



REQUEST FOR PROPOSAL

APPLICANT TRACKING SYSTEM

RFP NO. 006-024

NOTICE

The Liberty Public School District #53 (District) will accept proposals for Applicant Tracking System (ATS) as described in the attached request. Qualified organizations (Respondent) are invited to submit One (1) unbound original marked "Original", and one (1) flash drive in PDF format enclosed which contain the Respondent's entire response. Each original and copies must be marked with all appropriate tabs.

PROPOSAL SHALL BE LABELED

"PROPOSAL- APPLICANT TRACKING SYSTEM"

AND ADDRESSED TO:

Jason Breit, Director of Purchasing
Liberty Public School District #53
801 Kent St
Liberty, MO 64068

PROPOSAL MUST BE RECEIVED BY:

2:00 PM CST, APRIL 23, 2024

Questions shall be directed to Jason Breit, Director of Purchasing

Email: jason.breit@lps53.org

General District Information

www.lps53.org

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LIBERTY PUBLIC SCHOOL DISTRICT NO. 53

REQUEST FOR PROPOSAL

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RFP NO. 006-024

CERTIFICATION FORM

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PROPOSALS SHALL BE LABELED

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AND ADDRESSED TO:

Jason Breit, Director of Purchasing
Liberty Public School District #53
801 Kent St
Liberty, MO 64068

PROPOSALS MUST BE RECEIVED BY:

2:00 PM CST, APRIL 23, 2024

The Liberty Public School District reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the District.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is required to complete, sign and return this form with the proposal.**

Company Name

Print Name

Street/City/State/Zip

Signature

Telephone #

Date Tax ID#

E-Mail

Entity Type

PART 1: INTRODUCTION

PURPOSE

The Liberty Public School District (“LPSD”) is seeking proposals from qualified companies that provide applicant tracking and prescreening systems as described herein.

District Mission: Inspire and equip all learners to discover their voice and unlimited potential.

District Vision: A future-focused community with a passion for lifelong learning.

Core Values: Excellence, Integrity, Collaboration, Innovation, Growth.

For more information about the District, visit our website www.lps53.org

INFORMATION ABOUT THE DISTRICT

Liberty Public Schools serves the residents of approximately 85 square miles in Clay County. Located just northeast of Kansas City, the school district serves more than 12,300 students in preschool through 12th grade.

Administrative Staff	85
Support Staff	900
Teacher Staff	<u>940</u>
TOTAL	1,925

TIMELINE FOR PROCESS

The timeline listed below is the District’s estimation of time required to complete the process. All efforts shall be made to abide by this schedule, however, it is subject to change if necessary.

Request for Proposals Issued	Tuesday, April 2, 2024
Vendor Questions due to District	Friday, April 19, 2024
Proposals Due	Tuesday, April 23, 2024 by 2:00 PM CST.
Potential Interviews	Week of May 6 th , 2024
Proposed Recommendation to Board 1 st Read	Tuesday, May 21, 2024
Proposed Agreement to Board 2 nd Read	Tuesday, June 25, 2024
Proposed Notice to Proceed	Wednesday, June 26, 2024

Communication with Board members and/or other District staff in an effort to influence the outcome of the RFP selection process is prohibited and will result in rejection of the Vendor’s proposal.

PART II: SCOPE OF SERVICES

Please address all sections and related questions below and provide answers within the proposal submittal package.

PRODUCT

1. Describe how your ATS is mobile and text friendly.
2. How does your ATS differentiate itself from other systems?
3. Does your ATS offer job matching algorithms and/or candidate ranking? If so, please describe.
4. Describe the job posting process. Can multimedia (logo, photo, video, etc.) be added to job postings?
5. Does your system allow for easy cross posting of job openings to job boards and social media platforms? If so, which ones?
6. Describe the candidate user experience.
 - a. Can a candidate easily apply using a smartphone or via an app?
 - b. Does your ATS offer resume parsing?
 - c. How long does it usually take for a candidate to submit an application?
 - d. Are there non-English versions (i.e., Spanish, German, French, etc.) of the application from which an applicant can choose?
 - e. How does your ATS prevent the creation of duplicate candidate profiles?
 - f. What is the process for a candidate who has forgotten their password and/or username?
 - g. Can candidates easily update their profile and resume?
7. Can candidates be “red flagged” if they are not eligible for rehire or have previously been identified as not suited for hire?
8. Can a position be posted “internally only”? If so, describe the application process for internal candidates. What is the process if they don’t remember their username and password?
9. How customizable are the security settings for your various groups (hiring managers, HR director, recruiter, recruiting support, etc.)?
10. How is your ATS built to source past candidates for current or future openings? Are Boolean Search and Radius Search available?
11. Describe how candidates are pushed through the recruiting cycle?
12. Can mass email and/or text messages be sent? Are emails/text sent automatically based on candidate status? Can email and/or text templates be customized?
13. How does your ATS track email communication with candidates and other users?
14. Does your ATS integrate with a video interviewing platform? If so, which one.
15. Can interviews (video and/or in-person) be scheduled via your ATS? If so, describe the process.
16. Describe the user workflow for hiring managers. Explain how interview feedback and hiring recommendations are submitted.
17. Describe the offer and hiring process for both the candidate and the HR team.
18. Describe your employee onboarding process.

19. Does your ATS have customizable fields?
20. How does your ATS support diversity hiring?
21. Do you provide graphical user interface customization, so our employment brand will be consistently represented at each stage of the application process? If not standard, what are the typical additional fees? What are your requirements for our organization to support such customization?
22. Does your ATS offer job requisition submission and approval workflows? If so, how customizable is it?
23. How do you ensure EEOC compliance?

SYSTEM INTEGRATION

1. Which HRIS systems does your ATS integrate with?
2. Which onboarding systems does your ATS integrate with?
3. Do you integrate with Gmail or Google calendar?

DATA OWNERSHIP

1. Should either party terminate the contract agreement, as defined in the contract terms herein, please describe the terms and conditions that will govern the ownership, access, and retrieval of current and archival data pertaining to our use of your firm's products and services?

DATA REPORTING

1. Provide a list and sample of standard reports you provide to your clients.
2. On what frequency are standard reports available? Can the reports be run as needed?
3. What is the process and user experience for creating ad hoc/dynamic reports?
4. Do you provide customized reports at your customer's request? Is there a cost associated with providing customized reports?

IMPLEMENTATION AND TRAINING

1. Please describe a typical implementation. Include a realistic timeline as well as the estimated resources from both your company and our organization that will be required for implementation.
2. What is the average time frame needed to set-up and train staff (HR as well as hiring managers) on the use of your ATS?
3. Do you offer additional training? If so, what is the cost?
4. Do you provide user manuals? What other user assistance do you provide?
5. What actions do you take to migrate candidate data from existing systems? Is there an extra cost?
6. Please list any subcontractors you will be working with to complete the implementation.

SERVICE QUALITY

1. Is technical support provided 24 hours a day, 7 days a week? Where are your support teams located? How can they be reached?
2. How do you resolve issues such as crashes, slow loading, email malfunctions, etc.?
3. What is your technical support escalation process?
4. Describe the performance metrics such as system response time, system failures your company uses to measure the success of your programs for our organization.
5. Describe the continuous improvement efforts your company has in place.
6. What is the volume/capacity of applicants that your ATS can handle per day, per month?
7. How often do you update/maintain your ATS?
8. How much downtime is expected when you are upgrading/maintaining your ATS?
9. What kind of communication and training do you provide when you add features or change something in your ATS?

PART III. PROPOSAL SUBMITTAL GUIDELINES

A. Cover Letter

The cover letter is to be signed by an officer authorized to execute a contract with the District. Please also complete, sign and return the Certification Form on Page 3 of this RFP document.

B. General Qualifications

Provide a summary of the Vendor's qualifications demonstrating expertise, understanding and ability to accomplish the District's primary goals (scope of services); and general information about the vendor to include location of office(s), years in business and areas of expertise. Include the length of time the vendor has been in business under the present name and structure, any other names under which the vendor has done business, dates it operated under each name, and the locations at which it operated under each name. Also, provide a brief description of three (3) projects which involved a similar scope of services performed in the last five (5) years by the key staff.

C. Key Staff

Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff to be assigned to this project. Include a proposed project management structure and organizational chart. Identify any portion of the scope of work that would be subcontracted. Include subcontractor qualifications (brief) and key personnel with a resume. The District reserves the right to approve or reject all contractor's internal staff performing contracted services, or subcontractors proposed by the Vendor.

D. Project Specific Approach

Vendor shall more thoroughly describe an understanding of the project and describe the proposed approach. Within this section, the Vendor shall answer questions expand on the scope of services, if appropriate, to accomplish the overall objective of the project, and provide suggestions which might enhance the results. Generally, indicate what you are going to do, how you are going to do it, and why you are the best vendor to provide these systems.

E. References

Vendor shall provide a list of three (3) references and any subcontractors, including the names, addresses, and telephone numbers of recent clients, preferably other public agencies for which Vendor has done similar work. Include a list of specific projects associated with each reference; date work was performed, cost and key personnel involved.

F. Cost and Fee Structure

Vendor must include a breakdown of all proposed costs associated with the proposed system and related services to be provided. Please identify all recurring costs beyond the first year.

1. What is the cost of your ATS and how the pricing is structured. Include any volume, product bundle, or tiered pricing models offered by your firm.
2. What services or functionality are available for an additional cost?

G. Required Forms

Please complete and return with your proposal response packet the required forms on pages 10, 11, 12, 13, and 14.

*The service contract on pages 15-22 does not need to be completed and returned with your proposal response packet. This is for reference only and will only be required of the awarded vendor.

PART IV: EVALAUTION CRITERIA AND REVIEW PROCESS

EVALUATION CRITERIA

All proposals will be evaluated on the following criteria:

- Mobile friendliness and overall candidate user experience 0 – 20
- HR and Hiring manager user experience, documentation and training 0 – 20
- Conformance and suitability of proposal to other specifications and purpose 0 – 30
- Cost and value proposition 0 – 30

Services will be awarded to the Vendor, judged by the District, submitting the best overall proposal in accordance with the specifications and all required documents. The District reserves the right to reject any and all proposals based upon its sole discretion. Any non-responsive proposals will not be considered for award.

While a significant factor, pricing will not be a dominant factor. Pricing will be particularly important when all the other evaluation criteria are relatively equal.

REVIEW PROCESS

Following the submittal deadline, the RFP evaluation committee shall evaluate the proposals. The period of evaluation of the proposals may be extended. Companies will be evaluated according to their response to the Request for Proposal. The committee may create a short list of Companies and may invite the selected Companies to conduct a virtual presentation/interview. Should interviews be needed in order to determine an award, each team will be allowed 45 minutes for the interview and questions and answers. Thirty minutes will be allotted for transition between interviews. The order of the interviews will be determined by random selection. Companies will be limited to four team members at the interview. Those attending should be the team members who will be assigned to the project.

PART V: REQUIRED FORMS

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement”.

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Authorized Company Official’s Name: (Printed) _____

Signature of Company Official: _____

Date: _____

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (company name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 200_____.

NOTARY PUBLIC

My commission expires:

INFORMATION TECHNOLOGY DATA INQUIRY FORM

Potential vendors who will be hosting or have access to District data must fill out this document. Should a potential vendor feel the question or requirement does not apply to their services, please indicate why in the response.

1. Network Operations Center Management and Security

- a. Does the Provider perform regular penetration testing, vulnerability management, and intrusion prevention?
- b. Are software vulnerabilities patched routinely or automatically on all servers?
- c. Are all network devices located in secure facilities and under controlled circumstances (e.g., where access is managed via ID cards, entry logs, etc.)?
- d. Are backups performed and tested regularly and stored off-site?
- e. How are backups secured? Disposed of?

2. Data Storage and Data Access

- a. Where will the information be stored and how is data “at rest” protected (i.e. data in the data center)?
 - i. Will any data be stored outside the United States?
 - ii. Is all or some data at rest encrypted (e.g., just passwords, passwords and sensitive data, or all data) and what encryption method is used?
- b. How is the data protected in transit? (e.g., TLS, SFTP, HTTPS)
- c. How will the information be stored? If the cloud application is multi-tenant (several districts on one server/instance) hosting, how is data and access separated from other customers?
- d. Are the physical server(s) in a secured, locked and monitored environment to prevent unauthorized entry and/or theft?
- e. Who has access to information stored or processed by the Provider?
- f. Does the Provider perform background checks on personnel with administrative access to servers and School System data?
- g. What is the Provider’s process for authenticating callers and resetting access controls, as well as establishing and deleting accounts?

3. Availability

- a. Does the Provider offer a guaranteed service level?
- b. What is the backup-and-restore process in case of a disaster?
- c. What is the Provider’s protection against denial-of-service attack?

4. Audits and Security Standards

- a. Does the Provider give the School System the ability to audit the security and privacy of its records?
- b. Have the Provider’s security operations been reviewed or audited by an outside group?
- c. Does the Provider comply with a security standard such as the International Organization for Standardization (ISO), and the Payment Card Industry Data Security Standards (PCI DSS) for specific types of data?
- d. Does the Provider comply with FERPA, HIPPA and COPPA data security standards?

5. Data Breach, Incident Investigation and Response

- a. The Provider must disclose any breaches of the system within 24 hours of verification.
- b. Describe your commitment and method to disclose any breaches of proposed system within 24 hours to the District.
- c. Will the Provider provide a clear explanation of any such incident, including providing documentation on the root cause, scope, mitigation and steps taken to ensure protections in the future?
- d. Describe what insurance policies are in place to protect the District against a potential data breach.

Signature Information Below

INFORMATION TECHNOLOGY STANDARDS AND REQUIREMENTS FORM

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

PART VI: SERVICE CONTRACT

Below is the formal services contract, which includes all governing terms and conditions, that shall be dually executed between the District and awarded Vendor upon formal award of services by the District Board of Education. All materials such as legal documents and contractual agreements, which the vendor wishes to include as a condition of the proposal, must also be in the returned proposal package for review by District.



**SERVICES CONTRACT
Between
LIBERTY PUBLIC SCHOOL DISTRICT #53
and
CONTRACTOR**

Contract No. _____

THIS CONTRACT SHALL BE BINDING ON THE DISTRICT ONLY IF IT IS APPROVED BY THE BOARD OF EDUCATION AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE DISTRICT

This Services Contract (“Contract”) is made by and between the Liberty Public School District #53, Liberty, MO 64068 (“LPS” or “Liberty Schools”) and CONTRACTOR (“Contractor”). The parties agree as follows:

CONTRACTOR DATA

Contractor Name: _____

Contact Name: _____

Address: _____

City, State, ZIP: _____

Telephone: _____ Email: _____

Contractor must submit a completed “Request for Taxpayer Identification Number and Certification” (Form W-9) with this signed contract. Payment information will be reported to the Internal Revenue Services under the name and TIN or SSN, whichever is applicable, provided by Contractor. Contractor certifies under penalty of perjury that Contractor is a

Sole Proprietor Corporation Limited Liability Company
 Partnership Nonprofit Corporation Other (describe: _____)

District Point of Contact: _____

Name of Building or Department: _____

Address: _____

***All information in this contract is subject to public records law. Please contact the District Point of Contact listed above if you have any questions.**

TERMS AND CONDITIONS

1. **Purpose.** This contract is for services other than (a) personal services or (b) architecture, engineering, or related services.
2. **Term and Termination.** This contract becomes effective on _____ or the date on which the Contract is fully executed by both parties, **whichever is later. No party shall perform work under this Contract before the effective date.** An email notification with a copy of the fully executed contract will be sent to the Contractor email listed above upon execution. At that time, work under the contract may begin.
Unless earlier terminated as provided below, this Contract shall continue through
Check if applicable:
___ As provided for in _____ (enter RFP/ITB/QUOTES solicitation number, e.g. RFP 010-018), this Contract may be renewed for up to _____ (e.g. four additional one-year terms) by amendment signed by both parties.
3. **Cooperative Purchasing Option.** At the discretion of the Contractor and pursuant to District policy, purchasing procedures, other public agencies may purchase the awarded goods and services from the awarded Contractor) s), under terms and conditions of this contract.
Any such purchases will be between the Contractor and the participating public agency under separate contract and will not impact the Contractor's obligations to the District. Any estimated purchase volumes listed in this Contract do not include other public agencies and the District makes no guarantee as to their participation.
4. **Detailed Description of Services/Statement of Work.** Contractor shall provide the services described in Exhibit A (Statement of Work).
5. **Contract Documents.** This Contract consists of these Terms and Conditions and the documents listed below in descending order of precedence. A conflict in these documents shall be resolved in the priority listed below with these Terms and Conditions taking precedence over all other documents. The Exhibits to this Contract include the following documents.
 - Exhibit A (Statement of Work)
 - Exhibit B (Felony Conviction Notification Form)
 - Exhibit C (Federal Work Authorization Program Affidavit Form)
 - Exhibit D (Federal Work Authorization Program ("E-Verify) Addendum Form)
 - Exhibit E (Data Inquiry Form)
6. **Maximum Total Payment; Invoicing.** The maximum total payment under this Contract is \$ _____; This is a not-to-exceed amount, and the District will not pay more than this amount unless specifically agreed to in an amendment executed by the parties. Contractor shall invoice District, and District shall pay Contractor as described in Exhibit A. In all cases, District reserves the right to withhold payments to Contractor for amounts reasonable and sufficient to (a) cover District's costs in processing invoices more than 60 days late and (b) protect the District from any loss, damage, or claim which may result from Contractor's failure to perform in accordance with the terms of the Contract or failure to make proper payment to suppliers or subcontractors.
7. **Other Payment Issues.**

- a. Method of Payment: Unless otherwise specified in Exhibit A, District shall pay Contractor net 30 days upon invoice approval and work acceptance.
- b. Payment on Early Termination: Upon termination pursuant to Section 15 (Early Termination), District shall pay Contractor as follows:
 - i. If District terminates this Contract for its convenience under Section 15 (a) or 15 (b), then District must pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract. District shall not be liable for any direct, indirect, or consequential damages. Termination by District shall not constitute a waiver of any other claim District may have against Contractor.
 - ii. If Contractor terminates this Contract under Section 15 (c) or 15 (d) due to Contractor's breach, then District must pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract.
 - iii. If District terminates this Contract under Sections 15 (c) or 15 (d) due to Contractor's breach, then District must pay Contractor for work performed before the termination date less any setoff to which District is entitled and if and only if Contractor performed such work in accordance with this Contract.
- c. Non-Appropriation; Adequate Funding: District is prohibited from contracting for services for which it has not received appropriated funds. If payment for work under this Contract extends into District's next fiscal year, District's obligation to pay for such work shall be subject to approval for future School Board appropriations to fund this Contract. Moreover, continuation of this Contract at specified levels is specifically conditioned on adequate funding under the District's budget adopted in June of each year. District reserves the right to adjust the level of services provided for in this Contract in accordance with the funding levels adopted by its Board of Education.

8. Cost Adjustments. Both parties agree that contracted prices shall be fixed for the first 12 months of this Contract. Contractor must submit to District any proposed cost adjustments at least 60 days before the proposed effective date of such increases with a detailed explanation for each adjustment. District reserves the right to reject any changes to this Contract it deems unacceptable.

9. Independent Contractor Status: By its signature on this contract, Contractor certifies that the service or services to be performed under this Contract are those of an independent contractor. And that Contractor is solely responsible for the work performed under this Contract. Contractor represents and warrants that Contractor, its subcontractors, employees, and agents are not "officers, agents, or employees" of the District.

10. Subcontracts and Assignment. Contractor shall not subcontract, assign, delegate, or transfer any of its duties, rights, or interests under this Contract without the prior written consent of District. District may withhold such consent for any or no reason. If District consents to an assignment or subcontract, then in addition to any other provisions of this Contract, Contractor shall require any permitted subcontractor to be bound by all the terms and conditions of this Contract that would otherwise bind Contractor. The parties agree that any such subcontracts shall be construed as matters solely between Contractor and its subcontractor and shall not have any binding effect on District.

11. **Successors in Interest.** This Contract shall bind and insure to the benefit of the parties, their successors, and approved assigns, if any.
12. **No Third Party Beneficiaries.** District and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives or provides any benefit or right, directly or indirectly, to third parties unless they are individually identified by name in this Contract and expressly described as intended beneficiaries of this Contract.
13. **Other Contractors.** If this Contract is for “services” and not “services requirements” (see Section 1 (Purpose)) District may enter into other contracts for additional or related work, and Contractor shall fully cooperate and coordinate its performance under the Contract with those other contractors and with relevant District employees. Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by District employees.
14. **Nonperformance; Substituted Services.** As used in this Contract, “failure to perform” means failure (for whatever reason) to deliver the services as specified and/or scheduled in this Contract. If Contractor fails to perform under this Contract and does not cure that failure within seven days’ written notice from District, then District has the right to complete the services itself, to obtain the services from other sources, or to a combination thereof as necessary to accomplish the purpose of this Contract. Both parties agree that Contractor shall bear any reasonable cost difference for these substituted services.
15. **Early Termination.** This Contract may be terminated as follows unless specified herein:
 - a. **Mutual:** District and Contractor may terminate this Contract at any time by their written agreement.
 - b. **District’s Sole Discretion:** District in its sole discretion may terminate this Contract for any reason on 30 days’ written notice to Contractor.
 - c. **Breach:** Either party may terminate this Contract in the event of a breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.
 - d. **Contractor Licensing, etc.:** Notwithstanding Section 15 (c), District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, or certificate that Contractor must hold to provide services under this Contract.
 - e. **Furlough:** District reserves the right to terminate or otherwise suspend this Contract if District’s Board of Education determines that funding is insufficient to remain fully open and calls for a District-wide furlough or similar temporary District reduction in operations. Any temporary closure shall not affect amounts due Contractors under the Contract, subject to a pro-rated adjustment for reduction in services or need for goods during the furlough.
16. **Remedies.** In case of Contractor breach and in addition to the provisions of Section 13 and 14 of this Contract, the parties agree that District is entitled to any other available legal and equitable remedies. In case of District breach, the parties agree that Contractor’s remedy is limited to Contract termination and receipt of Contract payments to which Contractor is entitled.

17. **Hazardous Materials.** Contractor shall notify District before using any products containing hazardous materials to which District employees, students, or the general public may be exposed. Upon District request, Contractor must immediately provide Material Safety Data Sheets to District for all Materials subject to this provision.
18. **Errors.** Contractor shall perform any additional work necessary to correct Contractor errors in the services it performs. Under this Contract and shall do so without undue delays or additional cost to District.
19. **Access to Records; Contractor Financial Records.** Contractor agrees that District and its authorized representatives are entitled to review all Contractor books, documents, papers, plans, and records, electronic or otherwise (“Records”), directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain all Records, fiscal and otherwise, directly relating to this Contract in accordance with generally accepted accounting principles so as to document clearly Contractor’s performance. Following final payment and termination of this Contract, Contractor shall retain and keep accessible all Records for a minimum of three years, or such longer period as may be required by law, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.
20. **Ownership of Work Products.** Contractor agrees that all work product created or developed for District by Contractor pursuant to this Contract are intended as “work made for hire” and shall be the exclusive property of the District. If any such work product contains Contractor’s intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants District a perpetual, royalty-free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work product. District claims no right to any pre-existing work product of Contractor provided to District by the Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.
21. **Work performed on District Property.** Contractor shall comply with the following:
 - a. **Identification:** When performing work on District property, Contractor shall be in appropriate work attire (or uniform, if applicable) at all times. If Contractor does not have a specific uniform, then Contractor shall provide identification tags and/or any other mechanism the District in its sole discretion determines is required to easily identify Contractor.
 - b. **Sign-In Required:** As required by schools and other District locations, each day Contractor’s employee are present on District property, those employees must sign into the location’s main office to receive an in-school identification/visitors tag. Contractor’s employees must display this tag on their person at all times while on District property.
 - c. **No Smoking:** All District properties are tobacco-free zones; Contractor is prohibited from using any tobacco product on District property.
 - d. **No Drugs:** All District properties are drug-free zones as enforced by law enforcement.
 - e. **No Weapons or Firearms:** Except as provided by statute and District policy, all District properties are weapons and firearms-free zones; Contractor is prohibited from possessing on its persons or in its vehicles any weapons or firearms while on District property.

- 22. Security.** Any disclosure or removal of any District matter or property by Contractor shall be cause for immediate termination of this Contract. Contractor shall bear sole responsibility for any liability including, but not limited to attorney fees, resulting from any action or suit brought against District because of Contractor's willful or negligent release of information, documents, or property contained in or on District property.
- 23. Employee Removal.** At District's request, Contractor shall immediately remove any Contractor employee from all District properties in cases where the District in its sole discretion determines that removal of that employee is in the District's best interests.
- 24. Media Contacts.** Contractor shall issue no news release, press release, or other statement to members of the news media or any other publication regarding this Contract or the Services provided hereunder within one (1) year of Services completion without District's prior written authorization. Contractor shall not post or publish any textual or visual representations of the Services without approval of District.
- 30. Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws applicable to public contracts and the work done under this Contract, and with all regulations and administrative rules established pursuant to those laws.
- 31. Indemnification.** Contractor shall defend and indemnify District, its officers, directors, employees, and agents from and against all liabilities, losses, expenses, claims, actions, or judgements (including attorney fees) recovered or made against District for any damage, injury, or death to persons or damage to property caused by the negligent or intentional acts or omissions of Contractor, its officers, employees, agents, or subcontractors related to Contractor's performance under this Contract. District must promptly notify Contractor in writing of any such claim or demand to indemnify and shall cooperate with Contractor in a reasonable manner to defend such claim.
- 32. Insurance.** At all times while providing services under this Contract, Contractor shall maintain in force at Contractor's expense the following insurance coverage(s), as applicable:
- a. Workers' Compensation. As required by Chapter 287 of the Revised Statutes of Missouri, subject employers shall provide workers' compensation coverage in accordance with this law. Contractors shall submit a certificate of insurance to District showing proof of coverage.
 - b. Professional Liability/Errors & Omissions (E&O). If Contractor is providing services that require a state license (including, but not limited to , accounting, architectural, auditing, legal, and medical), then Contractor shall maintain professional liability/E&O insurance coverage of at least 3,000,000 for each claimant, and at least \$3,000,000 coverage for each incident or occurrence.
 - c. General Liability. Contractor shall provide general liability insurance coverage to sufficiently cover events adverse to the objectives of this Contract. Contractor shall maintain general liability insurance coverage of at least \$1,000,000 for each claimant and \$3,000,000 for each incident, or occurrence.
 - d. Motor Vehicle Liability. If Contractor is providing services that require Contractor to transport District personnel, students, or property, then in addition to any legally required insurance coverage, Contractor shall maintain motor vehicle liability insurance of at least \$1,000,000 for each claimant, and \$3,000,000 for each incident, or occurrence.
 - e. Other Insurance. District reserves the right to require other insurance (e.g. Builder's All –Risk Insurance for construction services) as may be reasonably prudent under this Contract.

- f. Additional Requirements. All insurance coverage shall be provided by an insurance company having an A.M. Best rating of at least A- and licensed to do business in Missouri. Contractor alone is responsible for paying all deductibles and retentions. Contractor's coverage shall be primary in the event of loss.
- g. Certificate of Insurance. Upon District request, Contractor shall furnish to District a current certificate of insurance for each of the above coverages within 48 hours of District request. Each certificate must state the relevant deductible or retention level. For general liability coverage, the certificate must state that District, its agents, officers, and employees are additional insureds with respect to Contractor's services provided under this Contract. The certificate must specify an additional insured endorsement, and Contractor shall attached a copy of the endorsement to the certificate. If requested by District, Contractor shall also provide complete copies of insurance policies to District.

- 33. **Waiver; Severability**. Waiver of any default or breach under this Contract by District does not constitute a waiver of any subsequent default or a modification of any other provisions of this Contract. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held invalid.
- 34. **Non-discrimination Clause**. Both parties agree that no person shall be subject to unlawful discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identify; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service in programs, activities, services, benefits, or employment in connection with this Contract. The parties further agree not to discriminate in their employment or personnel policies.
- 35. **Confidentiality**. Contractor agrees that all knowledge and information that it may receive from the Liberty Public School District or its employees, agents or consultants or by virtue of the performance of services under and pursuant to this agreement including but not limited to information concerning the students and employees of LPS shall for all time and for all purposes be regarded by Contractor as confidential and held by Contractor in confidence and shall be solely for the benefit and use of LPS and shall not be used by Contractor or directly or indirectly disclosed by Contractor to any person or entity whatsoever excepting LPS or with the written permission of LPS or when required by law.
- 36. **Controlling Law; Venue**. The parties agree that Missouri law will govern any dispute related to this Contract and to conduct any litigation arising out of this Contract in courts located in Clay County, Missouri.
- 37. **Amendments; Renewal**. Any amendments, consents to or waivers of the terms of this Contract must be in writing and signed by both parties. The parties may renew this Contract by their signed, written instrument.
- 38. **Counterparts**. The parties may execute this Contract in counterparts, each of which constitutes an original and all of which comprise one and the same Contract. Counterparts may be delivered by electronic means.
- 39. **Entire Agreement**. When signed by both parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

40. Notices. All notices or demands delivered upon depositing the notice or demand in the United States mail, certified or registered, postage prepaid, addressed to the respective party at the addresses herein.

PAYMENT METHOD: The District preferred method of payment is by check. Electronic payment is not available at this time. The district will issue an official purchase order once the Contract has been executed. All invoices should state the applicable purchase order number in order to expedite payment.

I have read this contract and its attached exhibits, if any. I certify that I have the authority to sign and enter into this contract on behalf of the party I represent and agree to be bound by its terms.

CONTRACTOR

DISTRICT

CONTRACTOR

LIBERTY PUBLIC SCHOOL DISTRICT
8 VICTORY LANE
LIBERTY, MO 64068

Signature

Steve Anderson
Chief Operations Officer

Contractor Printed Name and Title

Date

Date