining balance in the Prince George's County False Alarm Reduction Unit Account shall be transferred to Contractor.
6. The Revenue Authority is a Maryland public entity and all financial obligations extending beyond the current fiscal year are subject to funds being budgeted and appropriated therefore.

RIGHT TO AUDIT

The County may perform inspections and audits of the operations, records, equipment, premises used, procedures and other such matters relating to the accomplishment of the purposes and objectives of this RFP and for the safety, well-being and accommodation of the public. The selected Contractor shall make all its premises, equipment, records, facilities and personnel

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available upon request for such inspections. The selected Contractor shall promptly correct any deficiencies noted by the RAPGC.

TAX CERTIFICATION AND GOOD STANDING

The successful Offeror must be current and in compliance with applicable tax filings and licensing requirements of the RAPGC; and, if a business entity conducting business in the State of Maryland, must be registered and in "Good Standing" with the Maryland State Department of Assessment and Taxation. The successful Offeror shall truthfully execute the attached Form A, "Certification of Corporation Registration and Tax Payment." (See Attachment D and submit this form, together with a copy of its Certificate of Good Standing, as applicable, within seven days of the RAPGC Notice of Intent to Award.)

SECTION IV: EVALUATION AND SELECTION

SELECTION PROCESS

A contract will be awarded to the Offeror whose Technical Proposal will provide the "Best Value" to the RAPGC's requirements at the time of award and whose fee structure is in the best interest of the RAPGC.

EVALUATION AND SELECTION COMMITTEE

An Evaluation and Selection Committee, referred to as the Proposal Analysis Group ("PAG") will evaluate all proposals received by the closing deadline. The PAG may request additional technical assistance from any source.

QUALIFYING PROPOSALS

The PAG will first review each Technical Proposal for compliance with the mandatory requirements of this RFP. Failure to comply with the requirements of this procurement may disqualify an Offeror's Technical Proposal. The RAPGC reserves the right to waive a requirement and/or minor irregularities. Proposals will not be opened publicly.

TECHNICAL EVALUATION CRITERIA

Each Proposal will be evaluated based on the completeness and thoroughness of the Offeror's submittal and "Best Value" to the RAPGC. The evaluation criteria for this RFP is listed below in the order of importance

- Background and Experience (maximum of 50 points)
- Compliance with Scope of Work (maximum of 20 points)

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- Technical Approach (maximum of 30 points)

SUPPLIER DIVERSITY AND PARTICIPATION EVALUATION

- A. County-Based Small Business Enterprise (CBSB) and Minority Business Enterprises (MBE) Preference Percentage Points: It is the policy of the RAPGC that CBSBs and MBEs have the maximum opportunity to participate as prime contractors or subcontractors in the provision of goods and services to RAPGC. The following preference point system is designed to meet the foregoing policy.
- B. The RAPGC will increase the total evaluated score of the Offerors that include participation in their Proposal by CBSB(s) certified by the Office of Central Services Supplier Development and Diversity Division (“SDDD”). The total evaluated score of such Offerors will be increased by the percentages set forth below (Example: A Proposal that earns a total evaluated score of 80 points and that subcontracts 45% of the proposed Contract value to a CBSB(s) will be awarded additional points in the amount of 8% times 80 for a total evaluation score of 86.4 points ($80 \times .08 = 6.4$ additional points)).
- 5 percentage points where CBSB Participation is between 30% and 39%
 - 8 percentage points where CBSB Participation is between 40% and 49%
 - 10 percentage points where CBSB Participation is 50% or above.
- C. The RAPGC will increase the total evaluated score of Offerors that include participation in their Proposal by MBE(s) that have been certified by SDDD. The total evaluated score of such Offerors will be increased by the percentages set forth below:
- 4 percentage points where MBE Participation is between 30% and 39%
 - 6 percentage points where MBE Participation is between 40% and 49%
 - 9 percentage points where MBE Participation is 50% or above.

Proposals are entitled to receive the greater of the participation percentage points allowed under either subsections B or C above. Supplier participation must be evidenced by submitting the Supplier Participation Utilization Plan attached hereto in the Proposal.

The Subcontractor Participation Statement (**Appendix A**) shall be completed and submitted with proposal by Offeror.

The Reference Sheet (**Appendix B**) shall be completed and submitted with proposal by Offeror.

FINAL RANKINGS AND SELECTION

The evaluation criteria contained herein shall be scored by the PAG. The PAG will make

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recommendations to the Procurement Officer for award of the Contract to the responsible Offeror whose Proposal is determined to be the best value to the RAPGC considering technical and cost factors set forth in this RFP.

Based on the PAG's initial review of Proposals, the RAPGC may invite, without cost to itself, ranking finalists to make a presentation of their Proposal and their capabilities as a further consideration in the selection process. The PAG reserves the right to make an award with or without negotiations or to request best and final offers. Only those Offerors who are deemed reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process.

A one hundred (100) point scale will be used to create the final evaluation recommendation.

PROPOSALS PROPERTY OF RAPGC

All proposals submitted in response to the Request for Proposals will become the property of RAPGC.

SECTION V: PROPOSAL SUBMITTALS

TECHNICAL PROPOSAL FORMAT OUTLINE

1. Title Page
2. Transmittal Letter
3. Table of Contents
4. Statement of Qualifications
5. Proposal Responses
6. References
7. Affidavits, Addendums, Appendices, Certifications and Affirmations
8. Cost Proposal

FORMAT DESCRIPTION

Each proposal shall conform to the following order and format.

Title Page: Each proposal shall begin with a Title Page. It shall display the words False Alarm Reduction Program Request for Proposal No. FARU01. It shall also have the name of the company, contact name, title, business address and telephone number of the person authorized to obligate the company.

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Transmittal Letter: The proposal shall include a transmittal letter prepared on the Offeror's business stationery. The purpose is to transmit the proposal; therefore, it should be brief. The letter must be signed by an individual who is authorized to bind the firm to all statements, including services and prices contained in the proposal.

Table of Contents: The proposal shall contain a "Table of Contents" with page numbers indicated.

Section I – Statement of Qualifications: The Offeror shall provide a detailed description of its qualifications to deliver the services described in Section II of this RFP, including how the Offeror meets the minimum qualifications of this RFP.

Section II – Proposal: The Offeror shall present its proposal responses in the order as displayed in the Scope of Work, Section II of this RFP.

References: The Offeror shall provide a minimum of three (3) references for programs similar in size and scope to this RFP. With the contact details of at least one (1) reference at each program. List the contact individuals addresses, phone numbers, length of time of contract relationship and services provided.

Affidavits, Addendums, Appendices, Certifications and Affirmations: The Offeror shall submit with the proposal any certifications, affirmations, addendums, and appendices required by this RFP. These forms shall be completed and submitted with the proposals by all Offerors.

Cost Proposal: The Cost Proposal is to be clearly marked and submitted as the final content of the Proposal. The Cost Proposal shall include all costs and fees associated with the services detailed in this RFP for the initial contract period and any subsequent extensions.

SECTION VI: GENERAL TERMS AND REQUIRED FORMS

The following standard General Conditions of Contract shall apply to this solicitation and shall be incorporated by reference in the Contract documents.

PREVAILING LAW

The Request for Proposals and any resulting Contract shall be governed by the laws of Prince George's County and the State of Maryland.

THE REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY HELD HARMLESS

It is agreed that the Contractor shall be responsible for any loss, personal injury, deaths and/or damages that may be done or suffered by any persons by reasons of the Contractor's negligent act or omission, or failure to perform any of the obligations the Contract obligates them to perform, and the Contractor hereby agrees to indemnify, defend and hold RAPGC harmless from and against any actual or alleged claims, loss, costs, damages and other expenses suffered or incurred by RAPGC by reason of the Contractor's negligent act or omission or failure to perform any of the said obligations. The Contractor must take proper safety and health precautions to protect their work, their employees, the public and the property of others from any damages or injury resulting from the performance of their work described herein.

TERMINATION FOR DEFAULT

If the Contractor fails to fulfill its obligations under this Contract properly and on time or otherwise violates any provision of the Contract, RAPGC may terminate the Contract by written notice to the Contractor. The written notice shall specify the acts or omissions relied on as cause for termination. RAPGC shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor shall remain liable after termination, and RAPGC can affirmatively collect damages or deduct from monies due the Contractor on this or other RAPGC Contracts. Damages may include excess re-procurement costs.

TERMINATION FOR CONVENIENCE

The performance of work under the Contract may be terminated by RAPGC with 30 days' advance written notice, or such time as mutually agreeable to the parties not to exceed 30 days, in accordance with this clause in whole, or from time-to-time in part, whenever RAPGC shall determine that such termination is in the best interest of RAPGC. RAPGC will pay fair and equitable compensation for satisfactory performance prior to receipt of notice of termination. However, the Contractor shall not be paid any damages or reimbursed for any anticipatory profits that have not been earned up to the date of termination.

ASSIGNMENT OF CONTRACT

All covenants and Contracts herein contained shall extend and be obligatory on the successor and assigns of the Contractor. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of its Contract or its right, title or interest herein, or its power to execute such Contract, to any other person, firm or corporation, without the previous written consent of RAPGC, but in no case, shall such consent relieve the Contractor from the obligations, or change the terms, of the Contract.

NON-DISCRIMINATION

A Contractor who is the recipient of RAPGC funds, or who proposes to perform any work or furnish any goods under this Contract shall not discriminate against any worker, employee or applicant, or any member of the public because of religion, race, sex, sexual orientation, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the policy of RAPGC. Contractor agrees to be in full compliance with the Federal mandates of the Americans with Disabilities Act. Contractor further agrees that this article will be incorporated by Contractor in all Contracts entered into with suppliers of materials or services; and Contractors and subcontractor and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor services in connection with this Contract. Contractor and its subcontractors shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

SEXUAL HARASSMENT

RAPGC is committed to providing a work environment that is free from discrimination, insults intimidation, and other forms for harassment. RAPGC prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment by Contractor or Contractor's employees is prohibited. Sexual harassment may also constitute violations of criminal and civil laws of the State of Maryland and the United States. Any violation of sexual harassment constitutes a breach of Contract, and thus the Contractor shall be required to remove the offender from the job-site.

ARREARAGES

By submitting a response to this solicitation Offeror represents and warrants that it is not in arrears in the payment of any obligations due and owing RAPGC or the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract.

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TAX EXEMPTIONS

RAPGC is exempt from the following taxes: (a) State of Maryland by Certificate No. 3000-124-3.

CONTRACT ALTERATIONS

No amendments, alterations or variables in the terms of the Contract shall be valid or binding upon RAPGC unless made in writing and signed by RAPGC or its authorized agent.

INSURANCE REQUIREMENTS

The Contractor shall provide RAPGC with evidence of its Contractor's commercial insurance coverages for the following exposures.

WORKERS' COMPENSATION: An insurance policy complying with the requirements of the statutes of the jurisdiction(s) in which the work will be performed, and if there is any exposure to the Contractor or any of the Contractor's personnel due to the U.S. Longshoremen's and Harbor Workers' Act, Jones Act, Admiralty Laws or the Federal Employers' Liability Act, the Contractor shall provide coverage for these exposures on an "if any basis." The coverage under such an insurance policy or policies shall have limits not less than:

<u>Workers' Compensation:</u>	<u>Statutory Limit's (State of Maryland)</u>
Employer's Liability:	\$500,000
Each Accident	\$500,000
Disease Policy Limits	\$500,000
Disease - Each Employee	\$500,000

COMMERCIAL GENERAL LIABILITY INSURANCE (CGL): An insurance policy covering the liability of the Contractor for all work or operations under or in connection with this project; and all obligations assumed by the Contractor under this Contract. Products, Completed Operations and Contractual Liability must be included.

The coverage under such an insurance policy or policies shall have limits not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY	\$1,000,000 / \$5,000,000 Per occurrence / aggregate
PREMISES MEDICAL PAYMENTS	\$5,000
FIRE LEGAL LIABILITY	\$1,000,000
PERSONAL INJURY/ADVERTISING	\$1,000,000 or combined single limit not less than \$5,000,000

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CYBER LIABILITY INSURANCE: A Cyber Liability Insurance policy including Network Security / Privacy Liability with breach response coverage: Liability should have a minimum of \$5 million limit and include breach response, inclusive of defense costs. If cyber liability policy or policies are written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

RAPGC must be included as an additional insured under the general liability and cyber liability insurance coverages with respect to activities related to this Contract.

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The Procurement Officer requests that any Offeror that may receive a Contract or award from the Revenue Authority of Prince George's County shall affirm under oath as below. Receipt of such certification, under oath, shall be a prerequisite to the award of Contract and payment thereof.

I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the Contract is awarded to our firm, partnership or corporation that no officer or employee of RAPGC whether elected or appointed, is in any manner whatsoever interested in, or will receive or has been promised any benefit from, the profits or emoluments of this Contract, unless such interest, ownership or benefit has been specifically authorized by resolution of the Prince George's County, Maryland Board of Ethics; and

I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the Contract is awarded to our firm, partnership or corporation that no member of the elected governing body of the County or of RAPGC or members of his or her immediate family, including spouse, parents or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing this Contract, unless such officer or employee has been exempted by Section 1002 of the Charter of Prince George's County, Maryland.

Handwritten Signature of Authorized Principal(s):

Name: _____
Title: _____
Date: _____

Name: _____
Title: _____
Date: _____

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Bid Price Sheet

Proposal submitted by (name of firm) _____

Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Title _____

Fax _____ Phone _____

E-mail _____

The undersigned agree(s) to provide all labor, materials, services, etc., necessary and incidental to the solicitation indicated at the top of this page, as described herein and at the pricing shown below.

False Alarm Management Services:

Compensation indicated must include all start-up, installation, conversion, travel and lodging expenses, etc. costs to the Contractor.

Item #1 The Contractor shall be remitted _____ % of Funds Collected.
(Basis of Award)

TERMS: _____
(Net 30, UNLESS OTHERWISE INDICATED BY OFFEROR)

Note: Check each item off as you complete it.

1. _____ One "Original" and all required "Duplicate" copies of all completed and signed pages and forms contained in Appendix 'B'.
2. _____ Two "Public Access Copies", if required due to confidential information.
3. _____ Comprehensive information and documents as required in §4.4 – Proposal Format.

Signature of Authorized Representative

Date

Title: _____

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False Alarm Reduction

OFFEROR'S QUALIFICATION STATEMENT

Offeror's Qualification Affidavit of "No Conviction" for bribery, attempted bribery, or conspiracy to bribe. This signed form must be submitted with the Proposal.

1. I am the _____ of _____
a party interested in obtaining a contract with the Revenue Authority of Prince George's County under conditions set forth in documents for RFP No. _____.
2. Upon examination of relevant records and to the best of my knowledge, no officer, director, partner or employees of the aforementioned business entity has on the basis of acts committed after July 1, 1977, been convicted of, or entered a plea of nolo contendere to, a charge of bribery, attempted bribery or conspiracy to bribe under the laws of the State of Maryland, any other state, or the federal government other than those listed on the attachment to this affidavit (attachment should list name, title, offense, place and date of conviction or plea);
3. I have been authorized to make this statement on behalf of the aforementioned party.

(Signature)

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SUPPLIER PARTICIPATION UTILIZATION PLAN

(TO BE SUBMITTED WITH PROPOSAL)

Prime Contractor: _____
(Prime Contractor Name)

Prime contractor intends to enter into subcontract(s) with the following firms.

MBE- Minority Business Enterprise

CBSB-County Based Small Business

Check appropriate box		CONTRACTOR	TYPE OF WORK	% of Work
CBSB	MBE			
TOTAL PERCENTAGE OF CBSB AND MBE PARTICIPATION \$_____				

The undersigned acknowledges that failure to utilize the subcontractors listed on this Supplier Participation Utilization Plan may adversely affect your award.

Signature: _____ Date: _____
(Authorized Signatory of Prime Contractor)

Printed Name: _____ Title: _____

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SWORN AFFIDAVIT OF CONTRACTOR

The Affidavit shall be signed by an authorized signatory for the Contractor and shall be notarized.

The undersigned, (Name) _____, having been first duly sworn, solemnly affirm under the penalties of perjury and personal knowledge that the contents of the foregoing paper are true.

Signature:
Contractor Authorized Representative

STATE OF
MARYLAND
COUNTY OF ()

I HEREBY CERTIFY THAT on this ____ day of _____, 20____,

before the undersigned Notary Public, personally appeared (Name) _____,

and being first duly sworn, upon his/her oath says that the statements contained in the foregoing notice are true to the best of his/her personal knowledge.

[Affix notary seal here]

Notary Public

My commission expires: _____

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APPENDIX A

SUBCONTRACTOR PARTICIPATION STATEMENT

SUBMIT ONE FORM FOR EACH SUBCONTRACTOR

In the event _____ is awarded under RFP NO. _____
(Insert Prime Contractor Name)

the Prime Contractor and _____, intend to enter into a
(Insert Subcontractor Name)

contract by which Subcontractor shall: (describe work and staffing of project)

☐ No - Bond(s) are not required of Subcontractor

☐ Yes - The following amount and type of bond(s) will be required of Subcontractor at time of award:

Prime Contractor Signature

Subcontractor Signature

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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APPENDIX B

REFERENCE SHEET – AT LEAST 3 ARE REQUIRED
(This page may be copied for additional references)

Contract Name _____

Location _____

Agency _____

Contact	Person
_____	_____

Contact	Person's	Telephone	Number
_____	_____	_____	_____

Contact Person's Email _____

Year(s) Service Provided _____

Begin and End Date of Contract _____
