



University of Maryland University College

University of Maryland University College

On-Call Creative Marketing Services

Solicitation #91443 – Rebid

Issue Date: August 26, 2016

Due Date for Responses: September 20, 2016

Submit responses to:

Beth Kirk, Assistant Director
Goods and Non-Technology Services
beth.kirk@umuc.edu
Telephone No.: 301-985-7618
Facsimile No.: 301-985-7151

and

Sharon Barry, Director
Goods and Non-Technology Services
sharon.barry@umuc.edu
Telephone No.: 301-985-7156
Facsimile No.: 301-985-7151

All questions are to be submitted in writing solely to the above-mentioned persons no later than September 2, 2016, at 4:00 P.M. EDT. Responses may be submitted via hard copy, fax, or e-mail. Solicitation documents and details can be found at www.umuc.edu/procurement. It is the prospective proposer's responsibility to monitor that site for updates and amendments.

1. BUSINESS NEED:

1.1 Purpose. University of Maryland University College (“UMUC”) seeks proposals for professional and experienced individuals or firms to establish a non-exclusive contract for the provision of creative marketing services (“the Services”). Vendors shall provide at least one of the two on-call, as-needed creative marketing services. Services may include but are not limited to two primary service categories of service: 1) Print and Digital and 2) Video services. Selected vendors must have the capability to provide at minimum one of the two (2) service categories.

It is anticipated that multiple contracts will result from this solicitation. UMUC does not guarantee the number of jobs/project or dollar value requiring creative marketing services from any vendor awarded a contract. UMUC will not be required to solicit all awarded vendors, either individually or collectively, when the need for services arises.

1.2 UMUC Background. Since 1947, UMUC has focused exclusively on the education and professional development needs of adult students, offering classes at times and locations convenient to students whose busy schedules require that they balance school with full-time jobs and full-time family or community responsibilities. UMUC has earned a worldwide reputation for excellence as a comprehensive virtual university and, through a combination of on-site and on-line learning formats, provides educational opportunities for lifelong learning to students in Maryland, as well as throughout the United States and around the world. UMUC serves its students through undergraduate and graduate degree and certificate programs, noncredit leadership development and customized programs.

For more information about UMUC visit <http://www.umuc.edu/visitors/about/>.

1.3 Term. The initial term of the Contract(s) arising from this Solicitation shall commence on or around **October 1, 2016, through September 30, 2017**. There will be four (4) one (1) - year renewal options at the sole discretion of UMUC. The aggregate maximum fee for all contracts resulting from this Solicitation shall not exceed **\$200,000.00**. Total fees for any service shall not exceed the maximum fee.

2.0. SCOPE OF SERVICE:

The awarded vendor must have the capability to provide on-call marketing services as listed below:

- Provide at minimum one of the two primary service categories, 1) Print and Digital, and 2) Video;
- Work/collaborate with individuals and departments (“Ordering Office”) who may or may not have a marketing background;
- Understand the Ordering Office’s objective and provide a marketing solution to meet the Ordering Office’s needs;
- Adhere to UMUC’s pre-determined approval process;
- Adhere to UMUC’s published turn-around timelines;

- Adhere to UMUC’s Brand Standards and Graphic ID guidelines, attached hereto as Attachment B to this Solicitation; and,
- Provide full-service (strategy, copy and design) for both digital and print deliverables.

Deliverables for each primary service category may include but are not limited to as follows:

Print Deliverables	Requested Lead Time
Custom Brochures, Programs, Invitations. Mailings	30-60 days
Flyers, Posters, Signs - Updating to existing	10-15 days
Flyers, Posters, Signs – New/Rebranded	20-30 days
Digital Deliverables	
Announcements	10 days
E-mail – Existing template	10 days
E-mail – Custom	15 days
Event Registration Page(s) – MACs provided at the time of submission	3 days (single event)/ 5 days batched submission – preferred).
Landing Page – Editorial design review only	3 days
Landing Page – Update to existing	10 days
Landing- New	15 days
Shortcut URL – MACs provided at time of submission	3 days (single event)/ 5 days batched submission – preferred).
Web Update- Emergency	Same business day. After submitting your request. Call the emergency on-call phone number at 301-458-1597. Please use discretion when determining what constitutes an emergency.
Web Update – Sample update to existing	5 days
Web Update – New pages/complex edits to existing	10-15 days
Web Update – Web development required	Determined on case-by-case basis. Please submit as far in advance as possible.

Video Deliverables	Requested Lead Time
Motion graphics	20-30 days
Video – Update to existing	15-20 days
Video - New with no location/talent scouting	30-60 days
Video – New with location and/or talent scouting	60+ days

Note: Awarded vendors will be briefed and provided with access to UMUC’s Digital Asset Library (DAL), which contains approved copy points and assets. All materials must be approved by a UMUC marketing representative before materials are presented to the UMUC "client" and prior to publishing. For supplemental information regarding this Solicitation, please reference Attachment A, pages 13-16.

3. SOLICITATION RESPONSE REQUIREMENTS:

The following documentation must be provided in the response:

3.1 Company and Company Profile.

1. Provide a brief history of the company including the number of years providing creative marketing services with emphasis on the required functions specified in the Scope of Work above.
2. Provide a minimum of three (3) client references (contact name, company name, and telephone number including extension numbers). If available, higher education references are preferred. UMUC reserves the right to contact references not provided in the proposal.
3. Provide evidence of adequate and appropriate staffing resources available to service UMUC's account if awarded a contract under this solicitation. Relevant bios/resumes detailing Key Personnel who may be assigned to UMUC are to be provided; such bios/resumes should include appropriate and applicable employment history with the Proposer and with other relevant employers as well as positions held and applicable creative marketing services provided and clients served.

Two of the bios/resumes provided must be those of:

- a) **Account Representative** who will be the primary/first point of contact for the University, and,
- b) **The Managing Executive** who is responsible for the overall performance of the firm and the first point of escalation.

3.2 Technical Approach.

Provide a narrative of how your firm will provide and approach the requested services in the Scope of Work, set forth in Section 2 of this solicitation. Proposers are to thoroughly explain their capabilities and resources to meet the applicable services listed in Section 2, Scope of Services by completing each "Technical Sheet" provided on pages 8 and 9 of this Solicitation.

In addition, Proposers are to include four (4) samples for each proposed service category (1. Print and Digital and 2. Video) that best demonstrate your firm's ability and bandwidth to provide the varied proposed services listed in Section 2 and as identified on the applicable Technical Sheet(s) submitted by your firm. Sample projects must demonstrate your firm's creative and technical ability to perform creative marketing solutions.

Each sample must contain:

- The Client's marketing request/order; and,
- A description of the project, the project budget, and the project start and end date.

Note: The maximum file size is 25MB. Proposer may want to consider sending larger files through Google® Share Drive or provide a link to relevant work/samples. For supplemental information regarding this Solicitation, please reference Attachment A, pages 13-16.

3.5 Pricing.

Vendors are to provide their hourly rates for the services listed above by completing the pricing sheet(s) on pages 10-11 of this Solicitation.

Note: All project estimates shall be provided to UMUC's Ordering Office for approval prior to initiation of work. For supplemental information regarding this Solicitation, please reference Attachment A, pages 13-16.

3.6 Deposits.

UMUC shall not pay any deposits or prepayments prior to the completion of the Service(s), unless mutually agreed to by both Parties at a later date. Exceptions to this provision or to the contract must be included in your firm's proposal. Proposers should not assume that any term and condition of the Contract is negotiable, exceptions may disqualify your firm's response.

3.7 Proof of Insurance.

Proposers shall provide a copy of a Certificate of Insurance verifying your firm's Coverage for Professional Liability, Commercial General Liability, Worker's Compensation, and Automobile Liability Insurance.

4. SOLICITATION SCHEDULE:

Solicitation Issue Date:	August 26, 2016
Questions Submission Due Date:	September 2, 2016 at 4:00 P.M. EDT
Proposal Due Date and Time:	September 20, 2016 at 4:00 P.M. EDT
Anticipated Award Date:	September 26, 2016
Anticipated Contract Start Date:	October 1, 2016

5. TERMINATION FOR CONVENIENCE:

UMUC reserves the right to terminate this Solicitation, in whole or in part, at its convenience.

6. OPERATIONS MANAGEMENT:

The Office of Marketing Services will be providing the management services for this Contract.

7. SUBMISSION AND EVALUATION OF THE RESPONSES:

Proposals to this solicitation are to be provided electronically in accordance with the Solicitation Schedule. Proposals must be attached to an e-mail in portable document format (.pdf). Hyperlinks to software products sent to UMUC's Issuing Office that indicate that the Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by UMUC in order to download the Proposal. By providing the Proposal to UMUC electronically, the Proposer grants the University the unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

Responses are to be provided by the due date noted above. Responses are to be submitted electronically to:

Beth Kirk, Assistant Director
Goods and Non-Technology Services
beth.kirk@umuc.edu
Telephone No.: 301-985-7618
Facsimile No.: 301-985-7151

and

Sharon Barry, Director
Goods and Non-Technology Services
sharon.barry@umuc.edu
Telephone No.: 301-985-7156
Facsimile No.: 301-985-7151

Responses must be submitted by an individual of the company who can bind the Firm to all contents of the response Responses will be evaluated for technical merit (how well the proposed services meet the needs of UMUC) as well as price. The technical aspects of the response will weigh greater than the price (i.e., a vendor's response evaluated to be more technically responsive even though it has a higher associated price, may be awarded the Contract).

Firms located outside the U.S.A. may submit a proposal. UMUC may require regularly scheduled and impromptu onsite meetings at UMUC's offices. UMUC prefers vendors with the capability to meet at UMUC's office locations at any given time, at no cost to UMUC. A vendor's geographical location may be taken into consideration in regard to the firm's apparent ability to meet UMUC's specified lead times and the varying degrees of in-person collaboration that may be required for any given project/deliverable. The decision as to the "most advantageous" is solely at UMUC's discretion.

MINORITY BUSINESS ENTERPRISES (MBE) and SMALL BUSINESS ENTERPRISES (SBE):

Minority participation is important to UMUC and the State of Maryland. State-certified Minority Business Enterprises (MBE) and Small Business Enterprises (SBE) are strongly encouraged to respond to this solicitation notice. If not certified by the Maryland Department of

Transportation (MDOT) or by Department of General Services (DGS) eMaryland Marketplace, MBEs and SBE's are encouraged to initiate certification as soon as possible. For more information on the State's MBE and SBE programs or questions related to registration and certification, please contact the following:

MDOT's Office of Minority Business Enterprise/Equal Opportunity, telephone 800-544-6056 or view the MDOT website <http://www.mdot.state.md.us/mbe/index.html> .

Department of General Services (DGS) eMaryland Marketplace, visit www.smallbusinessreserve.maryland.gov for additional information.

8. SHORTLISTING:

A shortlist may be developed based on the initial evaluation results. All Offerors will be notified of the results as they pertain to their respective proposal. The decision for progressing in the procurement process will be made based on the strengths, weaknesses, advantages, and deficiencies the proposals present. UMUC reserves the right to reject, in whole or in part, any and all proposals without liability and/or to accept any bid in the best interest of the State of Maryland.

9. RESULTING CONTRACT, NON-DISCLOSURE AGREEMENT AND WORK PRODUCT:

A UMUC non-exclusive contract will be issued to the awarded vendors. By responding to this Solicitation, proposers are accepting that they will agree to execute the attached Agreement including mandatory Terms and Conditions for contract award. As part of the attached Agreement, the awarded vendors shall be entering into a Non-Disclosure Agreement with UMUC for confidentiality and protection of UMUC's intellectual property. (Refer to Sections 6 and 7 of the Agreement). All work product and documentation shall be regarded as a work for hire and is the property of University of Maryland University College and may not be copied or reproduced without its expressed written permission.

10. OTHER AGENCY USE:

Other institutions within the University System of Maryland may utilize this Contract with the written permission of UMUC. If such use is requested, all terms and conditions including pricing of the Contract is to be provided to the requesting institution. If, based on such use by other institutions, the overall volume of the Contract increases significantly, UMUC reserves the right to negotiate more favorable pricing for the Contract. The service to UMUC must not diminish as a result of other institutions utilizing the Contract.

Enclosures:

Solicitation Terms and Conditions
UMUC Professional Services Contract, Inclusive

Technical Sheet

Solicitation #91443 On-Call Creative Marketing Services

1) Print and Digital Services

Due Date: September 20, 2016, on or before 4:00 PM EST

Firm/Contractor: _____

Proposers are to enter an “X” in the “Available” section if the Service is provided by the Proposer.

Print Deliverables	Available
Custom Brochures, Programs, Invitations. Mailings	
Flyers, Posters, Signs - Updating to existing	
Flyers, Posters, Signs – New/Rebranded	
Digital Deliverables	
Announcements	
E-mail – Existing template	
E-mail – Custom	
Event Registration Page(s) – MACs provided at the time of submission	
Landing Page – Editorial design review only	
Landing Page – Update to existing	
Landing- New	
Shortcut URL – MACs provided at time of submission	
Web Update- Emergency	
Web Update – Sample update to existing	
Web Update – New pages/complex edits to existing	
Web Update – Web development required	

Technical Sheet

Solicitation #91443 On-Call Creative Marketing Services

2) Video Services

Due Date: September 20, 2016, on or before 4:00 PM EST

Firm/Contractor: _____

Proposers are to enter an “X” in the “Available” section if the Service is provided by the Proposer.

Video Deliverables	
Motion graphics	
Video – Update to existing	
Video - New with no location/talent scouting	
Video – New with location and/or talent scouting	

Pricing Sheet

Solicitation #91443 On-Call Creative Marketing Services

Due Date: September 20, 2016, on or before 4:00 PM EST

Firm/Contractor: _____

As applicable, responses must include all pricing/fees associated with providing on-call creative marketing services. You may add additional sheets as necessary. Local travel will not be reimbursed.

1. Print and Digital pricing may include but is not limited to:

Print Deliverables	Hourly Rate
Custom Brochures, Programs, Invitations. Mailings	
Flyers, Posters, Signs - Updating to existing	
Flyers, Posters, Signs – New/Rebranded	
Digital Deliverables	Hourly Rate
Announcements	
E-mail – Existing template	
E-mail – Custom	
Event Registration Page(s) – MACs provided at the time of submission	
Landing Page – Editorial design review only	
Landing Page – Update to existing	
Landing- New	
Shortcut URL – MACs provided at time of submission	
Web Update- Emergency	
Web Update – Sample update to existing	
Web Update – New pages/complex edits to existing	
Web Update – Web development required	

2. Video pricing may include but is not limited to:

Video Deliverables	Hourly Rate
Motion graphics	
Video – Update to existing	
Video - New with no location/talent	

scouting	
Video – New with location and/or talent scouting	

3. Vendors are to explain their shipping process and rates (if applicable) for print deliverables.

*Firm may include other types of services and fees not listed.

(Signatures should be placed on following page.)

The Offeror represents, and it is a condition precedent to acceptance of this proposal, that the Offeror has not been a party to any agreement to submit a fixed or uniform price. Sign where applicable below.

A. INDIVIDUAL PRINCIPAL

In Presence of Witness: _____

VENDOR NAME _____
ADDRESS _____

TELEPHONE NO. _____
SIGNED _____

PRINTED NAME _____
TITLE: _____

B. CO-PARTNERSHIP PRINCIPAL

In Presence of Witness:

(Name of Co - Partnership)
ADDRESS _____

TELEPHONE NO. _____
Printed Name: _____

_____ as to

BY _____
(Partner)

Printed Name: _____

_____ as to

BY _____
(Partner)

C. CORPORATION

Attest:

[Printed Name of Corporate (or Assistant Corporate) Secretary]

[Corporate (or Assistant Corporate) Secretary Signature for Identification]

(Name of Corporation)
ADDRESS _____

TELEPHONE NO. _____

BY: _____

Signature of Officer and Title

Printed Name

Attachment A

Supplemental Information

1. Does the second page of the pricing sheet need to be filled out? If so, can this page be re-formatted?

The Pricing Sheet may be re-formatted. However, UMUC request Proposers to provide pricing in the same order as provided.

2. Could you provide examples of each of the deliverables required?

No, these are not uncommon deliverables and it is unlikely that a single agency will be called upon to deliver all.

3. Will the selected vendor be providing actual printed materials or just the design for the materials?

In most cases the vendor will provide the design only.

4. Is copywriting required? Or simple design services based on art direction provided by UMUC?

Copy services are preferred, but agencies that provide design only will be considered.

5. If shipping rates are required, please indicate the destination that materials should be shipped to.

If applicable, provide shipping rates to UMUC's Adelphi, MD location.

6. What are the quantities and print specifications for each of the print deliverables?

Awarded vendors will be called upon as needed. Specific print deliverables cannot be determined at this time. Our intent is to identify agencies that meet UMUC's requirements to deliver this nature of work.

7. Is coding for emails required or just design?

Coding is not required.

8. What technology does the website use? PHP or .NET? What content management system is used?

The content management system is CommonSpot®.

9. Are you looking for offerors to provide markup/comments on the sample contract documents?

No. By responding to this Solicitation, proposers are accepting that they will agree to execute the attached agreement including mandatory Terms and Condition for contract award. However, any exceptions to UMUC's contract may be included in your firm's Proposal.

10. What are the selection and evaluation criteria for this RFP?

Proposals shall be evaluated on their responses to the Solicitation Response Requirements as it relates to UMUC's Scope of Work. As per Section 7 of the Solicitation, responses will be evaluated for technical merit as well as price. Technical aspects of the responses will weigh greater than the price technical merit

11. Does UMUC anticipate the \$200,000 maximum fee to be spread across the up-to five-year period? Or is it possible that the entire \$200,000 may be used during the initial term of the Contract (September 26, 2016 – September 25, 2017)?

Depending on UMUC's need, it is possible that the entire \$200,000 may be used prior to the initial term. The Services required under this Solicitation are, as needed.

12. Is there an incumbent? If so, who?

No.

13. Is this contract similar to a blanket purchase agreement?

No. This Contract may result in a Blanket Purchase Order, as needed and at the sole discretion of UMUC's Office of Marketing Services.

14. Please clarify what is meant by #2 on Page 8: *Vendors are to explain their shipping process and rates for print deliverables.*

Please provide a list of shipping partners or advise if shipping is proprietary. If applicable, provide the standard shipping rates.

15. Please confirm that no print management or 508 compliance on print file PDFs. should be included in our pricing.

508 compliance is required for all PDFs intended for digital use, such as on the website, as an attachment, etc.

Print management pricing is optional.

16. Will the final print deliverable be a packaged InDesign file that UMUC will turn over to a printer?

This is correct in most cases.

17. Do we need to create a 508 pdf with all packaged files?

508 compliance is required for all PDFs intended for digital use, such as on the website, as an attachment, etc.

18. For the motion graphics, are you requesting a full video of entirely motion graphics? If so, what is the estimated duration?

Yes. These are typically 60 seconds, on average.

19. For the update to the existing video, what is the duration of the existing video and would this be reworking completely or adding/removing section?

This would be adding/removing sections. Videos are typically 60 seconds, on average.

20. Would we have access to native files, b-roll and other assets?

Yes.

21. What is the estimated duration of the video work with no location/talent scouting?

Duration of the assignment depends on the nature of the final video required, which is to be determined by project and by UMUC at a later date.

22. For the video work with no location/talent scouting, would we have access to existing b-roll/photos or is something we would have to source?

Yes.

23. What is the estimated duration of the new video with location/talent scouting?

Duration of the assignment depends on the nature of the final video required, which is to be determined by project and by UMUC at a later date.

24. Would new video work require multiple talking heads/or actors? If so, what is the number of talent/locations needed?

Videos typically require talking heads/actors. Specifics depend on the nature of the final video required, which is to be determined by project and by UMUC at a later date.

25. What is the current email distribution software (i.e. Campaign Monitor, Constant Contact, etc.)?

Silverpop®.

26. Does the project have any browser requirements?

All work will be tested in multiple browsers.

27. What is the current database system?

CommonSpot®

Attachment B
UMUC – Brand Identity and Guidelines
(Separate Document)

DO NOT COMPLETE – THIS IS A SAMPLE ONLY.

THIS CONTRACT #91443 (“Contract” or “Agreement”) is made on the 1st of October, 2016, between the University of Maryland University College, a constituent institution of the University System of Maryland (“USM”), an agency of the State of Maryland, with offices at 3501 University Boulevard East, Adelphi, Maryland 20783, hereinafter referred to as (“UMUC” or “the University”) and _____ hereinafter referred to as “Contractor” or “Vendor” with principal offices located at _____ (collectively, “the Parties”).

RECITALS

The University issued solicitation documents (Solicitation # 91443) on August 26, 2016, as amended from time to time (“the Solicitation”), for on-call creative marketing services. Contractor submitted technical and price proposals dated September 20, 2016, and accepted by the University (collectively, the “Proposal”) in response to the Solicitation, and the University subsequently selected the Contractor as an awardee of this non-exclusive Contract.

THE PARTIES AGREE AS FOLLOWS:

1. SCOPE, CONTRACT DOCUMENTS, AND TERM

- 1.1 Contractor shall provide professional creative marketing services (“the Services”), as needed by UMUC, in accordance with the terms and conditions of this Contract.
- 1.2 This Contract consists of multiple documents as follows in order of precedence:
 - This Contract Form (pages 1 through _); and any Amendments;
 - The Solicitation #91443 and all amendments to the Solicitation;
 - Exhibit A: Contractor’s Proposal dated September 20, 2016;
 - Contract Affidavit; and,
 - Statements of work, if any, issued from time to time, pursuant to this Contract (each of which is incorporated in this Contract whether or not physically attached hereto).
- 1.3 The initial term of this Contract shall commence on or around October 1, 2016, and conclude September 30, 2017. There will be four (4) one (1)-year renewal options at the sole discretion of UMUC.

2. PROFESSIONAL SERVICES

- 2.1 The Contractor shall perform the Services as described in Exhibit A to this Agreement. Services shall be performed in accordance with the schedule included in Exhibit A, or, if no such schedule is included, in accordance with a schedule agreed upon in writing by the Parties at a future date and adopted as an amendment to Exhibit A. The Contractor shall perform the Services as expeditiously as is consistent with good professional skill and care and the orderly progress of the Contract.
- 2.2 The Office of Marketing Services department will designate a staff member to act as coordinator (“Project Coordinator”) between UMUC and the Contractor. Throughout the period of the Contract, copies of all correspondence, work products, specifications, estimates and other materials prepared by the Contractor should be directed to the Project Coordinator and also to any other UMUC personnel designated by the Project Coordinator. Direct contact or communication by the Contractor with other UMUC offices or any other entity concerning the Service shall be made only with the prior knowledge and concurrence of the Project Coordinator.
- 2.3 The account manager/executive for the Contract shall be the same person identified in the Contractor's submittal responding to UMUC's solicitation unless (a) a change is requested by the Contractor and approved in writing by the Project Coordinator; or (b) a change is requested in writing by the Project Coordinator for good cause, in which case the Contractor shall make an appropriate substitution, subject to UMUC's approval, and notify UMUC in writing. Major changes in the Contractor's organization or personnel (other than the Contractor’s Team) shall be reported to UMUC in writing as they occur.
- 2.4 All terms and conditions of UMUC's solicitation, and any amendments thereto, are made a part of this Agreement unless expressly contradicted by a term or condition of this Agreement. Proposals or suggestions of the Contractor for changes in the solicitation or the terms and conditions of the contract are not binding upon UMUC and are not a part of this Agreement unless set forth in an amendment of the solicitation or in this Agreement and agreed to in writing by UMUC.

3. FEES AND PAYMENT

- 3.1 The aggregate maximum fee for the Contract(s) resulting from Solicitation #91443 cannot exceed **\$200,000.00**. The total fees for all services under all contracts resulting from the above referenced solicitation shall not exceed the maximum fee.
- 3.2 The Contractor’s fees shall not exceed fees set forth in the Contract per the Contractor’s proposal, attached hereto as Exhibit A of this contract. There is no guarantee of a dollar amount of work under this Contract.
- 3.3 As compensation for satisfactory performance of Services, the University will pay Contractor no later than thirty (30) days after the University’s receipt of a proper invoice from Contractor. Charges for late payment of invoices will be only as prescribed by Title 15, Subtitle 1 of the State Finance and Procurement Article, Annotated Code of Maryland, as from time to time amended.

Payment requests (invoices) shall be submitted electronically to the Accounts Payable Department, University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783-8002 at accountspayable@umuc.edu.

Contractor may also send the invoices to the Office of Marketing Services. The University's current Purchase Order number, issued for accounting purposes only, must be noted on all invoices.

- 3.4 All fees are exclusive of applicable federal, state, local, and foreign sales, use, excise, utility, gross receipts, value-added and other taxes, tax-like charges and tax-related surcharges. The University is generally exempt from such taxes, and Contractor agrees not to charge the University for such taxes in accordance with applicable law. The University will provide exemption certificates upon request.
- 3.5 Electronic funds may be used by the State to pay Contractor for this Contract and any other State payments due Contractor unless the State Comptroller's Office grants Contractor an exemption. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, or by the Public Service Commission of Maryland with respect to regulated public utilities, as applicable, are prohibited.
- 3.6 Contractor shall not be entitled to payment during time of war, acts of God or natural disasters in which routine or non-routine work cannot be performed.

4. WORK PRODUCT

- 4.1 Contractor shall complete all tasks required by the University and other tasks and duties set forth in the request(s) for Services.
- 4.2 Contractor and UMUC intend this Contract to be a contract for services and each considers the Work to be a work made for hire. If, for any reason, the Work would not be considered a work made for hire under applicable law, Contractor does hereby sell, assign and transfer to UMUC, its successors, and assigns, the entire right, title and interest in and to the copyright and any registrations and copyright applications relating thereto and renewals and extensions thereof, and in and to all works based upon, derived from or incorporating the Work, and in and to all income, royalties damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world.
- 4.3 Contractor agrees to execute all tasks and to perform such other proper acts as UMUC may deem necessary to secure for UMUC the rights in the Work.

5. EVALUATION AND ACCEPTANCE PROCEDURE

- 5.1 Upon completion and delivery of service by Contractor, UMUC will begin the evaluation and acceptance process, which shall include, but not be limited to, the steps described below. Payments, in accordance with Section 3 of this Contract will be based on the completion of requests by Contractor and acceptance by UMUC of each review/report.
- 5.2 Within the time period specified in the Contract including any Contract Amendments, or work order(s) UMUC shall determine whether Contractor's services materially conforms to the specifications defined in the Contract and/or work order(s). As used herein, the term "materially conforms" means that the Service is ready to be used and meets or exceeds UMUC's specifications. If the Service materially conforms to the specifications, then, UMUC will provide confirmation to Contractor that the Service is accepted.
- 5.3 If the Service does not materially conform, UMUC shall immediately inform the Contractor of the deficiencies. Contractor, at no additional cost to UMUC, shall thereafter make all appropriate and necessary fixes to the Service within the time period specified by UMUC. If the Service again fails to materially conform, then, this same process will be repeated one more time. If the Service fails to materially conform to the specifications after delivery for the second time, then, UMUC may, at its sole discretion, (a) further extend the timeframe for cure, (b) cancel the work order and c) begin the termination process as defined in Section 10.1 of this Contract. If UMUC does not elect to terminate this Contract after the second failure, it has not automatically waived its right to do so following any additional failed attempt at correction by Contractor to which the Parties may agree.
- 5.4 If the Contractor fails to meet the Service required at any other periods of time as mutually agreed to, UMUC may declare the Contract in material breach and begin the termination process as defined in Section 10.1 of this Contract.

6. INTELLECTUAL PROPERTY

- 6.1 Neither Party may use the other Party's name, trademarks or other proprietary identifying symbols without the prior written approval of the other Party.
- 6.2 Contractor agrees to defend upon request and indemnify and hold harmless UMUC, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, software, supplies, equipment or services under this Contract.

7. CONFIDENTIAL INFORMATION

- 7.1 Contractor acknowledges and understands that in connection with this Contract, the performance of the Services and otherwise, Contractor has had or shall have access to, has obtained or shall obtain, or has been or shall be given UMUC's Confidential Information (as defined herein). For purposes of this Contract, "Confidential Information" means all information provided by the University to Contractor including, without limitation, information concerning the University's business strategies, political and legislative affairs, students, employees, vendors, contractors, student records, customer

lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation. Confidential Information includes information in any and all formats and media including, without limitation oral, and includes the originals and any and all copies and derivatives of such information.

- 7.2 Contractor shall use the Confidential Information only if and when required for the performance of the Services, and for no other purpose whatsoever, and only by Contractor employees engaged in that performance.
- 7.3 Contractor shall not, in any manner whatsoever, disclose to, permit access to, or allow use of Confidential Information by any person or entity except as specifically permitted or required under this Contract.
- 7.4. Contractor acknowledges and understands that UMUC is required to protect certain Confidential Information from disclosure under applicable law including, but not limited to, the Family Educational Rights and Privacy Act (“FERPA”), the Gramm Leach Bliley Act (“GLBA”), or the Maryland Public Information Act (“PIA”) including regulations promulgated thereunder, as the laws and regulations may be amended from time to time (collectively, “the Privacy Laws”). The Confidential Information that is protected under FERPA was provided to the Contractor as it is handling an institution service or function that would ordinarily be performed by UMUC’s employees. The Contractor agrees that it shall be obligated to protect the Confidential Information in its possession or control in accordance with the Privacy Laws to the same extent as UMUC would be obligated if the Confidential Information was in the possession or control of UMUC. The Contractor further agrees that it is subject to the requirements governing the use and re-disclosure of personally identifiable information from education records as provided in FERPA.
- 7.5 Contractor may disclose Confidential Information as required by legal process. If Contractor is required by legal process to disclose Confidential Information, Contractor shall immediately notify the University, and before disclosing such information shall allow UMUC reasonable time to take appropriate legal action to prevent disclosure of the Confidential Information.
- 7.6 Contractor’s obligations with respect to Confidential Information shall survive the expiration or the termination of this Contract.
- 7.7 Contractor acknowledges that Contractor’s failure to comply fully with the restrictions placed upon use, disclosure and access to Confidential Information may cause the University grievous irreparable harm and injury. Therefore, any failure to comply with the requirements of this Article 7 shall be a material breach of this Contract.
- 7.8 Contractor agrees and acknowledges that it is not the custodian of any Confidential Information that may be in Contractor’s possession or control. Contractor shall forward any request for disclosure of Confidential Information to:

Office of Legal Affairs
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783

- 7.9 Except to the extent otherwise required by applicable law or professional standards, the obligations under this section do not apply to information that (a) is or becomes generally known to the public, other than as a result of disclosure by Contractor, (b) had been previously possessed by Contractor without restriction against disclosure at the time of receipt by Contractor, (c) was independently developed by Contractor without violation of this Contract, or (d) Contractor and UMUC agree in writing to disclose. Contractor shall be deemed to have met its nondisclosure obligations under this section as long as it exercises the same level of care to protect the Confidential Information as it exercises to protect its own confidential information, except to the extent that applicable law or professional standards impose a higher requirement.
- 7.10 All Confidential Information received by Contractor shall be returned to UMUC or destroyed upon completion or termination of this Contract.

8. SOFTWARE AND SECURITY

- 8.1 Contractor shall endorse UMUC's requirement to adhere to the University System of Maryland ("USM's") IT Security Standards (<http://www.usmd.edu/usm/adminfinance/itcc/ITSecResource.html>). UMUC is required to assess risks, ensure data integrity, and determine the level of accessibility that must be maintained. Specific activities include:
- Identification of security, privacy, legal, and other organizational requirements for recovery of institutional resources such as data, software, hardware, configurations, and licenses at the termination of the contract.
 - Assessment of the contractor's security and privacy controls.
 - Inclusion of UMUC's security and privacy requirements in the agreement.
 - Periodic reassessment of contractor services provisioned to ensure all contract obligations are being met and to manage and mitigate risk.
- 8.2 The Contractor is the owner or authorized user of the Contractor's software and all of its components, and Contractor software and all of its components, to the best of Contractor's knowledge, do not violate any patent, trademark, trade secret, copyright or any other right of ownership of any third party.
- 8.3 Contractor shall (i) establish and maintain industry standard technical and organizational measures to help to protect against accidental damage to, or destruction, loss, or alteration of the materials; (ii) establish and maintain industry standard technical and organizational measures to help to protect against unauthorized access to the Services and materials; and (iii) establish and maintain network and internet security procedures, protocols, security gateways and firewalls with respect to the Services. Contractor software and its components are equipped and/or designed with systems intended to prevent industry

known system attacks (e.g., hacker and virus attacks) and unauthorized access to confidential information.

- 8.4 Report any confirmed or suspected breach of University data to UMUC's Computer Incident Response Team ("CIRT") within one (1) hour of discovery or detection. Any confirmed or suspected computer security incidents not resulting in breach of University data shall be reported to UMUC CIRT within 12 hours of discovery or detection.
- 8.5 Follow strong identity management characteristics and practices, requiring users to adhere to organizational usage, construction, and change requirements.
- 8.6 Configure and maintain network to be suitably hardened against security threats and ensure adequate performance.
- 8.7 On an annual basis, Contractor shall obtain Service Organization Control (SOC) 2 report ("the Report") for all facilities from which the Services are provided. It is the Contractor's responsibility that such Report are provided under the terms and conditions of this Contract without the University being required to agree to additional terms and conditions that may be applied by a third-party. If the Report states that a facility has failed to materially satisfy one or more control objectives, Contractor will, as UMUC's sole remedy, use commercially reasonable efforts to cause the facility to materially satisfy all control objectives. If, despite Contractor's efforts, the facility cannot materially satisfy all relevant control objectives, Contractor will mitigate the issue in a commercially reasonable manner which may include the migration to an alternate facility which materially satisfies all control objectives. Failure to do so may be considered a material breach of this Agreement in the sole and reasonable discretion of UMUC.
- 8.8 UMUC or an appointed audit firm (Auditors) has the right to audit Contractor and its sub-vendors or affiliates that provide a service for the processing, transport or storage of UMUC data. Audits will be at UMUC's sole expense which includes operational charges by Contractor, except where the audit reveals material noncompliance with contract specifications, in which case the cost, inclusive of operational charges by Contractor, will be borne by the Contractor. In lieu of UMUC or its appointed audit firm performing their own audit, if Contractor has an external audit firm that performs a review, UMUC has the right to review the controls tested as well as the results, and has the right to request additional controls to be added to the certified report for testing the controls that have an impact on its data.
- 8.9 UMUC shall have sixty (60) days after the expiration or termination date of this agreement to retrieve and download data and content. The Contractor shall make available to UMUC a complete and secure (i.e., encrypted and appropriately authenticated) download file of customer data, sales, and product information in .xml format including all schema and transformation definitions and/or delimited text files with documented, detailed schema definitions along with attachments in their native format. The Contractor further warrants that all data and content pertaining to UMUC's buying programs is solely owned by UMUC and shall not be transferred or disclosed to any Parties without the written consent from UMUC.

9. RELATIONSHIP OF THE PARTIES

- 9.1 Nothing in this Contract shall be construed to establish a relationship of servant, employee, partnership, association, or joint venture between the Parties. Neither Party shall bind or attempt to bind the other to any contract, warranty, covenant or undertaking of any nature whatsoever unless previously specifically authorized in writing in each instance. Nothing in this Contract is intended to create a joint employment relationship.
- 9.2 It is understood and agreed that Contractor is an independent contractor of the University, and not an employee. Except as set forth in this Contract, UMUC will not withhold income taxes, social security or any other sums from the payments made to Contractor hereunder. All employees or contractors of Contractor shall in no way be considered employees of UMUC, but rather they shall be employees or contractors of Contractor, and Contractor shall bear full responsibility for compensating those persons and for the performance of the Services by way of them.
- 9.3 Each Party reserves the right to review all press releases or other public communications of the other Party that may affect the Party's public image, programs or operations.
- 9.4 This Agreement is non-exclusive. UMUC reserves the right to arrange for the Services provided hereunder from any other Party.

10. DISTRIBUTION OF RISK

- 10.1 Contractor shall maintain in full force and effect adequate insurance coverage to protect against the risks associated with the performance of Services under this Contract. Contractor shall also maintain in full force and effect workers' compensation insurance as required by the laws of the jurisdiction where the Services are performed. Upon request, Contractor shall provide the University with evidence of such insurance.
- 10.2 Contractor shall indemnify and hold harmless UMUC and the State of Maryland, their officers, employees, and agents, from any and all costs (including, without limitation, reasonable attorneys' costs and cost of suit), liabilities, claims, or demands arising out of or related to Contractor's performance under this Contract. UMUC agrees to notify Contractor promptly of any known liabilities, claims, or demands against UMUC for which Contractor is responsible hereunder, and Contractor agrees to, at UMUC's request, defend UMUC or settle any such liabilities, claims, or demands.
- 10.3 Neither Party shall be liable to the other for indirect, consequential, incidental, punitive, exemplary, nor special damages, or losses including, without limitation, lost profits and opportunity costs.
- 10.4 The Contractor shall take any available precaution to prevent possible damage to UMUC property and facilities. The Contractor shall be responsible for the repair or replacement of any item or area damaged. Any repair or replacement must be to the complete satisfaction of the University. The Contractor shall assume full responsibility for any and

all damages, or claims of damage, for injury to persons, property, or equipment which may result from any service performed under this Contract.

11. GENERAL TERMS AND CONDITIONS

- 11.1 Termination for Default. If the Contractor fails to fulfill its obligation under this Contract properly and on time, or otherwise violates any provision of the Contract, UMUC may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. UMUC will provide Contractor a reasonable opportunity, not to exceed 10 business days, to cure the act or omission, provided such opportunity to cure does not extend the deadline for any deliverables and does not cause the University further damage. All finished or unfinished work provided by the Contractor, to which UMUC is entitled pursuant to this Contract shall become the University's property. UMUC 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 Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and UMUC can affirmatively collect damages. Termination hereunder, including the determination of the rights and obligations of the Parties, shall be governed by the provisions of USM Procurement Policies and Procedures.
- 11.2 Termination for Convenience. The performance of work under this Contract may be terminated by the University in accordance with this clause in whole, or from time to time in part, whenever the University shall determine that such termination is in the best interest of the University. The University will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Contract. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the Parties, shall be governed by the provisions of the USM Procurement Policies and Procedures.
- 11.3 Delays and Extension of Time. The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor including, but not restricted to, acts of God, acts of public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a contract with the State or UMUC, changes in law or regulation, action by government or other competent authority, fires, earthquakes, floods, epidemics, quarantine restrictions, strikes, freight embargoes, malicious or criminal acts of third parties, or delays of subcontractors or suppliers arising from

unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.

- 11.4 Suspension of Work. The Procurement Officer unilaterally may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the convenience of the University.
- 11.5 Subcontracting and Assignment.
- 11.5.1 The Contractor may not subcontract any portion of the Services provided under this Contract without obtaining the prior written approval of UMUC nor may the Contractor assign this Contract or any of its rights or obligations hereunder, without the prior written approval of UMUC. UMUC shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors. Any such subcontract shall be subject to the terms and conditions that UMUC deems necessary to protect its interests. Contractor shall remain responsible for performance of all Services under this Contract, and shall be subject to liability to the University for acts and omissions of subcontractors.
- 11.5.2 Neither Party may assign this Contract without the prior written consent of the other Party, which consent shall not be unreasonably withheld, except that Contractor may assign this Contract to any parent, subsidiary, affiliate or purchaser of all or substantially all its assets with notice to UMUC. Contractor may designate a third party to receive payment without the University's prior written consent unless in conflict with Maryland or federal law, but shall provide the University with notification thereof.
- 11.6. Maryland Law Prevails. The laws of the State of Maryland shall govern the interpretation and enforcement of this Contract.
- 11.7 Contract Integration and Modification. This Contract and the documents incorporated herein form the entire agreement of the Parties with respect to the subject matter of this procurement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Contract may be amended with the written consent of both Parties. Amendments may not significantly change the scope of the Contract.
- 11.8 No Third-Party Beneficiaries. This Agreement is only for the benefit of the undersigned Parties and their permitted successors and assigns. No one shall be deemed to be a third-party beneficiary of this Agreement.
- 11.9 Notices. Notices under this Contract will be written and will be considered effective upon personal delivery to the person addressed or five (5) calendar days after deposit in any U.S. mailbox, first class (registered or certified) and addressed to the other Party as follows:

For the University:

University of Maryland University College

Procurement Department
Attn: Procurement Officer
3501 University Boulevard East
Adelphi, MD 20783-8044

For the Contractor:

- 11.10 Disputes. This Contract shall be subject to the USM Procurement Policies and Procedures. Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision.

- 11.11 Retention of Records. Contractor shall retain and maintain all records and documents relating to this Contract for five (5) years after final payment by the State and will make them available for inspection and audit by authorized representatives of the State, including the Procurement Officer or designee, at all reasonable times and at no cost to UMUC. These documents may include, but are not limited to, correspondence, the original signed consent form, background search results, W2s, paystubs, employment verification documents, and official transcripts.

- 11.12 Non-Hiring of Employees. No employee of the State of Maryland or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this Contract, shall, while so employed, become or be an employee of the Party or Parties hereby contracting with the State of Maryland or any unit thereof.

- 11.13 Non-Discrimination in Employment. The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

- 11.14 Contingent Fee Prohibition. The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a *bona fide* employee or agent working for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a *bona fide* employee or agent, any fee or any other consideration contingent on the making of this Contract.

- 11.15 Financial Disclosure. The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.
- 11.16 Political Contribution Disclosure. Contractor shall comply with Election Law Article Sections 14-101 through 14-108 of the Annotated Code of Maryland, which requires that every person making contracts with one or more governmental entities during any 12-month period of time involving cumulative consideration in the aggregate of \$100,000 or more to file with the State Board of Elections a statement disclosing certain campaign or election contributions.
- 11.17 Anti-Bribery. The Contractor warrants that neither it nor any of its officers, directors or partners, nor any employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the federal government.
- 11.18 Ethics. This Contract is cancelable in the event of a violation of the Maryland Public Ethics Law by the Contractor or any UMUC employee in connection with this procurement.
- 11.19 Compliance with Laws. The Contractor hereby represents and warrants that:
- 11.19.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- 11.19.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- 11.19.3 It shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; including the standards of sanitation, safety and health. The University reserves the right to randomly inspect facilities on a daily basis with or without the Contractor's representative. The Contractor shall be responsible to implement corrective operating measures required as a result of these inspections; and
- 11.19.4 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

11.20 Indemnification. UMUC shall not assume any obligation to indemnify, hold harmless, or pay attorneys' fees that may arise from or in any way be associated with the performance or operation of this Contract.

11.21 MultiYear Contracts Contingent Upon Appropriations. If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the University's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the University from future performance of the Contract, but not from their rights and obligations existing at the time of termination.

The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred, but not amortized in the price of the Contract. The University shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

11.22 Pre-Existing Regulations. In accordance with the provisions of Section 11-206 of the State Finance and Procurement Article, Annotated Code of Maryland, the regulations set forth in USM Procurement Policies and Procedures in effect on the date of execution of this Contract are applicable to this Contract.

11.23 Insurance.

11.23.1 The Contractor shall secure, and shall require that subcontractors secure, pay the premiums for and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the Contractor under this Contract, inclusive of the requirements in the solicitation documents:

Commercial General Liability Insurance including all extensions-

Not less than \$1,000,000 each occurrence;

Not less than \$1,000,000 personal injury;

Not less than \$2,000,000 products/completed operations aggregate; and

Not less than \$2,000,000 general aggregate.

Workers' compensation per statutory requirements.

11.23.2 The Contractor shall provide to the Procurement Officer a certificate of insurance including evidence of the required limits at the execution hereof, and annually thereafter. All insurance certificates provided to the University for general and/or excess liability protection, bodily injury or property damage and fiduciary Bonding must specifically name on its face the University as an additional insured as respects to operations under the contract and premises occupied by the Contractor provided, however, with respect to the Contractor's liability for bodily injury or property damages above, such insurance

shall cover and not exclude Contractor's liability for injury to the property of the University and to the persons or property of employees, students, faculty members, agents, officers, regents, invitees or guests of the University.

11.23.3 Notices of policy changes shall be furnished to the Procurement Officer. All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland. The insurers must have a policy holder's rating of "A-" or better.

IN WITNESS WHEREOF, the Parties, by their authorized representatives have executed this Contract.

**UNIVERSITY OF MARYLAND
UNIVERSITY COLLEGE**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

This **Exhibit A** to **THIS CONTRACT** #91443 is made on the 1st of October, 2016, between the University of Maryland University College, a constituent institution of the University System of Maryland ("USM"), an agency of the State of Maryland, with offices at 3501 University Boulevard East, Adelphi, Maryland 20783, hereinafter referred to as ("UMUC" or "the University") and _____ hereinafter referred to as "Contractor" or "Vendor" with principal offices located at _____ (collectively, "the Parties").

Statement of Work:

Exhibit A:

See Contractor's Proposal dated September 20, 2016.

CONTRACT AFFIDAVIT

(This affidavit is a mandatory contract addendum in accordance with USM Procurement Policies and Procedures, but it is only required from the successful Contractor.)

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

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

B. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

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

Name: _____

Address: _____

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

C. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned bidder or offeror certifies that, in accordance with State Finance & Procurement Article, §17-705:

(i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

(ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

(2) The undersigned bidder or offeror is unable to make the above certification regarding its investment activities in Iran due to the following activities:

D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgments contained in that certain Proposal Affidavit dated _____, 20__, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

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

Date: _____ By: _____