



COORDINATING COMMITTEE

**PUR-1439
ADDENDUM NO. 1
INVITATION TO BID**

**INVESTMENT GRADE ENERGY AUDIT OF SELECTED FACILITIES OWNED BY
WASHINGTON COUNTY GOVERNMENT AND
THE WASHINGTON COUNTY BOARD OF EDUCATION**

DATE: Monday, August 19, 2019

**BIDS DUE: Wednesday, September 4, 2019
2:00 P.M., (EDT/EST)**

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of three (3) pages and two (2) attachments consisting of fourteen (14) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: *Inquiry:* Are the any W/MBE participation requirements included in this Investment Grade Audit RFP? If yes, please expound on the process for establishing W/MBE goals.

Response: While the County/WCBOE encourages the use of W/MBE firms, there are no requirements or goals for W/MBE participation associated with this procurement.

ITEM NO. 2: *Inquiry:* **Please confirm if procurement rules prohibit the firm selected to complete this IGA from bidding on any subsequent projects resulting from this IGA. Is this applicable for both the County and the BOE?**

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Response: The County takes no exception with the selected firm bidding on future projects to the County facilities. Proposers who submit an RFP will not be eligible to submit a bid for Board of Education projects resulting from this IGA. The Board of Education regulation BBFER, "Ethics" states under page 12, section 10 Procurement, "An individual or person that employs and individual who assists a school system or Board of Education in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement."

ITEM NO. 3: *Inquiry:* What is the County/BOE's position on leveraging an Energy Savings Performance Contract (ESPC) as an alternative approach for completing the Investment Grade Audit and implementing the selected ECMs?

Response: Offeror's are to respond to what is requested in the RFP only, substitute proposals will not be considered and may deem the offeror's response as non-responsive or non-responsible.

ITEM NO. 4: *Inquiry:* During the meeting the School Board folks indicated that the winner of this bid would not be eligible to perform the work that would be outlined in the Document. We need more clarification on that. Is this just for the School buildings or is this for all building involved in this response?

Response: Please see the response to Item No. 2 in this Addendum.

ITEM NO. 5: *Inquiry:* RFP Letter, p2: is the 5% bid bond necessary for this proposal as it is for consulting services, not construction services?

Response: A bid bond will not be required for this consulting service.

ITEM NO. 6: *Inquiry:* RFP page 4: we typically don't include structural assessments in an energy audit. Can you confirm that a structural engineer is required and if yes for to what extend?

Response: We intend for this to be a detailed energy audit and believe that a structural engineer may be needed to determine the viability of the proposals.

ITEM NO. 7: Refer to the RFP document, Page 14, Request for Proposals, Letter R, Selection Process; **ADD**, this language after the second sentence in number 2:

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

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The Qualification & Experience/Technical Proposals will be scored by the committee using the following point system. Acceptable proposals will have an average score of 75 or above.

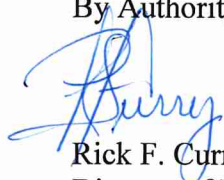
Evaluation Criteria:

1. Qualification and Project Experience	15 pts
2. Project Management	25 pts
3. Technical Approach	40 pts
4. Financial Approach	10 pts
5. <u>Innovation</u>	<u>10 pts</u>
TOTAL	100 pts

ITEM NO. 8: Refer to the Request for Proposals document, Section U - Terms and Conditions; **ADD**, Attachment C (consisting of two (2) pages), as Item No. 20 for Additional Terms and Conditions relating to work for the Board of Education.

ITEM NO. 9: **ADD** Attachment D consisting of twelve (12) pages after Attachment C.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

Terms and Conditions:

- **NON-HIRING OF EMPLOYEES** - No employee of the Owners shall be employed or encouraged to become employed by the Offeror.
- **MANDATORY DISCLOSURE** - The Offeror proposing to provide services to the Owners shall agree to comply with Maryland State Finance and Procurement Code Ann. S21-202 which requires that every business that enters into contracts, leases or other agreements with the Owners and receives the aggregate \$100,000 or more during a calendar year shall, within thirty (30) days of the time when the \$100,000 is reached, file with the Secretary of State a list containing the names and addresses of its resident agent, each of its officers, and any individual who is beneficial owner of five percent (5%) or more of the contracting business.
- **COMPLIANCE WITH EPA/MDE REGULATIONS/STANDARDS** - Materials, supplies, equipment and/or services shall comply in all respects with applicable regulations/standards of Environmental Protection Agency (EPA) and Maryland Department of the Environment (MDE). The Offeror shall be responsible for any citations(s) received for non-compliance with EPA/MDE regulations/standards relating to any failure of performance/non-performance of the on-site technicians and/or employees of the Offeror for the project.
- **COMPLIANCE WITH OSHA/MOSHA REGULATIONS/STANDARDS** - Materials, supplies, equipment and/or services shall comply in all respects with applicable regulations/standards of Occupational Safety and Health Act (OSHA) and Maryland Occupational Safety and Health Act (MOSHA). The Offeror shall be responsible for any citation(s) received for non-compliance with OSHA/MOSHA regulations/standards relating to any failure of performance/non-performance of the on-site technicians and/or employees of the Offeror for the project.
- **PATENT INFRINGEMENTS** - The Offeror agrees to indemnify, protect and save harmless the Owners, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, arising out of purchase or use of materials, supplies, equipment or services covered by this contract.
- **OCCUPIED BUILDINGS** – Portions of the Work (investigations) under this resultant contract may take place while the identified buildings or schools are occupied by students and staff. The Offeror's Employees shall conduct themselves in a professional manner while on the Owners' premises. Any employee found to disregard the nature of the Owners' surroundings shall be removed from the premises.
- **TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT** - The Owners maintain a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in the Owners' facilities at all times. Persons found violating this policy will be requested to remove the product and themselves from the premises.
- **IMMIGRATION REFORM AND CONTROL ACT OF 1986** - The Consultant certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal immigration Reform and Control Act 1986.

- **ANTITRUST** - By entering into the contract, the Consultant conveys, sells, assigns, and transfers to the Owners all rights, title, and interest in and to all causes of action the Consultant may now have or hereafter acquire under the antitrust laws of the United States and Maryland, relating to the goods or services purchased or acquired by the Owner under said contract.
- **PROJECT STAFF** - The Owners will, throughout the life of this Agreement, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Consultant. If the Owners reasonably reject the staff or subcontractors, the Consultant must provide replacement staff or subcontractors satisfactory to the Owner in a timely manner and at no additional cost to the Owner. The day-to-day supervision and control of the Consultant's employees and subcontractors shall be the sole responsibility of the Consultant.
- **SEX OFFENDERS** - The Maryland General Assembly has enacted a law that prohibits a person who enters into a contract with Washington County Public Schools (WCPS) (Owner) from knowingly employing an individual to work at a school if the individual is a registered sex offender. It is your duty as a person or entity who has or, who may have, a contract with the Owner to confirm whether an individual you plan to assign to work at a WCPS school is a registered sex offender. A person who violates this law is guilty of a misdemeanor and or conviction is subject to imprisonment not exceeding five (5) years or fine not exceeding \$5,000 or both. In the event you assign an individual to work at a WCPS school and a claim or lawsuit is asserted against WCPS or any of its employees or agents as a result of such act or omission, you must indemnify and hold harmless WCPS and its employees and agents from any and all losses, expenses, litigation expenses, attorney's fees, court costs, settlements, judgments or the like.



MSDE Guidance for Md. Code, Educ. §6-113.2 (House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention)

The Maryland State Department of Education (MSDE) offers this guidance to assist public and nonpublic schools and contracting agencies with implementing the provisions of Md. Code, Educ. §6-113.2. The guidance does not include all of the statute’s requirements, nor does it constitute legal advice. Schools and contracting agencies should consult with their legal counsel in addressing the requirements of the statute.

GENERAL INFORMATION

1. What employers are covered by the law?

A local board of education, nonpublic school, or contracting agency (defined as an entity that contracts with a county board or nonpublic school to provide a service to a school or the students of a school).

2. When does the law take effect?

July 1, 2019. Anyone who is an “applicant” for a position on or after July 1, 2019 is covered by the law. Employers do not need to follow the law’s provisions for individuals who applied to positions prior to July 1, 2019.

3. What does the law require of employers and applicants for employment?

The law requires a county board, nonpublic school, or contracting agency to require an applicant for a position involving direct contact with minors to submit:

- 1) The contact information of the current employer, all former school employers, and all former employers of the applicant in which the applicant was employed in a position involving direct contact with minors;
- 2) A written consent form authorizing a current or former employer to release all records relating to child sexual abuse or sexual misconduct involving the applicant; and
- 3) A written statement of whether the applicant has:
 - a) been the subject of a child sexual abuse or sexual misconduct investigation by any employer, arbitrator, county board, state licensing agency, law enforcement agency, or child protective services agency (unless certain exceptions, detailed in the law, are met)
 - b) been disciplined, discharged, nonrenewed, or asked to resign from an employer, or has ever resigned or otherwise separated from employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct;
 - c) ever had a license or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of child sexual abuse or sexual misconduct.



4. What does the law require of prospective employers?

The law requires that a county board, nonpublic school, or contracting agency shall:

- 1) Review an applicant's employment history by contacting the current employer, all former school employers, and all former employers in which the applicant had direct contact with minors to request dates of employment and answers to the questions posed to applicants in question #3 (above).
- 2) Request a report from the MSDE regarding whether the applicant holds an active and valid certificate and has ever been the subject of professional discipline related to child sexual abuse or sexual misconduct.

5. What does the law require of current and former employers?

Within 20 days of receiving a request from a prospective employer, a current or former employer shall send the information required in question #3 (above) using a form approved by the MSDE. A current or former employer may also be required to produce additional information on an applicant (see #8 below).

6. Where can I find the employment history review form approved for use by the MSDE?

A copy of the form is attached to this guidance or can be found online at www.marylandpublicschools.org.

7. When must a prospective employer request the background information?

The law requires that a prospective employer review the applicant's employment history before hiring an applicant. See #17 for guidance on hiring an employee if a current or former employer has not responded to the request for information.

8. Does a current or former employer ever have to provide more information than what is required on the form?

Yes. If a prospective employer decides to further consider an applicant for employment after learning that a current or former employer has provided an affirmative response to one of the questions listed in #3, the prospective employer shall request additional information, including all records related to child sexual abuse or sexual misconduct. The current or former employer must provide this additional information within 60 days to both the prospective employer and the applicant.

9. Can an employer request more information from an applicant than is required under the law?

Yes. The law does not restrict a school or contracting agency from conducting further investigations of prospective employees or requesting applicants to provide additional background information.



10. Do the background information review requirements apply to current employees?

The requirements apply only to applicants for positions. Employers are not required to request background information on current employees. The law is silent on whether current employees who apply for new positions with the same employer where they would have direct contact with minors (thus becoming 'applicants' for a position) must complete the background information review. The MSDE encourages employers to apply the background information review requirements to all applicants for positions.

11. If an employer has already completed a background information review on an employee, must the employer request that same information if the employee becomes an applicant for a new position?

No. If a background information review has already been completed for all previous employers, there is no need to conduct a new one.

12. Must all former employers be contacted for background information?

The bill does not have a time limit on how far back in an employee's history one must go to retrieve background information. The MSDE recommends contacting all current employers, former school system employers, and former employers supplied by the applicant where an applicant had direct contact with minors.

13. What if a former employer is no longer in business?

A prospective employer should document all attempts to reach the former employer. If the former employer is out of business and no records are available, the prospective employer should document this information in the employee's personnel file.

14. Information does not have to be reported if a law enforcement agency found that the allegations were "unfounded." What does that mean?

Because law enforcement does not necessarily announce that allegations are "unfounded," prospective employers can consider the closing of an investigation to be the equivalent to "unfounded" charges.

15. Information does not have to be reported if a child protective services agency "ruled out" the allegations. What if the agency screens them out without an investigation?

This may be considered the equivalent of "ruled out" for purposes of the law.

16. How does a prospective employer receive information about an employee's "eligibility for employment or certification status" from the MSDE?

The law requires the MSDE to indicate whether an applicant "holds a valid and active certification appropriate for the position and is otherwise eligible for employment." The MSDE has information on whether an individual is certified in Maryland and in what areas, and whether there has ever been disciplinary action on a certificate, such as a suspension or revocation. It is ultimately up to the



individual employer to determine whether to hire an employee based on the certification information provided by the MSDE.

For local school systems, the MSDE will make this information available through the Education Information System (EIS). Access can be granted, under certain conditions, to trained local school system staff. Nonpublic schools and contracting agencies may contact the MSDE directly to obtain this information for applicants. If an applicant has never held a certificate, the MSDE will indicate that information in its response. A form requesting this information is available on the MSDE website at www.marylandpublicschools.org.

17. What must a prospective employer do if a current or former employer does not return the background information form? Can a prospective employer still hire the applicant?

The law does not prohibit hiring an employee solely because a current or former employer has failed to report the background information requested. The prospective employer must, however, document each attempt to contact the current or former employer. MSDE recommends using multiple methods, if available, including regular mail, e-mail, phone, or fax, in an attempt to reach the employer. If, after three documented attempts, the current or former employer still has not responded, the prospective employer may hire the employee, but should note what information is missing from the employee's background. The prospective employer must also report the violation of the law to the MSDE for further action (see #32 and #33 for further information).

18. May a prospective employer begin training an applicant/prospective employee prior to receiving the answers to the background information review?

Yes, but an applicant/prospective employee may not be hired until the prospective employer has either received answers to the questions from all current/former employers covered by the law or completed the process described in #17.

19. Are the employment history reviews required under this law considered to be public records?

No. "Information and records about an applicant received by a county board, nonpublic school, or contracting agency" under Md. Code, Educ. §6-113.2 are not a public record for purposes of the Maryland Public Information Act (PIA).

20. Can a former employer be held liable for disclosing information as part of an employment history review?

No. A person acting in good faith may not be held liable for disclosing any information or records related to child sexual abuse or sexual misconduct about a current or former employee unless the person acts with actual malice or intentionally or recklessly disclosed false information. This immunity is in addition to any other immunities provided by law.



21. Can a prospective employer use digital signatures or digital forms to comply with the law?

Yes. Any system should be a secure and reliable form of receiving the background review information.

22. Can a prospective employer charge an applicant for processing the background review forms?

The law is silent in this regard and the MSDE has no position. It is up to individual employers to decide whether to charge a fee with the application.

23. Can a prospective employer require an applicant to forward the forms to current and former employers?

While a prospective employer may have an applicant forward the background information review forms to current or former employers, the responses to the form should go directly to the prospective employer. Prospective employers should not accept completed forms from an applicant on behalf of current or former employers.

NONPUBLIC SCHOOLS

24. What types of nonpublic schools must comply with the law?

The law applies to all types of nonpublic schools in Maryland. The law does not distinguish between nonpublic schools that are MSDE-approved and those that are not.

CONTRACTING AGENCIES AND SUBSTITUTES

25. Does the law apply to substitutes?

Yes. The law requires an employment history review of applicants for substitute positions involving direct contact with minors before the initial hiring of the substitute employee or placement on an approved substitute employee list. The completion of an employment history review in one county does not relieve another county of also conducting an employment history review of a substitute. A contracting agency may perform the employment history review for a substitute employee and its review may be used by all prospective employers of a substitute.

26. When does a contracting agency have to conduct an employment history review?

A contracting agency shall conduct an employment history review at the time of initial hiring of, or contracting with, the employee/contractor or before the employee/contractor is assigned to work for a school entity in a position involving direct contact with minors.

27. How long is an employment history review conducted by a contracting agency valid?

As long as the employee/contractor continues to be employed by, or is contracting with, the hiring contracting agency.



28. Must a contracting agency keep records in connection with the employment history review?

Yes, a contracting agency must maintain a record of each employee's (or contractor's) employment history review and, on request of the school entity to which an employee/contractor is assigned, provide access to the contracting agency's records of that employee/contractor.

29. Must a contracting agency inform a school entity of affirmative responses to questions posed in the employment history review?

Yes. Before assigning any employee/contractor to work in a school entity in a position involving direct contact with minors, a contracting agency shall provide notice to the school entity of any affirmative responses.

30. Can a school object to a contracting agency placing a specific employee at the school?

Yes. The contracting agency must provide information about whether the employee/contractor has any history of child sexual abuse or sexual misconduct as discovered in the employment history review. Based on that information, a school may object to the assignment of a particular employee/contractor in a position involving direct contact with minors.

FAILURE TO COMPLY WITH THE LAW

31. What happens to an applicant who provides false information related to child sexual abuse or sexual misconduct?

The individual may face professional discipline in the form of termination or denial of employment and may also face suspension, revocation, or denial of a professional license issued by the MSDE. The MSDE is in the process of developing regulations related to this provision.

32. What happens to a current or former employer who does not provide the information and records required under the law?

The current or former employer may face civil penalties or professional discipline for willful violations of the law's requirements. The MSDE is in the process of developing regulations to address this provision. A current or former employer shall not be held liable for failing to respond if the laws of the State in which the employer is located prohibit the release of that information or disclosure is prohibited by a contract entered into on or before June 30, 2019. The MSDE plans to initially send warning letters to current and former employers who are not complying with the law to make them aware of the law's requirements.

33. What should a prospective employer do if it learns that an applicant has provided false information or encounters a current or former employer that refuses to respond to the background information form?

The violation of the law should be reported to the MSDE along with all relevant documents or other information.



34. What if an employer becomes aware that an employee provided false information after the employee has been hired or learns of pre-employment allegations of child abuse or sexual misconduct after hire?

The employer may make any employment offer contingent on the results of the background information review and/or take whatever employment action it deems necessary. In addition, false information provided by an applicant or employee should be reported to the MSDE.



MARYLAND STATE DEPARTMENT OF EDUCATION

REQUEST FOR INFORMATION ON AN APPLICANT'S CERTIFICATION STATUS

On behalf of _____, I am requesting the certification status of the following applicant for a position, pursuant to Md. Code, Educ. §6-113.2:

Name of Applicant (include any prior names): _____

Date of Birth: _____ Last Four Digits of Social Security Number: _____

Employer Requesting Information: _____

Employer Contact Name: _____

Address: _____

Phone: _____ Email: _____

.....
(to be filled out by the Maryland State Department of Education)

The above-listed individual:

1. Holds or has held a Maryland Educator Certificate ☐ yes ☐ no;

2. Is the Maryland Educator Certificate active? ☐ yes ☐ no; If yes, complete the following:

Type: _____ Validity: _____

Area(s): _____

3. Has had a certificate suspended, revoked, or denied in Maryland for reasons of child abuse or sexual misconduct ☐ yes ☐ no

Action taken (suspension, revocation, denial): _____

Date of action: _____

Cause: _____

☐ The individual has never held certification in Maryland

Date

Signature

Name of MSDE Employee



EMPLOYMENT HISTORY REVIEW FORM CHILD SEXUAL ABUSE AND SEXUAL MISCONDUCT

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland

TO:

Name of Current or Former Employer:	Contact Person:	Title:
Street Address:		City, State, Zip Code:
Telephone Number:	Fax Number:	E-Mail Address:

The Applicant named below is under consideration for a position with our entity. The State of Maryland requires that information must be obtained from current/former employers to ensure the safety of our students. The Applicant has reported previous employment with your entity. Please provide the information requested on this form within 20 calendar days as required by law to the prospective employer indicated at the bottom of the second page of this form. If you answer yes to any of these questions, you will need to provide additional information as requested by our entity.

Applicant's _____ Name _____ (First, _____ Middle, _____ Last):

Any former names: _____

TO BE COMPLETED BY CURRENT OR FORMER EMPLOYER:

Dates of Employment of Applicant: _____ to _____

Positions Held by Applicant: _____

To the best of your knowledge, has the Applicant named on this form ever:

- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any school system employer (unless the investigation resulted in a finding by the school system, the board of education, or an arbitrator that the allegations lacked sufficient evidence according to the policies of the employer)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any non-school system employer (unless the investigation resulted in a finding that the allegations lacked sufficient evidence according to the policies of the employer)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any state licensing agency (unless the investigation resulted in a finding that the allegations lacked sufficient evidence according to state law or the policies of the school system or nonpublic school employer)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any law enforcement agency (unless the investigation was closed without charges or resulted in a finding that the allegations were unfounded)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any child protective services agency (unless the investigation resulted in a finding that the allegations were ruled out or the allegations were screened out by the agency)?
- YES ☐ NO ☐ Been disciplined, discharged, nonrenewed, or asked to resign from employment, or resigned from or otherwise separated from any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or misconduct?
- YES ☐ NO ☐ Had a license, professional license, or certification suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child abuse or sexual misconduct?

Name of Employer Representative

Title

Signature of Employer Representative

Date

Phone Number

E-Mail Address

Under Maryland law, a person acting in good faith may not be held liable for disclosing any information or records related to child sexual abuse or sexual misconduct about a current or former employee's professional conduct or reason for termination of employment in accordance with the law unless the person acted with actual malice toward the employee or former employee or intentionally or recklessly disclosed false information about the employee or former employee. This immunity from liability shall be in addition to and not a limitation of any other immunity provided by law or any absolute or conditional privilege applicable to the disclosure of information or records or the Applicant's consent to the disclosure. Willful failure to respond to or provide the information requested on this form may result in civil penalties or professional discipline.

Applicant certification to be completed by the Applicant for the current employer, each former school employer, and each former employer where the Applicant was employed in a position involving direct contact with minors, as defined by Maryland law:

Applicant's Name (First, Middle, Last):	If no current or former applicable employment, check here <input type="checkbox"/>
Any former names by which the Applicant has been identified:	
Date of Birth:	Last 4 Digits of Applicant's Social Security Number:
Approximate dates of employment with the entity listed above:	
Position(s) held with the entity:	

TO BE COMPLETED BY THE APPLICANT:

Have you ever:

- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any school system employer (unless the investigation resulted in a finding by the school system, the board of education, or an arbitrator that the allegations lacked sufficient evidence according to the policies of the employer)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any non-school system employer (unless the investigation resulted in a finding that the allegations lacked sufficient evidence according to the policies of the employer)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any state licensing agency (unless the investigation resulted in a finding that the allegations lacked sufficient evidence according to state law or the policies of the school system or nonpublic school employer)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any law enforcement agency (unless the investigation was closed without charges or resulted in a finding that the allegations were unfounded)?
- YES ☐ NO ☐ Been the subject of a child sexual abuse or sexual misconduct investigation by any child protective services agency (unless the investigation resulted in a finding that the allegations were ruled out or the allegations were screened out by the agency)?
- YES ☐ NO ☐ Been disciplined, discharged, nonrenewed, or asked to resign from employment, or resigned from or otherwise separated from any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or misconduct?
- YES ☐ NO ☐ Had a license, professional license, or certification suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child abuse or sexual misconduct?

By signing this form, I understand that if I provide false information or willfully fail to disclose material information required by this form I will be subject to professional discipline up to and including termination and denial of employment, and any other criminal or civil penalties in accordance with state law and regulations. I hereby authorize the employer named on this form to release the requested information, and any other information permitted by law, to the entity listed below. I release, waive and discharge the employer identified on this form and the entity named below from any and all liability of any kind that may arise from the disclosure and use of the information provided on this form.

Signature of Applicant

Date

Please return this form to:

School Entity/Contracting Agency:	Contact Person:	Title:
Street Address:	City, State, Zip Code:	
Phone Number:	Fax Number:	E-Mail Address:

[EMPLOYER USE ONLY] -- Date Form Received: _____

Received by: _____



MARYLAND STATE DEPARTMENT OF EDUCATION

MD. CODE, EDUC. §6-113.2 EMPLOYER REPORT

Pursuant to Md. Code, Educ. 6-113.2, I am reporting a current or former employer that has not responded to our request for information on the employment background of an applicant for a position.

Name of Current/Former Employer: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

We have made the following attempts to contact the above-named employer (please list all attempted contacts, dates, means used to contact the current or former employer, and any response):

Please include/attach any supporting documentation or other information relevant to this report.

Individual Making Report: _____

Title: _____

Employer: _____

Address: _____

Phone: _____ Email: _____



MARYLAND STATE DEPARTMENT OF EDUCATION

MD. CODE, EDUC. §6-113.2 APPLICANT REPORT

Pursuant to Md. Code, Educ. 6-113.2, I am reporting an applicant who may have provided false information or failed to disclose information related to his or her employment background.

Name of Applicant: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Is this individual certified in Maryland? Yes _____ No _____

Please include/attach any supporting documentation or other information relevant to this report.

Individual Making Report: _____

Title: _____

Employer: _____

Address: _____

Phone: _____ Email: _____