**REQUEST FOR PROPOSALS**

**Behavior Management and Support System**

**RFP #010.23.B5**

To All Interested Offerors:

The Howard County Public School System (HCPSS) invites your submittals for a professional Behavior Management and Support System, for use throughout the Howard County Public School System as assigned. The goal for the Behavior Management and Support System is to expand the current continuum to include additional services and supports to address students’ mental health and social/emotional therapeutic needs.

RFP documents may be obtained July 6, 2022 on the Howard County Public School System website, [Behavior Management and Support System | Purchasing (hcpss.org)](https://purchasing.hcpss.org/solicitation/010.23.b5).

The Purchasing Office contact for this project is Lindsay Unitas, [lindsay\_unitas@hcpss.org](mailto:lindsay_unitas@hcpss.org).

**Submittals shall be submitted electronically via email in their entirety (all pages) in PDF format no later than July 27, 2022 at 1:00 p.m. EST** to [bidsandproposals@hcpss.org](mailto:bidsandproposals@hcpss.org). Proposals that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a zip file. To ensure delivery, if file size cumulatively exceeds 75MB, it is recommended that Offerors submit separate emails labeled No. 1, No. 2, etc.

Late submittals will not be considered. It is the responsibility of each Offeror to ensure that its submittal is delivered to the proper place prior to the scheduled closing date and time.

It is the Offerors sole responsibility to regularly visit the HCPSS Purchasing website listed above to download and acknowledge receipt of all Addenda. It is highly recommended that offerors ascertain if they have received all the addenda issued prior to submitting their proposal. Failure of any Offeror to receive any such Addenda or interpretation may not relieve such Offeror from obligation under his/her proposal as submitted.

**All questions should be directed, in writing via email, no later than Monday, July 18, 2022 at 11:00 a.m. EST**, to the contact above. The Howard County Public School System is under no obligation to respond to any questions that are received after the cutoff date and time. Only answers provided via addenda issued by the HCPSS will be binding. Under no circumstances are Offerors, including third party vendors or their staff, to contact any other HCPSS staff, employees, or any related constituency for purposes associated with this solicitation, including but not limited to, obtaining or providing information. Offerors failing to comply with this requirement may be disqualified.

The Howard County Public School System reserves the right to reject in whole or in part any and all submittals.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached NO BID REPLY form if your firm does not wish to bid on this project. This form may be emailed to [lindsay\_unitas@hcpss.org](mailto:lindsay_unitas@hcpss.org).

Sincerely,

Lindsay Unitas

Procurement Specialist