

## **APPENDIX C**

Sample - Contract is subject to change

**Prince George's Community College**  
**Professional Services Agreement**

\_\_\_\_\_, 2023

CONTRACTOR:  
EIN:  
Address:

Contact Phone:  
Contact Name:  
Contact Email:

PGCC Ordering Office:  
Project Manager (PM):  
PM Phone:  
PM Email:

Procurement Officer	Nena Charity
Phone Number:	(301) 546-0025
E-mail address:	<a href="mailto:charitnl@pgcc.edu">charitnl@pgcc.edu</a>

This Agreement (“Agreement” or “Contract”) is made \_\_\_\_\_, between the Prince George’s Community College (“PGCC” or “College”), and \_\_\_\_\_ (“Contractor” or “Consultant”), with an address at \_\_\_\_\_, collectively the “Parties”.

## **CONTRACT DOCUMENTS AND TERM**

This Agreement consists of multiple documents as follows in the order of precedence:

- This Agreement Form (pages 1 through 11) and any Amendments;
- RFP\_\_\_\_\_ and Addenda,\_\_\_\_\_
- Contractor’s Proposal and Statement of Work; and
- Work Orders, and Purchase Orders Terms and Conditions, issued under this Contract, whether attached hereto or not.

This as needed, non- exclusive Agreement shall be effective upon the date of execution by both Parties and shall continue through the date specified in this Agreement, or until the work deliverables are completed, unless extended by amendment.

**RECITALS.** The Contractor has been awarded a contract to provide services, as needed, for PGCC upon the terms and conditions set forth herein, and the Contractor is willing to undertake those services ("the Services") upon such terms and conditions. The Contractor represents that the Contractor is qualified to render the Services required by PGCC.

NOW, THEREFORE, PGCC and the Contractor agree as follows:

### **1.0 PROFESSIONAL SERVICES**

1.1 The Contractor shall perform the non-exclusive Services as described in the RFP and Contractor’s proposal to this Agreement.

1.2 Services shall be performed in accordance with this Agreement or per the schedule of activities agreed upon by the Parties issued as a work order by the College. The Contractor will provide all the necessary equipment and materials to perform the Services in an expeditious manner as is consistent with good professional skill and care and the orderly progress of the Services. In the event of any conflict in terms between RFP, Contractor’s proposal and this Agreement, the terms and conditions of this Agreement take precedence.

1.3 The PGCC will designate a staff member to act as manager (“Project Manager”) between the College and the Contractor. Throughout the period of the Services, copies of all correspondence, work products, specifications, estimates and other materials prepared by the Contractor should be directed to the Project Manager and also to any other PGCC personnel designated by the Project Manager. Direct contact or communication by the Contractor with other PGCC offices or any other entity concerning the Services shall be made only with the prior knowledge and concurrence of the Project Manager.

1.4 The professional contractor for the Services shall be the same person identified in this contract unless (a) a change is requested by the Contractor and approved in writing by the Project Manager; or (b) a change is requested in writing by the Project Manager for good cause, in which case the Contractor shall make an appropriate substitution, subject to PGCCs approval, and notify PGCC in writing. Major changes in the Contractor's organization or personnel (other than the Contractor) shall be reported to PGCC in writing as they occur.

1.5 If applicable, any amendments thereto, are made a part of this Agreement unless expressly contradicted by a term or condition of this Agreement. The Scope of Services which is set forth in the RFP and Contractor's proposal.

## **2.0 FEES AND PAYMENTS**

2.1 Contractor's rates shall not exceed the fees provided in this Agreement and all such rates/fee include all expenses in the performance of the Services. Payments shall be made upon acceptance of deliverables as outlined in this Agreement or in work orders/written directives issued by PGCC. The maximum fee for all services provided under this Agreement shall not exceed the \$\_\_\_\_\_, unless modified by an amendment or by Purchase Order, at a later date.

2.2 Payment requests (invoices) shall be submitted electronically to the Accounts Payable Department, Prince George's Community College, 301 Largo Road, Largo MD 20774 at accounting@pgcc.edu and the Project Manager.

2.3 Payment shall be paid within 30 days after PGCC's receipt and acceptance of undisputed invoice.

2.4 **The Contractor shall include along with each invoice a summary of work/activities/items delivered/completed during the work period being invoiced.** The Contractor shall clearly reference the Purchase Order or Contract number; the type of billing, i.e., the deliverable; and, additional information as may be specifically required elsewhere in this Agreement.

2.5 No invoice will be processed if there is a dispute between PGCC and the Contractor as to the current or cumulative services provided.

2.6 PGCC's approval of periodic payments to the Contractor shall not constitute, in any sense, approval or acceptance by PGCC of the Services work performed through the date of the invoice or of the Contractor's assertion of percentage of the Services completed through the date of the invoice.

2.7 It is understood that there is no guarantee of dollar amount of work under this Contract. Payment will be issued on services rendered. Adjustments to payments for non-performance may be taken by the College, as its sole discretion.

2.8 As an independent contractor of PGCC, no withholding of income tax, Social Security or other sums will be made from the payment to the Contractor.

### **3.0 EVALUATION AND ACCEPTANCE PROCEDURE**

3.1 Upon completion and delivery of each deliverable by Contractor, PGCC will begin the evaluation and acceptance process, which shall include, but not be limited to, the steps described below. Payments, in accordance with Section 3 of this Contract will be based on the completion/delivery of a deliverable by Contractor and acceptance by PGCC of each deliverable. Contractor will demonstrate to PGCC that the deliverable has been completed or has occurred and will provide PGCC with written notice of the same.

3.2 Within the time period specified in the Contract including any Contract Amendments, or if not specified, then within five (5) business days of receipt by PGCC of a scheduled deliverable from Contractor, PGCC shall determine whether such deliverable Materially Conforms to the specifications defined in the Contract. As used herein, the term "Materially Conforms" means that the deliverable is ready to be used in production and meets or exceeds its intended functionality and performance. If the deliverable Materially Conforms to the specifications, then PGCC will provide written confirmation to Contractor that the deliverable is accepted.

3.3 If the deliverable does not Materially Conform, PGCC shall immediately return it to Contractor with a written list of deficiencies. Contractor, at no additional cost to PGCC, shall thereafter make all appropriate and necessary fixes to the deliverable and return it to PGCC within the time period specified, or if not specified, then within ten (10) business days for further testing by PGCC. If the deliverable again fails to Materially Conform then this same process will be repeated one more time. If the deliverable fails to Materially Conform to the specifications after delivery for the second time then PGCC may, at its sole discretion, (a) further extend the timeframe for cure and (b) extend the warranty period, if applicable, or (c) begin the termination process as defined in Section 6.3 of this Contract. If PGCC does not elect to terminate this Contract after the second failure, it has not automatically waived its right to do so following any additional failed attempt at correction by Contractor to which the parties may agree.

3.4 If either party fails to meet the testing period described above, or any other periods of time as mutually agreed to, the other party may declare the Contract in material breach and begin the termination process as defined in Section 6.3 of this Contract.

### **4.0 ONSITE AND OFFSITE MEETINGS**

The College may request the Contractor to attend meetings or working sessions PGCC's offices/campuses and/or at designated offsite locations, as needed.

## **5.0 OWNERSHIP OF WORK PRODUCT AND INTELLECTUAL PROPERTY**

5.1 For the consideration payable under this Agreement, all work product derived from the Services and required by this Agreement shall be considered a work made for hire within the meaning of that term under the copyright laws of the United States, applicable common law and corresponding laws of other countries. PGCC shall have sole right and authority to seek statutory copyright protection and to enjoy the benefits of ownership of the work. The Contractor hereby assigns all rights, title and interest in and to the work derived from the Services and agrees to require all members of the production, as well as any agents or subcontractors of Contractor involved in Services, to agree in writing that they assign to PGCC all right, title and interest in work product derived from the Services required by this Agreement. All work product required by this Agreement shall also be protected by the attorney client and attorney work product privileges available under Maryland law.

Contractor shall retain ownership of any pre-existing intellectual property it held prior to this Agreement, and to any intellectual property it develops outside this Agreement without reference to any materials or work it exposed to under this Agreement.

5.2 Notwithstanding the terms of Paragraph 5.1, Contractor is permitted with written consent to retain all rights to the intellectual capital (including without limitation, ideas, methodologies, processes, inventions and tools) developed or possessed by the Contractor prior to, or acquired during, the performance of the Services under this Contract.

## **6.0 OTHER TERMS AND CONDITIONS**

6.1 Maryland Law – The laws of Maryland shall govern the interpretation and enforcement of this Agreement.

6.2 Termination for Convenience - The College may terminate this Agreement, in whole or in part, without showing cause upon prior written notice to the Contractor specifying the extent and the effective date of the termination.

6.3 Termination for Default - When the Contractor has not performed or has unsatisfactorily performed the Services; payment shall be withheld at the discretion of the College. Failure on the part of a Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor will not be entitled to recover any costs incurred by the Contractor up to the date of termination.

6.4 Changes - This Agreement may be amended with the consent of both parties. Amendments may not change significantly the scope of the Agreement.

6.5 Disputes - Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Agreement in accordance with the Procurement Officer's decision. Claims not resolved by action of the Procurement Officer may be reviewable by other College officials.

6.6 Suspension of Work - The Procurement Officer unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the College.

6.7 Delays and Extension of Time - The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Agreement.

Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without fault or negligence of the Contractor, including but not restricted to, acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a contract with the State, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor, its subcontractors or suppliers.

6.8 Nondiscrimination in Employment - The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or disability of a qualified individual with a disability, and (b) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

6.9 Contingent Fee Prohibition - The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a *bona fide* employee or agent, any fee or any other consideration contingent on the making of this Agreement.

6.10 Ethics - This Agreement is cancelable in the event of a violation of the Maryland Public Ethics Law by the Contractor or any College employee in connection with this Agreement.

6.11 Intellectual Property – Contractor agrees to defend upon request and to indemnify and save harmless PGCC, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, supplies, equipment or services covered by this Agreement.

6.12 Choice of Venue – Any lawsuits filed by either party arises out of this agreement shall be filed in either the Circuit Court or District Court for Prince George’s County, MD.

6.13. If the appropriate funds or if funds are not otherwise made available for continued performance of this Contract, this Contract shall be canceled automatically for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the College's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to

discharge both the Contractor and the College from future performance of the Contract, but not from their rights and obligations existing at the time of termination.

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

## **7.0 CONFIDENTIAL INFORMATION**

7.1 Contractor acknowledges and understands that in connection with this Agreement, the performance of the Services and otherwise, Contractor has had or shall have access to, has obtained or shall obtain, or has been or shall be given the College's Confidential Information (as defined herein). For purposes of this Agreement, "Confidential Information" means all information provided by the College to Contractor, including without limitation information concerning the College's business strategies, political and legislative affairs, students, employees, vendors, contractors, student records, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation. Confidential Information includes information in any and all formats and media, including without limitation oral, and includes the originals and any and all copies and derivatives of such information.

7.2 Contractor shall use the Confidential Information only if and when required for the performance of the Services, and for no other purpose whatsoever, and only by Contractor employees engaged in that performance.

7.3 Contractor shall not, in any manner whatsoever, disclose, permit access to, or allow use of Confidential Information to any person or entity except as specifically permitted or required under this Contract.

7.4 Contractor acknowledges and understands that PGCC is required to protect certain Confidential Information from disclosure under applicable law, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), the Gramm Leach Bliley Act ("GLBA"), or the Maryland Public Information Act ("PIA"), including regulations promulgated thereunder, as the laws and regulations may be amended from time to time (collectively the "Privacy Laws"). The Confidential Information that is protected under FERPA was provided to the Contractor as it is handling an institution service or function that would ordinarily be performed by PGCC's employees. The Contractor agrees that it shall be obligated to protect and may only maintain and use the Confidential Information in its possession or control in accordance with the Privacy Laws to the same extent as PGCC would be obligated if the Confidential Information was in the possession or control of PGCC. The Contractor further agrees that it is subject to the requirements governing the use and redisclosure of personally identifiable information from education records as provided in FERPA.



7.5 Contractor may disclose Confidential Information as required by legal process. If Contractor is required by legal process to disclose Confidential Information, Contractor shall immediately notify the College, and before disclosing such information shall allow PGCC reasonable time to take appropriate legal action to prevent disclosure of the Confidential Information.

7.6 Contractor's obligations with respect to Confidential Information shall survive the expiration or the termination of this Contract.

7.7 Contractor acknowledges that Contractor's failure to comply fully with the restrictions placed upon use, disclosure and access to Confidential Information may cause the College grievous irreparable harm and injury. Therefore, any failure to comply with the requirements of this Section 8 shall be a material breach of this Agreement.

7.8 Contractor agrees and acknowledges that it is not the custodian of any Confidential Information that may be in Contractor's possession or control. Contractor shall forward any request for disclosure of Confidential Information to:

**Office of Procurement  
Prince George's Community College  
301 Largo Road, Largo MD 20774**

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

7.10 All Confidential Information received by Contractor shall be returned to the College or destroyed upon completion or termination of this Contract.

## **8.0 INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless College and their respective agents, servants and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Services work by the Contractor, provided that such claim, damage, loss, or expense is caused in whole or in part by any negligent or willful act or omission of the Contractor or any employee, agent or subcontractor of the Contractor. At PGCC's request, the Contractor will defend PGCC or settle any suit, claim, or proceeding brought against PGCC in relation to this contract. This obligation is not intended to be or to imply a waiver of the sovereign immunity of PGCC. The College

does not assume any obligation to indemnify, hold harmless, or pay attorney's fees that may arise from or in any way be associated with the performance or operation of this Agreement.

## **9.0 RELATIONSHIP OF THE PARTIES**

9.1 Nothing in this Agreement shall be construed to establish a relationship of servant, employee, partnership, association, or joint venture between the parties. Neither party shall bind or attempt to bind the other to any contract, warranty, covenant or undertaking of any nature whatsoever unless previously specifically authorized in writing in each instance. Nothing in this Agreement is intended to create a joint employment relationship.

9.2 It is understood and agreed that Contractor is an independent contractor of the College, and not an employee. Except as set forth in this Agreement, the College will not withhold income taxes, social security or any other sums from the payments made to Contractor hereunder. All employees or contractors of Contractor shall in no way be considered employees of the College, but rather they shall be employees or contractors of Contractor, and Contractor shall bear full responsibility for compensating those persons and for the performance of the Services by way of them.

9.3 Each party reserves the right to review all press releases or other public communications of the other party that may affect the party's public image, programs or operations.

9.4 Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client's prior written approval.

## **10.0 INSURANCE**

The Contractor shall maintain in full force and effect adequate insurance coverage to protect against the risks associated with the performance of services under this Agreement. The Contractor shall also maintain in full force and effect workers' compensation insurance as required by the laws of the jurisdiction in which the services are performed. Upon request, the Contractor shall provide the College with evidence of such insurance.

## **11.0 BACKGROUND CHECKS**

The Contractor shall perform background checks listed below for all personnel assigned to perform work/services at any PGCC location. The Contractor shall only assign personnel with successful reports and shall provide the College all successful reports upon request. Contractor shall immediately remove any assigned personnel found to not have a successful background report.

- Federal Criminal Search

- State Criminal Search (specifically; MD, DC, VA)
- Sex Offender Search

The College shall not be held liable or responsible for criminal actions taken by the Contractor's personnel and sub-contractors.

### **13. SEXUAL HARASSMENT**

13.1 College is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. The Campus prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Sexual harassment threatens the legitimate expectation of all members of the Campus community that academic or employment progress is determined by the publicly stated requirements of job and classroom performance, and that the Campus environment will not unreasonably impede work or study.

13.2 Sexual harassment by College faculty, staff, and students is prohibited. Sexual harassment may also constitute violations of criminal and civil laws of the State of Maryland and the United States. For the purpose of this Campus policy, sexual harassment is defined as: (1) unwelcome sexual advances; or (2) unwelcome requests for sexual favors; and (3) other behavior of a sexual nature where:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College-sponsored educational program or activity; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

13.3 The policy described above will apply to all contractors, subcontractors, suppliers and others employed to do work on the campus for purpose of this project. In addition to the policies stated above, the College will not tolerate.

- a) lewd remarks on suggestive sounds, such as whistling or wolf calls.
- b) unwanted physical contact.
- c) persistent and offensive sexual jokes or comments.

13.4 Acts of sexual harassment will not be tolerated from any persons related to the performance of this contract. Persons exhibiting such behavior will be immediately removed by the Contractor

from the job site as directed by the College and will be replaced with competent personnel by the contractor at no additional cost to the College.

**14. COVID-19 Pandemic.** Contractor shall follow and adhere to the College’s COVID-19 policies and procedures when performing services at any PGCC Campus location and while engaging in-person with PGCC students and personnel. The College’s most current COVID-19 policies and procedures can be located at: <https://www.pgcc.edu/coronavirus/return-to-college/>.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized officers or officials.

Prince George’s Community College

By: \_\_\_\_\_  
Terri Bacote-Charles  
VP for Administrative and Financial Services

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

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

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

**CONTRACT AFFIDAVIT**

(This affidavit is a mandatory contract addendum but it is only required from the successful Contractor also referred to as “Consultant”).

**A. AUTHORIZED REPRESENTATIVE**

**I HEREBY AFFIRM THAT:**

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

**B. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

**I FURTHER AFFIRM THAT:**

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

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

Address: \_\_\_\_\_

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

**C. CERTIFICATION REGARDING INVESTMENTS IN IRAN**

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. CERTAIN AFFIRMATIONS VALID**

I FURTHER AFFIRM THAT:

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

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

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