

# **DEPARTMENT OF HUMAN RESOURCES**

## **SOLICITATION NOTICE**

BID ARE BEING ACCEPTED FOR THE FOLLOWING:

SOCIAL SERVICES ADMINISTRATION  
(APPLICABLE STATE ADMINISTRATION)

DHR SOLICITATION NUMBER: SSA/CRS-10-001-S

DESCRIPTION: THIS IS A SMALL BUSINESS RESERVE PROCUREMENT for Court Reporter Services are required from a single Contractor to record and transcribe 105 oral presentations being held over an approximate 6-month period at the Department of Human Resources, Saratoga Center, 311 W. Saratoga Street, Baltimore, Maryland 21201. Each oral presentation may last approximately 3 hours. This time period is only an estimate, the actual time period may be more or less than 3 hours. Multiple oral presentations in a single day will most likely be scheduled (at various times and possibly at the same time in different rooms) or a single oral presentation may be scheduled in a single day. A transcript (electronic version and one (1) hardcopy) of each oral presentation is required within 5 days after each oral presentation. Transcripts will be approximately 75 pages long, however this is an estimate. The actual number of pages may be more or less. DHR will only pay for the actual number of pages for each transcript.

USER AGENCY: Social Services Administration

BIDS DUE: Monday, June 21, 2010 @ 1:00 p.m. (Local Time)

BASIS FOR AWARD: Most Favorable Bid Price

ADDITIONAL INFORMATION: All Court Reporters assigned to provide services under this Contract must be certified steno-typist and possess a minimum of 3 years experience in electronic record reporting.

CONTRACTORS INTERESTED IN SUBMITTING A BID ON THE ABOVE LISTED PROJECT SHOULD DIRECT INQUIRIES TO:

Yvonne Barr  
Department of Human Resources, Procurement Division  
311 W. Saratoga Street, Room 946  
Baltimore, Maryland 21201

TELEPHONE: (410) 767-7256

***THE STATE OF MARYLAND ENCOURAGES MINORITY BUSINESS  
ENTERPRISES TO PARTICIPATE IN THIS PROCUREMENT PROCESS***

**DEPARTMENT OF HUMAN RESOURCES  
SOCIAL SERVICES ADMINISTRATION**

**SMALL PROCUREMENT SOLICITATION FOR  
COURT REPORTER SERVICES**

**DHR AGENCY CONTROL NUMBER: SSA/CRS-10-001-S**

**SMALL BUSINESS RESERVE ONLY PROCUREMENT**

This is a Small Business Reserve Procurement under COMAR 21.11.01.06. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501 —14-505, Annotated Code of Maryland, and that are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract. See the Notice to Bidders (last page) for more information on the Small Business Reserve Program. **(Please Note: Under COMAR 21.11.01.06.A.2 (b), procurements involving expenditures of federal dollars are exempt to the extent that their inclusion in the program is in violation of federal law or grant provisions.)**

**1. SUMMARY STATEMENT**

The Maryland State Department of Human Resources' (DHR) Social Services Administration (SSA) intends to acquire court reporter services for the purpose of recording and transcribing oral presentations being held as part of the evaluation process for Proposals received in response to the Department's solicitation for Residential Child Care services (RCC). A single Contract will be awarded from this solicitation. The Contract will be for a period of approximately 6 months, beginning on or about June 25, 2010 and ending on or about December 20, 2010.

**2. BACKGROUND**

When Proposals are received in response to a solicitation for services, an evaluation of the Proposals by an Evaluation Committee begins that may include oral presentations with the vendor, possibly on short notice. Oral presentations are requested in order for the Evaluation Committee to gain clarity of certain aspects of the Proposal to determine its responsiveness to the solicitation requirements as well as the vendor's responsibility and susceptibility to receive the award. Information presented at oral presentations must be reduced to writing and become part of the vendor's Proposal. All such written representations are binding if/when a Contract is awarded.

### 3. SCOPE OF THE PROJECT

DHR received 105 Proposals in response to its solicitation for RCC services. RCC services are provided for children in State custody through various programs. The Contracts resulting from the RCC solicitation will provide services in seven (7) distinct programs: Diagnostic Evaluation and Treatment, Group Homes, High Intensity Group Homes, Teen Parents, Medically Fragile, Developmentally Disabled and Psychiatric Respite.

There are seven (7) separate Evaluation Committees reviewing and evaluating Proposals. Oral presentations are being requested of each vendor that may last approximately 3 hours each. The actual time period may be more or less than 3 hours. Evaluation Committees meet at various times on various days. Often multiple Evaluation Committee meetings are conducted concurrently or at varying times on the same day. A single evaluation meeting may also be held in a single day.

Consequently, oral presentations may be scheduled likewise. **Attachment A** is a tentative schedule of some of the oral presentation dates, times and locations to be held in June and July, however all dates, times and locations are subject to change. Additional dates, times and locations for oral presentations are being scheduled and the State Project Manager will give the Contractor at least 2-day advance notice of additional presentations (verbal followed by an e-mail) when the dates, times and locations have been established and when any changes to the schedule are necessary. All oral presentations will be conducted at DHR Saratoga Center, 311 W. Saratoga Street, Baltimore, Maryland 21201.

A transcript (an electronic version and one (1) hardcopy) of each oral presentation is required no later than 5 days after each oral presentation is conducted. It is estimated that each transcript will be 75 pages. The actual number of pages may be more or less than 75 pages. DHR will only pay for the actual number of pages for each transcript.

#### **Confidentiality**

All information disclosed at oral presentations must be kept confidential.

### 4. BIDDER QUALIFICATIONS

All Court Reporters must be certified steno-typists and possess a minimum of 3 years experience in electronic record reporting.

### 5. CONTRACTOR REQUIREMENTS

The Contractor shall:

- 1) Provide a sufficient number of qualified court reporters, possibly on short notice, to record all RCC oral presentations at DHR Saratoga Center, 311 W.

Saratoga Street, Baltimore, Maryland 21201 as requested in **Attachment A**, **Tentative Schedule of Oral Presentations**.

- 2) Provide the State Project Manager a copy of each oral presentation transcript (an electronic version and one (1) hardcopy) no later than 5 days following each oral presentation.

## 6. **CONTRACT TERM AND DELIVERABLES**

### **Contract Term:**

The Contract resulting from this solicitation will be for a 6-month period or until the last oral presentation is conducted and transcript is received, beginning on or about June 28, 2010 and ending on or about December 20, 2010.

### **Deliverables:**

All deliverables shall be submitted to: Yvonne Barr, Procurement Officer/State Project Manager, Department of Human Resources, Procurement Division, 311 W. Saratoga Street, Room 946, Baltimore, Maryland 21201-3521, e-mail [ybarr@dhr.state.md.us](mailto:ybarr@dhr.state.md.us) .

- A. **Monthly Invoices (Attachment B)** are due by the 15<sup>th</sup> of each month for services provided in the preceding month.
- B. Transcripts (electronic version and one (1) hardcopy) are due no later than 5 days after each oral presentation.

## 7. **SUBMISSION INFORMATION**

All Bids must be sealed in an envelope and submitted using the **Bid Form** included as **Attachment C**. One (1) original and 2 copies of the Bid Form shall be submitted no later than 1:00 p.m. (Local Time) on Monday, June 21, 2010. Bids are to be delivered to:

Yvonne Barr  
Procurement Officer  
Maryland State Department of Human Resources  
311 W. Saratoga Street, Room 946  
Baltimore, Maryland 21201  
Telephone: (410) 767-7256  
TTY: 800-925-4434

Inquiries must be directed to DHR at the above telephone number and address.

**8. Bid Opening Date**

Bids will be opened publicly in accordance with the provisions of COMAR 21.05.02.11B as follows:

Time: 1:30 p.m.

Date: June 21, 2010

Place: DHR Saratoga Center  
311 W. Saratoga Street, Room 508-B  
Baltimore, Maryland 21201

Bids will be made available for public inspection at or within a reasonable time after Bid opening. **Any material deemed confidential or proprietary by the Bidder must be clearly marked and shall be readily separable from the Bid to facilitate public inspection of the non-confidential portion of the Bid. A blanket statement declaring the entire Bid confidential is not acceptable.**

**9. BASIS FOR AWARD**

The Contract will be awarded to the responsible Bidder who submits a responsive Bid that meets the specifications set forth in the Small Procurement Solicitation, and provides the Most Favorable Bid Price.

**10. DEPARTMENT CONTRACT**

The successful Bidder will be expected to sign a Contract with the Department, a **sample Small Procurement Contract** is enclosed as **Attachment D**.

**11. CANCELLATION OF BIDS**

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State's best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Bidders/Offerors who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

**12. ACCEPTANCE OF BIDS**

The State reserves the right to accept or reject any and all Bids in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

**13. TIME OF BID ACCEPTANCE**

The content of this Solicitation and the Bid of the successful Bidder will be included by reference in any resulting Contract. All prices, terms and conditions in the Bid are irrevocable for 90 days after the closing date for receipt of Bids. This period may be extended by written mutual agreement between the Bidder and the requesting State organization.

**14. PAYMENT**

The successful vendor shall bill the Department monthly by the 10<sup>th</sup> of month (**Monthly Invoices (Attachment C)**). Payment shall be made based on the actual number of hours for each oral presentation plus each transcript (electronic and hardcopy versions).

DHR reserves the right to reduce or withhold Contract payment in the event the Contractor does not provide DHR with all required deliverables within the time frame specified in the Contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the Contract. Non-compliance with Contract terms and conditions may result in termination of the Contract.

Invoices must be addressed to: Yvonne Barr  
State Project Manager  
Maryland State Department of Human Resources  
Procurement Division  
311 W. Saratoga Street, Room 946  
Baltimore, Maryland 21201

All invoices must (at a minimum) be signed and dated in addition to including the Contractor's mailing address, the Contractor's Social Security number or Federal Tax ID number, the State's assigned Contract control number, the services provided, the time period covered by the invoice, and the amount of requested payment.

**15. PROCUREMENT METHOD**

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost \$25,000 or less.

**Minority Business Enterprises are strongly encouraged respond to this solicitation.**

## **NOTICE TO BIDDERS/OFFERORS SMALL BUSINESS RESERVE PROCUREMENT**

This is a **Small Business Reserve** procurement for which award is limited to certified small business vendors. Only businesses that meet the requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award. For the purposes of a Small Business Reserve procurement, a small business is a for profit business, other than a broker, that meets the following criteria:

- It is independently owned and operated;
- It is not a subsidiary of another business;
- It is not dominant in its field of operation;
- Its **wholesale** operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$4,000,000 in its most recently completed three fiscal years;\*
- Its **retail** operations did not employ more than 25 persons, and its gross sales did not exceed an average of \$3,000,000 in its most recently completed three fiscal years;\*
- Its **manufacturing** operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$2,000,000 in its most recently completed three fiscal years;\*
- Its **service** operations did not employ more than 100 persons, and its gross sales did not exceed an average of \$10,000,000 in its most recently completed three fiscal years;\* and
- Its **construction** operations did not employ more than 50 persons, and its gross sales did not exceed an average of \$7,000,000 in its most recently completed three fiscal years.\*

*\*If a business has not existed for three years, the employment and gross sales average(s) is the average for each year or part of a year during which the business has been in existence.*

Further information on the certification process is available at [www.dgs.state.md.us](http://www.dgs.state.md.us), click on the *Small Business Reserve* link.





DEPARTMENT OF HUMAN RESOURCES  
 Social Services Administration  
 RCC – Court Reporter Services  
 311 W. Saratoga Street, Room 946  
 Baltimore, MD 21201

Attachment B  
 SSA/CRS-10-001-S  
 Page 1 of 2

**MONTHLY INVOICE  
 RCC – COURT REPORTER SERVICES**

VENDOR NAME AND ADDRESS		Report Month/Year:		Federal Tax I.D. #:		
		Contract #:		Purchase Order#:		
Carryover #s from Page 2		Price Per Page	Amount Due (# Pages x Price)	Approved Budget	Available Balance	Amount Paid Year-to-Date
Total # of Transcripts	Total # of Pages					
		\$	\$	\$	\$	\$

Prepared By: \_\_\_\_\_ Signature (sign in blue ink only) \_\_\_\_\_ Date Signed \_\_\_\_\_

\_\_\_\_\_  
 Name/Title (Print or Type)

FOR PROJECT MANAGER USE ONLY
Approved by: _____
Date: _____

**MONTHLY INVOICE**

**RCC - COURT REPORTER SERVICES**

Report Month/Year: \_\_\_\_\_

	<b>Facilitator's Name</b>	<b>RCC Program</b>	<b>Vendor's Name</b>	<b># of Pages</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL NUMBER FOR THIS PERIOD</b> <b>(Carry these numbers over to Page 1)</b>				

**KEY for RCC PROGRAMS**

Diagnostic Evaluation & Treatment	DET	Teen Parents	TP
Group Homes	GH	Medically Fragile	MF
High Intensity Group Homes	HIGH	Developmentally Disabled	DD
Psychiatric Respite	PR		

(Add additional sheets if necessary)

STATE OF MARYLAND  
DEPARTMENT OF HUMAN RESOURCES

BID FORM

- (1) **AGENCY:** Social Services Administration
- (2) **ADDRESS:** 311 W. Saratoga Street  
Baltimore, Maryland 21201
- (3) **SERVICE OR ITEM REQUIRED:** Court Reporter Services
- (4) **SOLICITATION N0:** SSA/CRS-10-001-S
- (5) **SOLICITATION RELEASE DATE:** June 16, 2010
- (6) **VENDOR RESPONDING:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
  
**PHONE NO.:** \_\_\_\_\_  
**FEDERAL TAX I.D. #:** \_\_\_\_\_

(7) **TRANSCRIPTS (Electronic + Hardcopy):** \$ \_\_\_\_ per page @75 pages ea x 105 = \$ \_\_\_\_\_  
\$ \_\_\_\_\_ **TOTAL CONTRACT AMOUNT**

(8) **MINORITY VENDOR:** YES \_\_\_\_ NO \_\_\_\_  
**STATE CERTIFIED** \_\_\_\_\_ **SELF-CERTIFIED** \_\_\_\_\_  
**MDOT MBE Certification No.:** \_\_\_\_\_

(9) **SMALL BUSINESS VENDOR:** YES \_\_\_\_ NO \_\_\_\_  
**DGS Small Business Reserve No.:** \_\_\_\_\_

(10) \_\_\_\_\_  
**(COMPANY REPRESENTATIVE SIGNATURE & TITLE TO BIND SERVICES & BID)**

\_\_\_\_\_  
**(NAME PRINTED or TYPED)**

\_\_\_\_\_  
**(DATE)**

**ATTACHMENT D**

**SMALL PROCUREMENT STANDARD SERVICES CONTRACT  
BETWEEN  
MARYLAND STATE DEPARTMENT OF HUMAN RESOURCES  
SOCIAL SERVICES ADMINISTRATION  
311 W. SARATOGA STREET  
BALTIMORE, MARYLAND 21201**

**AND**

**FOR**

**COURT REPORTER SERVICES**

THIS CONTRACT, effective as of June 28, 2010, by and between the Maryland State Department of Human Resources Social Services Administration, hereinafter abbreviated as the "DHR/SSA" and a hereinafter referred to as the "CONTRACTOR".

The DHR/SSA and the CONTRACTOR do mutually agree as follows:

**I.**

**PROGRAM AND SERVICES TO BE PROVIDED**

Subject to the continuing availability of the State and /or federal funds, the DHR/SSA shall purchase the CONTRACTOR'S services and the CONTRACTOR shall provide Court Reporter services to record and transcribe 105 oral presentations as part of the evaluation process for Proposals submitted in response to the Department's solicitation for Residential Child Care Services and provide the State Project Manager one (1) hardcopy and an electronic version of each transcript within 3-business days after each oral presentation. These services shall be provided in accordance with the terms and conditions of this Agreement, the DHR/SSA's Scope of Work, the CONTRACTOR'S proposal and budget dated , attached as the Appendix and incorporated as part of this Agreement.

**II.**

**TERM OF AGREEMENT**

Performance under this Agreement shall commence on June 28, 2010 and shall continue until agreed upon services are completed, but in any case no later than December 31, 2010. The PARTIES, however, may mutually agree in writing to an earlier termination, or, the DHR/SSA, in its sole discretion, may serve upon the CONTRACTOR a written notification of an intention to terminate the Agreement as of thirty (30) days or more from the date of the receipt of such notice, pursuant to either Section IV (d) or (e) of this contract.

**III.**

## **COSTS AND EFFICIENCY**

(a) The cost to the DHR/SSA for the services to be provided by the CONTRACTOR under the Agreement shall not exceed:        Dollars (        ).

(b) METHOD OF PAYMENT: Payments by the DHR's Fiscal Services Division shall be made upon submission of an invoice from the CONTRACTOR.

(c) Payment of these funds is conditional upon the DHR/SSA receiving funds as specified to pay for the total costs of the services set forth in the Appendix from        .

If funds are not appropriated or otherwise made available to support continuation of the services hereunder in any succeeding fiscal year, the DHR/SSA shall have the right to terminate this Agreement and the CONTRACTOR is not entitled to recover any profits or costs not incurred before termination. This agreement shall be terminated automatically as of the beginning of the fiscal year for which funds are not available.

If the General Assembly fails to appropriate sufficient funds or if sufficient funds are not otherwise made available for performance of this contract, the DHR/SSA reserves the right in its sole discretion to reduce the total amount of funding under the contract.

(d) The CONTRACTOR'S Federal Tax identification Number is        .

The CONTRACTOR agrees to include this number on all invoices billed to the DHR/SSA. The DHR/SSA may withhold payment for failure to comply with this provision.

The CONTRACTOR'S Social Security Number is N/A (individual contractor only). This number will be used for disbursement and tax purposes only.

## **IV.**

### **GENERAL PROVISIONS AND CONDITIONS**

(a) State Laws and Regulations: The terms of this Agreement and its execution are subject to all applicable Maryland Laws and Regulations and approval of other agencies of the State of Maryland as required under said laws and regulations.

(b) The DEPARTMENT designates Yvonne Barr, or designee, to serve as the State's Project Manager for this Agreement. All contact between the DHR/SSA and the CONTRACTOR regarding all matters relative to this Agreement shall be coordinated through the DHR/SSA's designated Project Manager.

(c) Amendment of Agreement: This Agreement may be amended as the DHR/SSA and the CONTRACTOR mutually agree in writing. Amendments may not significantly change the scope of the contract (including the contract price). Except for the specific provision of the Agreement which is thereby amended, the Agreement shall remain in full force and effect after such amendment subject to the same laws, obligations, provisions, rules and regulations, as it was prior to said amendment.

(d) Extensions for Time: The Parties expressly reserve the right to extend the term of the Contract, without additional cost to the State beyond the NTE amount identified in Section III (a) herein and for services provided beyond the original term of the Contract, provided the extension is for a reasonable, limited, and defined time, and provided that the scope of work under the extension is the same as the original Contract. It is also agreed that all such modifications shall be reduced to writing, and signed by the Parties.

(e) Termination for Convenience: The performance of work under this Agreement may be terminated by the DHR/SSA in accordance with this clause in whole, or from time to time in part, whenever the State's Project Manager shall determine that such termination is in the best interest of the State. The DHR/SSA will pay all reasonable costs associated with this Agreement that the CONTRACTOR has incurred up to the date of termination and all reasonable costs associated with termination of the Agreement. However, the CONTRACTOR shall not be reimbursed for any anticipatory profits which 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 COMAR 21.07.01.12A(2).

(f) Termination for Default: If the CONTRACTOR fails to fulfill its obligations under this Agreement properly and on time or otherwise violates any provision of the Agreement, the DHR/SSA may terminate the Agreement. Prior to terminating this Agreement, the DHR/SSA shall give the CONTRACTOR thirty (30) days prior written notice of such default and if the CONTRACTOR has not cured such default within the thirty (30) day period, the DHR/SSA may, by written notice, within five (5) days after expiration of this period, terminate the contract. The notice shall specify the acts or omissions relied on as cause for termination. All finished or unfinished supplies and services provided by the CONTRACTOR shall, at the DHR/SSA's option, become the State's property. The DHR/SSA 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 will remain liable after termination and the DHR/SSA can affirmatively collect damages. Termination hereunder, including the determination of the right and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11 B.

(g) Disputes: This Agreement shall be subject to the provisions of State Finance and Procurement Article, Title 15, Subtitle 2, Annotated Code of Maryland and COMAR 21.10. Pending resolution of a claim, the CONTRACTOR shall proceed diligently with the performance of the Agreement in accordance with the State Project Manager's decision.

(h) Document Retention and Inspection: The CONTRACTOR shall retain all books, records, and other documents relevant to this Agreement for a period of no less than three years after the date of final payment, a resolution of audit findings, or disposition of non-expendable property, whichever is later, and upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded Federal and/or State auditors who shall have substantiated in writing a need therefore in the performance of their official duties and such other persons as are authorized by the DHR/SSA.

(i) Anti-Bribery: The CONTRACTOR certifies that, to the best of its knowledge, neither the CONTRACTOR nor (if the CONTRACTOR is a corporation or a partnership) any of its officers, directors, or partners, nor any employee of the CONTRACTOR who is directly involved in obtaining contracts with the State or with any county, city, or other subdivision of the State, has been convicted of bribery attempted bribery, or conspiracy to bribe under the laws of any State or of the United States.

(j) Non-liability of the DHR/SSA: It is understood and agreed that the DHR/SSA shall not be liable in any action of tort, contract, or otherwise for any actions of the CONTRACTOR arising out of this Agreement.

(k) Nondiscrimination: The CONTRACTOR shall comply with the nondiscrimination portions of federal and Maryland law.

(l) Nondiscrimination in Programs: The CONTRACTOR agrees that, in providing any aid, benefit, service, program, or activity, under this contract on behalf of the DHR/SSA, it will not: (1) deny any individual the opportunity to participate in or benefit from the aid, or service equal to that provided others; (2) provide a qualified individual with a disability with any aid, benefit, or service that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others; (3) provide different or separate aid, benefits, or services to individuals or classes of individuals with disabilities than is provided to others unless such action is necessary to provide qualified individuals with disabilities with aid, benefits, or services that are as effective as

those provided to others; (4) deny a qualified individual with a disability the opportunity to participate as a member of any planning or advisory boards; or (5) otherwise limit a qualified individual with a disability in the enjoyment of any right, privilege, advantage or opportunity enjoyed by others receiving the aid, benefit, or service.

The CONTRACTOR agrees further to not utilize criteria or methods of administration that have the effect of subjecting anyone to discrimination on the basis of disability, or have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the DHR/SSA's program with respect to individuals with disabilities.

(m) The CONTRACTOR, if providing direct services to the DHR/SSA's clients, agrees to include an acknowledgment of funding received from the DHR/SSA under this contract in any and all related publications. "Related publications" are not limited to publications funded under the contract.

THIS AGREEMENT, together with the Appendix attached hereto and incorporated herein by reference, represents the complete, total and final understanding of the PARTIES and no other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the PARTIES hereto at the time of execution.

IN WITNESS WHEREOF, the PARTIES have executed this Agreement and have caused their respective seals to be affixed hereto on or before the date first set forth herein.

**FOR THE CONTRACTOR:**

**FOR THE DHR/SSA:**

---

Signature

Type Name Here  
Name

Type Title Here  
Title

---

Date Signed

---

Signature

Carnitra White  
Name

Executive Director, SSA  
Title

---

Date Signed

THIS AGREEMENT APPROVED AS TO FORM AND LEGAL SUFFICIENCY BY THE OFFICE OF THE ATTORNEY GENERAL.