



Department of Public Safety  
45 State Drive  
Waterbury, VT 05671-1300

## **SEALED BID REQUEST FOR PROPOSAL**

### **Behavioral Threat Assessment Program Development Services**

**ISSUE DATE:** September 21, 2020  
**QUESTIONS DUE BY:** September 28, 2020  
**RFP RESPONSES DUE BY:** October 13, 2020 @ 3:00 pm (EST)

**PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND AMENDMENTS ASSOCIATED WITH THIS RFP WILL BE POSTED AT:**

<http://www.vermontbusinessregistry.com>

**THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND AMENDMENTS ASSOCIATED WITH THIS RFP.**

**STATE CONTACT:** Alastair Gee, Contract Manager  
**TELEPHONE:** (802) 798-9777  
**E-MAIL:** Alastair.gee@vermont.gov

## 1. OVERVIEW:

- 1.1. **SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the Department of Public Safety (hereinafter the "State") is seeking applications for the project described herein. The state is looking to establish a contract to provide Behavioral Threat Assessment training to Vermont's school safety partners. This funding, provided through the Department of Justice's STOP School Violence Threat Assessment and Technology Program, seeks to expand statewide capacity to conduct Behavioral Threat Assessments in Vermont schools. State is looking to a establish a Behavioral Threat Assessment training and program development initiative that will meet the needs of every school in Vermont, while building an internal subject matter expert capacity that will sustain Vermont's Behavioral Threat Assessment initiative for years to come.
- 1.2. **CONTRACT PERIOD:** Contracts arising from this RFP will be for 2 years.
- 1.3. **SINGLE POINT OF CONTACT:** All communications concerning this RFP are to be addressed in writing to the State Contact listed on the front page of this RFP. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.
- 1.4. **QUESTION AND ANSWER PERIOD:** Any vendor requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for question indicated on the first page of this RFP. Questions may be e-mailed to the point of contact on the front page of this RFP. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <http://www.vermontbusinessregistry.com>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

## 2. DETAILED REQUIREMENTS/DESIRED OUTCOMES:

Contractor(s) will provide:

### Training Program Design and Implementation

The State is seeking a Behavioral Threat Assessment training and program development that will meet the needs of every school in Vermont, while building an internal subject matter expert capacity that will sustain Vermont's Behavioral Threat Assessment initiative for years to come.

**Due to the current COVID19 pandemic, we require that all responses shall identify any and all costs associated with both in-person and virtual online instruction of the course. A hybrid of the two delivery platforms may be utilized over the course of the two-year contract, so a cost comparison of delivery methodology for each year should be included.**

**Trainings are each to be delivered in the Fall and Spring of each academic year. Please include cost comparison data for in-person delivery versus virtual delivery, should that become a viable option in the course of the contract.**

The elements of the program are as follows:

1. **Behavioral Threat Assessment (Awareness Training)** –  
Twice a year for the two years of the program initiative, the contractor will provide virtual or in person Behavioral Threat Assessment training to school executive leadership teams and school safety partners that includes but is not limited to: first responders, school counselors, teachers, mental health professionals, facility managers, IT professionals, school nurses, school administrators.

This training shall be designed to inform participants of the background the Behavioral Threat Assessment program, its program strengths and limitations, privacy issues, legal updates, case

studies and practical exercises. Trainings should be developed so they can be conducted virtually or in person.

As part of the Awareness Training, the contracted firm is to develop a training program for parents and community members designed to educate and inform of the threat assessment process, background on active shooter events, signs, symptoms and warning signs and appropriate reporting procedures. This training would be based on best and promising practices in Behavioral Threat Assessments and shall be in keeping with the threat assessment programs referred to in the SSI and data collected from all active shooter incidents and DOJ/FBI reports detailing these specific active shooter incidents.

Direct Training Session Instructions:

- Provide 6-7 hours of direct training on behavioral threat assessments in schools. Trainings should be developed so they can be conducted virtually or in person.
- Instruction provided by qualified trainers, with demonstrated experience (10 years or more) conducting behavioral threat assessments; and solid experience conducting K-12 behavioral threat assessments required.
- Instruction must include interactive components, even in a virtual environment. Applicants must provide details on how interaction is achieved in a virtual platform.
- Instruction must include practical application where participants can practice using behavioral threat assessment procedures.
- Instruction should include case examples or case study discussions to illustrate course objectives.
- Instruction should cover a behavioral threat assessment model that is research-based / empirically based.
- Instruction should include discussion of how to build and run school threat assessment teams in a virtual/distance environment.
- Instruction should include discussion of the basics of developing a team, who should be on the team, documentation of assessments, etc.

The school behavioral threat assessment training will include the following components:

a. Overview on the prevalence of school violence:

This section of the training familiarizes participants with different types of school violence as well as the distinction between impulsive violence and targeted violence. This section includes overview statistics on the prevalence of school violence and is tailored to Vermont.

Learning objective: Participants will understand key distinctions between impulsive violence and targeted violence and learn the prevalence of various types of school violence.

b. Major facts about school shootings:

This section reviews the major findings of the Safe School Initiative as well as recent research by the FBI on active shooter incidents in schools. The focus of the discussion will be on how school shooters typically follow a pathway to violence that includes a logical – and potentially detectable – progression of behavior.

Learning objective: Participants will be able to dispel myths about school shootings and will understand the pre-incident behaviors that many school shooters have exhibited, that could allow for prevention. Participants will also understand the pathway to violence and be able to identify the four steps along the pathway.

c. Implications for school safety and violence prevention:

This section reviews the implications for prevention arising from the findings of the Safe School Initiative and from recent FBI research on active shooter incidents in schools. Discussion will focus

on why school shooters typically get on a pathway to violence and what works to get them off that pathway, keep them off the pathway, and redirect them.

Learning objective: Participants will understand how it is possible to get someone off a pathway to violence and keep them off a pathway to violence, even if they were close to implementing a violent plan.

d. Basic principles of school threat assessment:

This section covers the basic principles that should guide school threat assessment inquiries and investigations.

Learning objective: Participants will be able to identify all principles of school threat assessment

e. Components of school threat assessment programs:

This section reviews the major components of school threat assessment programs, to include a team and team membership, efforts to encourage reporting, school threat assessment procedures, and ways to access resources for intervention.

Learning objective: Participants will be able to compare program components already in place at their schools with the full list of program components presented.

f. Steps in the school threat assessment process:

This section reviews the step-by-step procedures for assessing threats and other troubling behavior, including:

- Identifying cases of concern
- Gathering additional information
- Analyzing information
- Making an assessment

g. Case management planning:

This section also includes Practical Application 1: Information gathering, analysis and assessment

Learning objective: Participants will gain experience following a step-by-step process to fully assess a threat or other troubling behavior in schools

h. Developing and implementing case management plans to reduce risk:

This section focuses on the various strategies and resources that can be used to intervene with someone who is on a pathway to violence and redirect them to help. Discussion will also focus on how to identify and establish relationships with resources that may be outside the school or district. This section also includes Practical Application 2: Case management planning

Learning objective: Participants will gain experience developing risk reduction plans and well as identifying team members to implement plan components and monitor the plan's effectiveness.

i. Other things we can do to prevent harm:

In this section, the instructor will discuss other things that school personnel, security personnel, parents, teachers, and others can do to encourage reporting, enhance school climates, and prevent harm.

Learning objective: Participants will be able to identify at least one simple strategy that can be used in school to enhance school climate and/or connectedness between school personnel and students.

j. Case studies of school shootings:

Throughout the training, the instructor will share case studies of school shootings, including cases in which the instructor and/or training curriculum developers interviewed school shooters in prison. Case studies will include discussion of relevant case facts and pre-incident behaviors of concern (but will not include use of any school shooter names).

Learning objective: Participants will be able to identify key pre-incident behaviors through individual case discussions.

k. Case studies of averted school shootings and threat investigations:

At various points in the training, the instructor will discuss cases of known averted school shootings, and what information allowed for prevention to happen.

Learning objective: Participants will understand, through case study discussion, how an initial report can make it possible to prevent a school shooting.

l. Assessment of Training and Data Collection:

Participants in the above-mentioned virtual training will take a behavioral threat assessment “pre-test” to determine their initial knowledge, skills and abilities (KSA’s) reference conducting a threat assessment. Following the training, course participants will be given a “post training test” to re-examine their core competencies to conduct a behavioral threat assessment.

m. Threat Assessment Training Materials:

Contractor will work to develop threat assessment training materials, public messaging and outreach materials, posters, handbooks, threat assessment guides and instructor handbooks, as needed and with coordination and approval from DPS School Safety Grant Program Manager.

These materials will become the property of the State once completed and may be reused after the contract ends.

2. **Behavioral Threat Assessment (Train the Trainer) –**

Twice a year for the two years of this program initiative, the contractor will provide Train the Trainer training for school executive leadership teams and select members from the school safety partners mentioned above. Trainings should be developed so they can be conducted virtually or in person.

The intent of this training program would be to develop an institutional Behavioral Threat Assessment training capacity to sustain Vermont’s threat assessment training programs. This training shall provide the knowledge, skills and abilities to participants to conduct this training, and shall educate and inform those attending how to assist in the development of individual school and (2) regionally based state-wide threat assessment teams in Vermont.

The goal is to build and develop a behavioral threat assessment capacity statewide. Contractor will train Vermont education communities and local stakeholders, and work to build subject matter experts and a sustainable behavioral threat assessment program and model for future years. These teams will provide behavioral threat assessment assistance to schools and community members/organizations in their geographic areas of responsibility and provide these schools/communities with consistent training and subject matter expertise.

Train-the-Trainer Session Instructions:

- Provide two days of instruction to prepare trainer-participants to lead 6 hours of direct training on how to build and run school behavioral threat assessment teams / programs and how to conduct behavioral threat assessments in schools. Trainings should be developed so they can be conducted virtually or in person.

- Instruction must be provided by qualified trainers, with demonstrated experience (10 years or more) conducting behavioral threat assessments; and solid experience conducting K-12 behavioral threat assessments required.
- Instruction must include interactive components, even in a virtual environment. Applicants must provide details on how interaction is achieved in a virtual platform.
- Instruction must cover how to lead tabletop exercises following Homeland Security Exercise and Evaluation Program guidance where participants can practice using behavioral threat assessment procedures.
- Instruction should include case examples or case study discussions to illustrate course objectives.
- Deliverables should include an instructor manual for participant-trainers; PowerPoint presentation for trainer-participants to use in their own training; handouts for their training sessions.
- Participant-trainers must attend at least one direct training session in order to participate in train-the-trainer instruction
- Participant-trainers should have some experience (ideally 6 months or more) serving on a school behavioral threat assessment team or conducting behavioral threat assessments for schools.

### 3. GENERAL REQUIREMENTS:

3.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State. Pricing must include a cost comparison between virtual and in-person delivery of all courses.

3.1.1. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.

3.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.

3.1.3. **Retainage.** In the discretion of the State, a contract resulting from this RFP may provide that the State withhold a percentage of the total amount payable for some or all deliverables, such retainage to be payable upon satisfactory completion and State acceptance in accordance with the terms and conditions of the contract.

### 3.2. BEST AND FINAL OFFER:

3.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO.

3.2.1.1. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

3.2.2. **Evaluation of Responses and Selection of Bidder(s).** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP.

3.3. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENTS:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), Bidders must comply with the following provisions and requirements.

3.3.1. **Self-Reporting:** For bid amounts exceeding \$250,000.00, Bidder shall complete the appropriate section in the attached Certificate of Compliance for purposes of self-reporting information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers. The State is requiring information on any violations that occurred in the previous 12 months.

3.3.2. **Subcontractor Reporting:** For bid amounts exceeding \$250,000.00, Bidders are hereby notified that upon award of contract, and prior to contract execution, the State shall be provided with a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54). This requirement does not apply to subcontractors providing supplies only and no labor to the overall contract or project. This list MUST be updated and provided to the State as additional subcontractors are hired. A sample form is available online at <http://bgs.vermont.gov/purchasing-contracting/forms>. **The subcontractor reporting form is not required to be submitted with the bid response.**

3.4. **EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:**

For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this RFP.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

3.5. **METHOD OF AWARD:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and/or to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

3.5.1. **Evaluation Criteria:** Consideration shall be given to the Bidder's project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below.

<u>Criteria</u>	<u>Maximum Possible Points</u>
A. Prior experience	
1. Completed work of similar type	10
2. Demonstrated understanding of commonly accepted school safety behavioral threat assessment practices.	10
3. Prior interaction and work within the school system in Vermont.	10
B. Organization size and structure	
1. Offeror's firm in relation to the work to be performed	10
C. Quality of staff	
1. Qualification of staff to be assigned (Education, position in firm, years and types of experience will be considered)	10
D. Project Proposal	
1. Demonstrated understanding of work to be performed.	10
2. Proposal outline realistic timelines for accomplishing scope of work.	10

3. Proposal meets the goals of the scope of work as outlined.	15
E. Cost ( Price = \$_____ )	10
F. Special consideration given to small, women, minority, or veteran owned businesses	5
<b>Maximum Points</b>	100

3.6. **STATEMENT OF RIGHTS:** The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Vendors may be asked to give a verbal presentation of their proposal after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

3.7. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this RFP for reference. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.

3.7.1. **PAYMENT TERMS:** All invoices are to be rendered by the Contractor on the vendor's standard billhead and forwarded directly to the institution or agency ordering materials or services and shall specify the address to which payments will be sent. Payment terms are Net 30 days from receipt of an error-free invoice with all applicable supporting documentation. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

4. **CONTENT AND FORMAT OF RESPONSES:** The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this RFP.

4.1. **NUMBER OF COPIES:**

4.1.1. The bid should include a Cover Letter and Technical Response and a separate Pricing Response.

4.1.2. Bids must be submitted electronically.

4.2. **COVER LETTER:**

4.2.1. Confidentiality. To the extent your bid contains information you consider to be proprietary and confidential, you must comply with the following requirements concerning the contents of your cover letter and the submission of a redacted copy of your bid (or affected portions thereof).

4.2.2. The successful response will become part of the contract file and will become a matter of public record, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under the State's Public Records Act, 1 V.S.A. § 315 et seq., the bidder shall submit a cover letter that clearly identifies each page or section of the response that it believes is proprietary and confidential. The bidder shall also provide in their cover letter a written explanation **for each marked section** explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the bidder if the identified material were to be released. Additionally, the bidder must include a redacted copy of its response for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances can the entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

4.2.3. Exceptions to Contract Terms and Conditions. If the bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions



must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal.

- 4.3. **BACKGROUND AND EXPERIENCE.** Provide details concerning the form of business organization, company size and resources; describe particular experience relevant to the proposed project and list all current or past State projects.

If a Bidder intends to use subcontractors, the Bidder must identify in the proposal the names of the subcontractors, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as above.

- 4.4. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.
- 4.5. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this RFP.
- 4.6. **PRICING:** Bidders shall submit their pricing information in the Price Schedule attached to the RFP. Bidders may be required to submit pricing information separate from their bid package if specifically required above.
- 4.7. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.

5. **SUBMISSION INSTRUCTIONS:**

- 5.1. **CLOSING DATE:** Bids must be received by the due date and email address specified on the front page of this RFP.

5.2. There will be no public bid opening.

- 5.3. **SEALED BID INSTRUCTIONS:** All bids must be emailed to [Alastair.gee@vermont.gov](mailto:Alastair.gee@vermont.gov)

5.4. **DELIVERY METHODS:**

5.4.1.U.S. MAIL: Mailed bids will **not** be accepted.

5.4.2.EXPRESS DELIVERY: Express Deliver bids will **not** be accepted.

5.4.3.HAND DELIVERY: Hand carried bids will **not** be accepted.

5.4.4.ELECTRONIC: Electronic bids will be accepted, submitted to: [Alastair.gee@vermont.gov](mailto:Alastair.gee@vermont.gov)

5.4.5.FAX BIDS: Faxed bids will **not** be accepted.

6. **ATTACHMENTS:**

- 6.1. Standard State Contract Form
- 6.2. Attachment C: Standard State Contract Provisions (December 15, 2017)
- 6.3. Certificate of Compliance
- 6.4. Price Schedule
- 6.5. Worker Classification Compliance Requirement; Subcontractor Reporting Form
- 6.6. FEDERAL attachments or documentation as appropriate.

STATE OF VERMONT STANDARD CONTRACT FOR SERVICES Contract # [REDACTED]

1. **Parties.** This is a contract for services between the State of Vermont, [REDACTED] (hereinafter called “State”), and [REDACTED], with a principal place of business in [REDACTED], (hereinafter called “Contractor”). Contractor’s form of business organization is [REDACTED]. It is Contractor’s responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.
2. **Subject Matter.** The subject matter of this contract is services generally on the subject of [REDACTED]. Detailed services to be provided by Contractor are described in Attachment A.
3. **Maximum Amount.** In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$ [REDACTED].00.
4. **Contract Term.** The period of contractor’s performance shall begin on [REDACTED], 20 [REDACTED] and end on [REDACTED], 20 [REDACTED].
5. **Prior Approvals.** This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.
6. **Amendment.** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.
7. **Cancellation.** This contract may be canceled by either party by giving written notice at least thirty (30) days in advance.
8. **Attachments.** This contract consists of [REDACTED] pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work

Attachment B - Payment Provisions

Attachment C – “Standard State Provisions for Contracts and Grants” a preprinted form (revision date 12/15/2017)

Attachment D - Other Provisions (if any)

9. **Order of Precedence.** Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

- (1) Standard Contract
- (2) Attachment D (if applicable)
- (3) Attachment C (Standard Contract Provisions for Contracts and Grants)
- (4) Attachment A
- (5) Attachment B

STATE OF VERMONT STANDARD CONTRACT FOR SERVICES Contract # [REDACTED]

**WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT**

By the State of Vermont:

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By the Contractor:

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT A – STATEMENT OF WORK**

Contractor(s) will provide:

Training Program Design and Implementation

The State is seeking a Behavioral Threat Assessment training and program development that will meet the needs of every school in Vermont, while building an internal subject matter expert capacity that will sustain Vermont’s Behavioral Threat Assessment initiative for years to come.

The elements of the program are as follows:

3. **Behavioral Threat Assessment (Awareness Training)** –  
Twice a year for the two years of the program initiative, the contractor will provide virtual or in person Behavioral Threat Assessment training to school executive leadership teams and school safety partners that includes but is not limited to: first responders, school counselors, teachers, mental health professionals, facility managers, IT professionals, school nurses, school administrators.

This training shall be designed to inform participants of the background the Behavioral Threat Assessment program, its program strengths and limitations, privacy issues, legal updates, case studies and practical exercises. Trainings should be developed so they can be conducted virtually or in person.

As part of the Awareness Training, the contracted firm is to develop a training program for parents and community members designed to educate and inform of the threat assessment process, background on active shooter events, signs, symptoms and warning signs and appropriate reporting procedures. This training would be based on best and promising practices in Behavioral Threat Assessments and shall be in keeping with the threat assessment programs referred to in the SSI and data collected from all active shooter incidents and DOJ/FBI reports detailing these specific active shooter incidents.

Direct Training Session Instructions:

- Provide 6-7 hours of direct training on behavioral threat assessments in schools. Trainings should be developed so they can be conducted virtually or in person.
- Instruction provided by qualified trainers, with demonstrated experience (10 years or more) conducting behavioral threat assessments; and solid experience conducting K-12 behavioral threat assessments required.
- Instruction must include interactive components, even in a virtual environment. Applicants must provide details on how interaction is achieved in a virtual platform.
- Instruction must include practical application where participants can practice using behavioral threat assessment procedures.
- Instruction should include case examples or case study discussions to illustrate course objectives.
- Instruction should cover a behavioral threat assessment model that is research-based / empirically based.
- Instruction should include discussion of how to build and run school threat assessment teams in a virtual/distance environment.
- Instruction should include discussion of the basics of developing a team, who should be on the team, documentation of assessments, etc.

The school behavioral threat assessment training will include the following components:

i. Overview on the prevalence of school violence:

This section of the training familiarizes participants with different types of school violence as well as the distinction between impulsive violence and targeted violence. This section includes overview statistics on the prevalence of school violence and is tailored to Vermont.

Learning objective: Participants will understand key distinctions between impulsive violence and targeted violence and learn the prevalence of various types of school violence.

j. Major facts about school shootings:

This section reviews the major findings of the Safe School Initiative as well as recent research by the FBI on active shooter incidents in schools. The focus of the discussion will be on how school shooters typically follow a pathway to violence that includes a logical – and potentially detectable – progression of behavior.

Learning objective: Participants will be able to dispel myths about school shootings and will understand the pre-incident behaviors that many school shooters have exhibited, that could allow for prevention. Participants will also understand the pathway to violence and be able to identify the four steps along the pathway.

k. Implications for school safety and violence prevention:

This section reviews the implications for prevention arising from the findings of the Safe School Initiative and from recent FBI research on active shooter incidents in schools. Discussion will focus on why school shooters typically get on a pathway to violence and what works to get them off that pathway, keep them off the pathway, and redirect them.

Learning objective: Participants will understand how it is possible to get someone off a pathway to violence and keep them off a pathway to violence, even if they were close to implementing a violent plan.

l. Basic principles of school threat assessment:

This section covers the basic principles that should guide school threat assessment inquiries and investigations.

Learning objective: Participants will be able to identify all principles of school threat assessment

m. Components of school threat assessment programs:

This section reviews the major components of school threat assessment programs, to include a team and team membership, efforts to encourage reporting, school threat assessment procedures, and ways to access resources for intervention.

Learning objective: Participants will be able to compare program components already in place at their schools with the full list of program components presented.

n. Steps in the school threat assessment process:

This section reviews the step-by-step procedures for assessing threats and other troubling behavior, including:

- Identifying cases of concern
- Gathering additional information
- Analyzing information

- Making an assessment
- o. Case management planning:

This section also includes Practical Application 1: Information gathering, analysis and assessment

Learning objective: Participants will gain experience following a step-by-step process to fully assess a threat or other troubling behavior in schools

- p. Developing and implementing case management plans to reduce risk:

This section focuses on the various strategies and resources that can be used to intervene with someone who is on a pathway to violence and redirect them to help. Discussion will also focus on how to identify and establish relationships with resources that may be outside the school or district. This section also includes Practical Application 2: Case management planning

Learning objective: Participants will gain experience developing risk reduction plans and well as identifying team members to implement plan components and monitor the plan's effectiveness.

- i. Other things we can do to prevent harm:

In this section, the instructor will discuss other things that school personnel, security personnel, parents, teachers, and others can do to encourage reporting, enhance school climates, and prevent harm.

Learning objective: Participants will be able to identify at least one simple strategy that can be used in school to enhance school climate and/or connectedness between school personnel and students.

- n. Case studies of school shootings:

Throughout the training, the instructor will share case studies of school shootings, including cases in which the instructor and/or training curriculum developers interviewed school shooters in prison. Case studies will include discussion of relevant case facts and pre-incident behaviors of concern (but will not include use of any school shooter names).

Learning objective: Participants will be able to identify key pre-incident behaviors through individual case discussions.

- o. Case studies of averted school shootings and threat investigations:

At various points in the training, the instructor will discuss cases of known averted school shootings, and what information allowed for prevention to happen.

Learning objective: Participants will understand, through case study discussion, how an initial report can make it possible to prevent a school shooting.

- p. Assessment of Training and Data Collection:

Participants in the above-mentioned virtual training will take a behavioral threat assessment "pre-test" to determine their initial knowledge, skills and abilities (KSA's) reference conducting a threat assessment. Following the training, course participants will be given a "post training test" to re-examine their core competencies to conduct a behavioral threat assessment.

- q. Threat Assessment Training Materials:

Contractor will work to develop threat assessment training materials, public messaging and outreach materials, posters, handbooks, threat assessment guides and instructor handbooks, as needed and with coordination and approval from DPS School Safety Grant Program Manager.

These materials will become the property of the State once completed and may be reused after the contract ends.

4. **Behavioral Threat Assessment (Train the Trainer) –**

Twice a year for the two years of this program initiative, the contractor will provide Train the Trainer training for school executive leadership teams and select members from the school safety partners mentioned above. Trainings should be developed so they can be conducted virtually or in person.

The intent of this training program would be to develop an institutional Behavioral Threat Assessment training capacity to sustain Vermont's threat assessment training programs. This training shall provide the knowledge, skills and abilities to participants to conduct this training, and shall educate and inform those attending how to assist in the development of individual school and (2) regionally based state-wide threat assessment teams in Vermont.

The goal is to build and develop a behavioral threat assessment capacity statewide. Contractor will train Vermont education communities and local stakeholders, and work to build subject matter experts and a sustainable behavioral threat assessment program and model for future years. These teams will provide behavioral threat assessment assistance to schools and community members/organizations in their geographic areas of responsibility and provide these schools/communities with consistent training and subject matter expertise.

Train-the-Trainer Session Instructions:

- Provide two days of instruction to prepare trainer-participants to lead 6 hours of direct training on how to build and run school behavioral threat assessment teams / programs and how to conduct behavioral threat assessments in schools. Trainings should be developed so they can be conducted virtually or in person.
- Instruction must be provided by qualified trainers, with demonstrated experience (10 years or more) conducting behavioral threat assessments; and solid experience conducting K-12 behavioral threat assessments required.
- Instruction must include interactive components, even in a virtual environment. Applicants must provide details on how interaction is achieved in a virtual platform.
- Instruction must cover how to lead tabletop exercises following Homeland Security Exercise and Evaluation Program guidance where participants can practice using behavioral threat assessment procedures.
- Instruction should include case examples or case study discussions to illustrate course objectives.
- Deliverables should include an instructor manual for participant-trainers; PowerPoint presentation for trainer-participants to use in their own training; handouts for their training sessions.
- Participant-trainers must attend at least one direct training session in order to participate in train-the-trainer instruction
- Participant-trainers should have some experience (ideally 6 months or more) serving on a school behavioral threat assessment team or conducting behavioral threat assessments for schools.

**ATTACHMENT B – PAYMENT PROVISIONS**

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
  - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
  - b. a current IRS Form W-9 (signed within the last six months).
2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. Contractor shall submit detailed invoices itemizing all work performed during the invoice period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount invoiced for payment by the State. All invoices must include the Contract # for this contract.
4. Contractor shall submit invoices to the State in accordance with the schedule set forth in this Attachment B. Unless a more particular schedule is provided herein, invoices shall be submitted not more frequently than monthly.
5. Invoices shall be submitted to the State at the following address: Department of Public Safety, 45 State Drive, Waterbury, VT 05671-1300
6. The payment schedule for delivered products, or rates for services performed, and any additional reimbursements, are as follows: Payment will be rendered upon completion of contract agreement.

**Due to the current COVID19 pandemic, we require that all responses shall identify any and all costs associated with both in-person and virtual online instruction of the course. A hybrid of the two delivery platforms may be utilized over the course of the two-year contract, so a cost comparison of delivery methodology for each year should be included.**

**Trainings are each to be delivered in the Fall and Spring of each academic year. Please include cost comparison data for in-person delivery versus virtual delivery, should that become a viable option in the course of the contract.**



**ATTACHMENT C: STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 15, 2017**

**1. Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

**2. Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

**3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

**4. Sovereign Immunity:** The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

**5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

**6. Independence:** The Party will act in an independent capacity and not as officers or employees of the State.

**7. Defense and Indemnity:** The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys’ fees, collection costs or other costs of the Party or any third party.

**8. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

*Workers Compensation:* With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

*General Liability and Property Damage:* With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability
- Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury

*Automotive Liability:* The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

*Additional Insured.* The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

*Notice of Cancellation or Change.* There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

**9. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

**10. False Claims Act:** The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

**11. Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

**12. Location of State Data:** No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

**13. Records Available for Audit:** The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

**14. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

**15. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

**16. Taxes Due to the State:**

- A) Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B) Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C) Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D) Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

**17. Taxation of Purchases:** All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

**18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A) is not under any obligation to pay child support; or
- B) is under such an obligation and is in good standing with respect to that obligation; or
- C) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**19. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable

to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

**20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

**21. Copies:** Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

**22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

**23. Conflict of Interest:** Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

**24. Confidentiality:** Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

**25. Force Majeure:** Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

**26. Marketing:** Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

**27. Termination:**

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds

become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

**B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.

**C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

**28. Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

**29. No Implied Waiver of Remedies:** Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

**30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

**31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements:** If this Agreement is a grant that is funded in whole or in part by Federal funds:

**A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

**B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

**C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

**32. Requirements Pertaining Only to State-Funded Grants:**

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

**CERTIFICATE OF COMPLIANCE**

**For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.**

- A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this RFP, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFP.
- C. **FORM OF PAYMENT:** Does Bidder accept the Visa Purchasing Card as a form of payment?  
 Yes  No
- D. **WORKER CLASSIFICATION COMPLIANCE REQUIREMENT:** In accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), the following provisions and requirements apply to Bidder when the amount of its bid exceeds \$250,000.00.

**Self-Reporting.** Bidder hereby self-reports the following information relating to past violations, convictions, suspensions, and any other information related to past performance relative to coding and classification of workers, that occurred in the previous 12 months.

Summary of Detailed Information	Date of Notification	Outcome

**Subcontractor Reporting.** Bidder hereby acknowledges and agrees that if it is a successful bidder, prior to execution of any contract resulting from this RFP, Bidder will provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), and Bidder will provide any update of such list to the State as additional subcontractors are hired. Bidder further acknowledges and agrees that the failure to submit subcontractor reporting in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54) will constitute non-compliance and may result in cancellation of contract and/or restriction from bidding on future state contracts.



**E. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification**

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

1. Bidder owns, leases or utilizes, for business purposes, space that has received:

- Energy Star® Certification
  - LEED®, Green Globes®, or Living Buildings Challenge<sup>SM</sup> Certification
  - Other internationally recognized building certification:
- 

2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:

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3. Please Check all that apply:

- Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
  - Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
  - Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
  - Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? \_\_\_\_\_
  - Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
  - Bidder offers employees an option for a fossil fuel divestment retirement account.
  - Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:
- 
- 

4. Please list any additional practices that promote clean energy and take action to address climate change:

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**RFP/PROJECT:**

**DATE:**  
Page 3 of 3

**F. Acknowledge receipt of the following Addenda:**

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
E-Mail: \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_

Signature of Bidder (or Representative)

(Type or Print)

**END OF CERTIFICATE OF COMPLIANCE**

**ATTACHMENT D – ADDITIONAL PROVISIONS  
FOR NON-FEDERAL ENTITY CONTRACTS  
UNDER FEDERAL AWARDS  
(Per 2 CFR 200.326 & Appendix II)**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 80.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(K) See § 200.322 Procurement of recovered materials.

§ 200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.