

- e. The consultant should preferably have experience in Maryland completing similar work in other Maryland Local School Systems.
- f. **The consultant will maintain confidentiality of all resources and intellectual property.**
- g. The consultant will provide references from other entities to provide like services.
- h. The consultant must have and maintain auto, general and professional liability insurance and worker’s compensation coverage. The providing agencies insurance must cover the employee that it supplies to WCPS to perform contracted services.

4. **Washington County Public Schools Agrees**

- a. To share confidential content and curriculum resources as well as access to a shared Google Drive to deliver services.
- b. To provide a location and resources for professional development including technology such as Air Play, sound system, screens, chart paper, markers, name tags, etc.
- c. To provide contact information of staff participating in this project so reciprocal communication can occur.
- d. To provide support and direction with clarification as needed.

5. **Procedure for Ordering Services, Billing and Payment Procedures**

- a. WCPS will assign specific duties to whom it considers to be the most appropriate consultant giving consideration to the scope, availability and proposed costs.
- b. WCPS reserves the right to decide when and if consultants will be assigned and makes no commitment to a minimum or a maximum number of assignments or hours or an overall value of work.
- c. All awarded vendors and/or individuals will sign a Professional Services Agreement. No other forms of agreement that may be considered standard agreements by an agency will be acceptable in lieu of the WCPS documents.
- d. WCPS will issue one professional service agreement to the consultant/vendor. The project shall not begin until both parties have signed a Professional Services Agreement.
- e. All work shall be performed at the rates provided on the Form of Proposal for each work classification.
- f. Rates provided are to be all inclusive of overhead, profit, administrative fee, direct and indirect costs, travel, and mileage expenses. Separate fees for any of these expenses will not be accepted or reimbursed.
- g. The consultant shall invoice at least quarterly and shall provide, the RFP number, the WCPS agreement number, and an itemized listing of work classification used in accordance with their Price Form of Proposal.
- h. Invoices shall be emailed to:

Office of ESOL and World Languages
 Attn: Paula Moore
 Washington County Public Schools
 10435 Downsville Pike
 Hagerstown, MD 21740

- i. WCPS will pay invoices at terms of Net 30 days upon verification of hours worked and receipt of required documentation.