



The District of Columbia Approved Basketball Officials Association
(a.k.a IAABO Board 12)
10606 Cavalier Drive
Silver Spring, MD 20901
301-924-5884

Mr. Robert B. Gill
Howard County Public School System, Purchasing
10910 Clarksville Pike (Route 108)
Ellicott City, MD 21042

Re: Bid- Winter Athletic Sports Referee Officials Services - Bid #004.23.B4

Dear Mr. Robert Gill,

It pleases me to submit IAABO Board 12's bid for Winter Athletic Sports Referee Officials Services (Bid #004.23.B4) for basketball officials for this coming season. All the required information can be found below this cover letter.

If you have any questions or issues with the document, I can be reached at 301-924-5884.

Regards,

Douglas A Buschman

Commissioner, IAABO Board 12

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

**WINTER ATHLETIC SPORTS REFEREE OFFICIALS SERVICES
(Basketball, Wrestling)
BID #004.23.B4**

BID PRICE SHEET

Bidder: The District of Columbia Approved Basketball Officials Association

Date: September 17, 2022

Sport Category (Check only ONE (1) Single Sport Category per Price Sheet):

☒ Basketball

☐ Wrestling

Mr. Robert B. Gill
Howard County Public School System, Purchasing
10910 Clarksville Pike (Route 108)
Ellicott City, MD 21042

The undersigned hereby submits a bid price to furnish and deliver the Athletic Referee Official Services for the above single checked sports category as set forth in Bid #003.18.B4. The entire bid document including The General and Special Terms and Conditions, Specifications, any addenda, drawings, and the bid price will be part of any resulting contract. Having received clarification on all matters upon which any doubt arose, the undersigned proposes to furnish and deliver the specified sports category Athletic Referee Officials Services for the guaranteed pricing below, inclusive of overhead, profit and other costs possible in providing the service required in this solicitation:

I. PRICE BY SPORT CATEGORIES

Contractors wishing to bid on more than one sports category must submit a separate Bid Price Sheet and all the required forms and documentation in separate envelopes for each sport category they are wishing to bid on. Only those prices for the particular sport category that matches the single category checked above should be completed below. All other unchecked sports categories should be left blank. If a price is mistakenly entered into a sports category that was not checked above, it will be ignored. If an item below is left blank under the sports category that is checked above, that item will be considered no cost. All item prices should be for each Official Per game. Please be sure to review your entries to confirm they are correct prior to submission.

A. Basketball

Varsity Official Fee	\$		each official per game
Junior Varsity Official Fee	\$		each official per game
Scrimmage Official Fee	\$		each official per game

List any Additional Costs or Fees involved in the providing the services required in this solicitation: None

FORM CONTINUES ON NEXT PAGE

B. Wrestling

Varsity Dual Meet Fee	\$ _____	each official per meet
Junior Varsity Dual Meet Fee	\$ _____	each official per meet
Travel Fee *	\$ _____	each official per meet *

* *Travel Fees are only paid to out of county officials only.*

TOURNAMENT FEE/HOUR ***

Varsity Fee ***	\$ _____	per hour per official ***
Junior Varsity Fee ***	\$ _____	per hour per official ***
Travel Fee *	\$ _____	each official per meet *

* *Travel Fees are only paid to out of county officials only.*

*** Tournament Hourly Fees shall be calculated by dividing the Dual Meet Fee you provided above by 2 and adding \$1.00, rounding up or down where applicable.

List any Additional Costs or Fees involved in the providing the services required in this solicitation: _____

II. ORGANIZATION INFORMATION

The District of Columbia Approved Basketball Officials Association		50+
Name of Organization 10606 Cavalier Drive		years in business
Street Address		
Silver Spring	MD	20901
City	State	Zip
301-924-5884		www.board12.org
Telephone#	Fax #	Web Page

III. CONTACT FOR INSIDE CONTRACT ADMINISTRATION

In the event your Organization receives a contract as a result of this Invitation for Bid, please designate an inside person whom we may contact during the period of the contract for prompt contract administration:

Name	Doug Buschman	Title	Commissioner
Address	_____	Phone	301-924-5884
	_____	Fax	_____
e-mail	commissioner@board12.org	Pager/cellular	_____

FORM CONTINUES ON NEXT PAGE

IV. RECEIPT OF ADDENDA

Addendum: 1 Dated: Sept 13, 2022
Addendum: Dated:
Addendum: Dated:
Addendum: Dated:
Addendum: Dated:

Received: ☒
Received: ☐
Received: ☐
Received: ☐
Received: ☐

V. SURVEY

For information purposes, please advise by what methods you were informed of this solicitation. Your response would be very much appreciated.

E- Maryland Marketplace (Y/N)

Contractor:

Ad House: Name of Ad House

Other: **Website and email**

FORM CONTINUES ON NEXT PAGE

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

BID SIGNATURE SHEET

A. Bidder's Certification

1. I/we hereby propose to furnish and deliver supplies and or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or Lumber and is in all respects fair and without collusion or fraud.
2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.
3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.
4. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.
5. I hereby certify that I am authorized to sign for the bidder.

B. Vendor/Contractor Disqualification - Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

The District of Columbia Approved Basketball Officials Association	
(company name)	
10606 Cavalier Drive	
(street address)	
Silver Spring, MD 20901	
(city, state and zip)	
301-924-5884	
(telephone number)	
Douglas A Buschman	
(person authorized to sign bids)	
Commissioner	
(title of authorized representative)	
• • • • •	September 13, 2022
(signature and date of authorized representative)	
commissioner@board12.org	
(E-mail Address for authorized representative)	

End of Form

CHECK LIST FOR BID SUBMISSION

Each Separate Sport Category bid submission package should include the following:

<u> X </u>	Bid Price Sheet and Signature Page
<u> X </u>	Experience/Reference Forms
<u> X </u>	Profile of Company Form and Attached Training and Evaluation Overviews
<u> X </u>	Certification of insurance Coverage (Attachment B)
<u> X </u>	Affidavit
<u> </u>	

BID ENVELOPE PREPARATION

1. Bidders shall supply all data required on the enclosed bid forms. Firms are hereby advised that failure to use or fully complete the Howard County Public Schools Bid Forms as defined herein for the submission of Bids may result in their submittal being determined to be technically non-responsive.
- 2 Bid proposals for each Sports Category (Basketball, Wrestling) must be submitted separately via e-mail in accordance with the instructions on the Invitation to Bid.
Contractor wishing to bid on more than one sports category must submit a separate bid price sheet and all the required forms and documentation in separate e-mails for each sport category they are wishing to bid on. Bidder must identify on each e-mail which sport category is enclosed along with the Bid number and title.
- 3 Proposals must be neat, legible, and signed by an authorized officer of the company. The person signing the bid must initial erasures or changes to the forms. Blank spaces must be filled in either ink or typewritten. Lines left blank will be considered a zero cost.
- 4 Any bid proposal received after the time and date specified, or at a different location than specified in this document, will not be opened or given any consideration.

END OF FORM

ATTACHMENT A

INSURANCE REQUIREMENTS

1 - General Insurance Requirements:

1.1 - The Contractor shall not commence Work until he has obtained at his own expense all of the insurance as required hereunder and such insurance has been approved by the Board of Education of Howard County Maryland; nor shall the Contractor allow any Subcontractor to commence Work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Contractor will be granted only after submission to the Board of Education of Howard County Maryland of original, signed certificates of insurance or, alternately, at the Board of Education of Howard County Maryland's request, certified copies of the required insurance policies.

1.2 - The Contractor shall require all Subcontractors to maintain during the term of this agreement, commercial general liability insurance, business automobile liability insurance, and Workers' Compensation and employers' liability insurance, in the same manner as specified for the Contractor. The Contractor shall furnish Subcontractors' certificates of insurance to the Board of Education of Howard County Maryland immediately upon request.

1.3 - All insurance required hereunder shall include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until sixty (60) days prior written notice has been given to the Board of Education of Howard County Maryland."

The phrases "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.

1.4 - No acceptance and/or approval of any insurance by the Board of Education of Howard County Maryland shall be construed as relieving or excusing the Contractor, or the Surety, or his bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Contract Documents.

1.5 - The Board of Education of Howard County Maryland and its elected or appointed officials, agents and employees are to be named as an additional insured under all coverages except Workers compensation and business automobile liability, and the certificate of insurance, or the certified policy, if requested, must so state this. Coverage afforded under this paragraph shall be primary as respects the Board of Education of Howard County Maryland, its agents and employees.

1.6 - The Contractor shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the Work. The Contractor assumes all risk for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from the action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted Work, until final acceptance of the Work by the Board of Education of Howard County Maryland.

1.7 - Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Contractor fail to provide acceptable evidence of current insurance within seven days of written notice at any time during the contract term, the Board of Education of Howard County Maryland shall have the absolute right to terminate the contract without any further obligation to the Contractor, and the Contractor shall be liable to the Board of Education of Howard County Maryland for the entire additional cost of procuring performance and the cost of performing the incomplete portion of the contract at time of termination.

1.8 - Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the Board of Education of Howard County

Maryland from supervising or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the Subcontractors and any persons employed by the Subcontractor.

1.9 - Nothing contained in the specifications shall be construed as creating any contractual relationship between any Subcontractor and the Board of Education of Howard County Maryland. The Contractor shall be fully responsible to the Board of Education of Howard County Maryland for the acts and omissions of the Subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

1.10 - Precaution shall be exercised by the Contractor at all times for the protection of persons, (including employees) and property. All existing structures, utilities, roads, services, trees and shrubbery shall be protected against damage or interruption of service at all times by the Contractor and its Subcontractors during the term of the contract, and the Contractor shall be held responsible for any damage to property occurring by reason of its operation on the property.

1.11 - If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage, satisfactory to the Board of Education of Howard County Maryland, may be considered. Written requests for consideration of alternate coverages must be received by the Board of Education of Howard County Maryland at least ten Working days prior to the date set for receipt of bids or proposals. If the Board of Education of Howard County Maryland denies the request for alternate coverages, the specified coverages will be required to be submitted.

1.12 - All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland and acceptable to the Board of Education of Howard County Maryland. The insurers must also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports, unless the Board of Education of Howard County Maryland grants specific approval for an exception.

1.13 - The Board of Education of Howard County Maryland will consider any deductible amounts as part of its review of the financial stability the Contractor. Any deductibles shall be disclosed by the Contractor, and deductible amounts are the responsibility of the Contractor.

2 - Contractor's Liability Insurance - "Occurrence" Basis:

2.1 - The Contractor shall purchase the following insurance coverages:

2.1.1 - Commercial general liability with a minimum limit of \$1,000,000 per occurrence, \$1,000,000 annual aggregate including all of the following:

- i. General aggregate limit is to apply per project;
- ii. Premises/operations;
- iii. Actions of independent Contractors;
- iv. Products/completed operations to be maintained for two years after completion of the Work;
- v. Contractual liability including protection for the Contractor from claims arising out of liability assumed under this contract;
- vi. Personal injury liability including coverage for offenses related to employment;

- vii. Explosion, collapse, or underground (XCU) hazards (confirmation of underground hazard coverage must be confirmed by either certificate of insurance or in writing by Contractor's agent, broker or insurer);

2.1.2 - Business automobile liability including coverage for any owned, hired, or non-owned motor vehicles and automobile contractual liability with a limit of \$1,000,000 per accident; uninsured motorist coverage at minimum statutory limits.

2.1.3 - Workers compensation with statutory benefits as required by Maryland law or the U. S. Longshoremen's and Harbor Workers' Compensation Act, or other laws as required by labor union agreements, including standard other states coverage; employers' liability coverage with limits of \$100,000 per accident, \$100,000 per employee for disease, and a \$500,000 disease policy limit.

2.1.4 - Total limit requirements of 2.1.1, 2.1.2 and 2.1.3 may be met by a combination of primary and umbrella excess liability coverage.

2.1.5 - Aircraft liability including coverage for any owned, hired or non-owned aircraft utilized in the project (e.g. installation of HVAC unit on school roof) with a minimum limit of \$ NA per occurrence applicable to aircraft while in flight or in motion. A higher limit may be required by the Board of Education of Howard County Maryland upon exposure review.

3 - Commercial General or Other Required Liability Insurance - "Claims Made" Basis

3.1 - If commercial general or other liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions:

- i. Agree to provide certificates of insurance evidencing the above coverages for a period of two years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors' or Subcontractors' Work under this contract, or
- ii. Purchase an extended (minimum two years) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

Attachment B

CERTIFICATION OF INSURANCE COVERAGE

WINTER ATHLETIC SPORTS REFEREE OFFICIALS SERVICES
(Basketball, Wrestling)
BID #004.23.B4

Please check one below:



I certify that if awarded this contract all of the referees that will be assigned to service this contract will be registered with The Maryland Public Secondary Schools Athletic Association (MPSSAA) and will be covered under their insurance for Coaches and Officials for the full term and any renewals of the contract.



Our organizations Officials are not registered with MPSSAA, but are registered with another association that provided insurance coverage which meets or exceeds the insurance requirements set forth in Attachment "A" of this Bid Document. We certify that if awarded this contract, all of the referees that will be assigned to service this contract will have the required insurance coverage for the full term and any renewals of the contract.

**** Please note that a copy of the Insurance coverage and proof of coverage must be included with your submittal for review and approval by HCPSS.**



I certify that if awarded the contract our organization will provide within ten days of the award letter a Certification of Insurance from our organizations insurance carrier to cover all of the referees that will be assigned to service this contract. This coverage will meet or exceed the Insurance Requirements set forth in Attachment "A" of this Bid Document for the full term and any renewals of the contract.

Submitted by:

The District of Columbia Approved Basketball Officials Association

(company name)

10606 Cavalier Drive

(street address)

Silver Spring, MD 20901

(city, state and zip)

301-924-5884

(telephone number)

Douglas A Buschman

(Name of person authorized to sign)

Commissioner

(title of authorized representative)

.....

(signature and date of authorized representative)

commissioner@board12.org

(E-mail Address for authorized representative)

Bidder: The District of Columbia Approved Officials Association (aka IAABO Board 12)

Sport Category: Basketball Officials

IAABO Board 12's Insurance Information

All Board 12 officials are registered with MPSSAA, through DragonFly, and covered by MPSSAA insurance, and they will be for the full term of the contract. We contacted MPSSAA the day after the pre-bidders' conference asking for a copy of the insurance certificate, but we have not heard back from them. We also contacted, Ken Kazmarek, Coordinator of Officials for Maryland Public Secondary Schools Athletic Association (MPSSAA), requesting his assistance and he said, via email, "I can verify to your county supervisor you are an MPSSAA approved association." As soon as we receive the certificate from MPSSAA we will forward it to your office.

Since we are also an IAABO Board we are also covered by IAABO insurance. The current year's certificate is below; the insurance is renewed annually by IAABO International. Once the new certificate is issued, October 15, a copy will also be provided to your office.



The District of Columbia Approved Basketball Officials Association – IAABO Board 12
10606 Cavalier Drive, Silver Spring, MD 20901
Contact Us: 301-924-5884 or commissioner@board12.org



INTEASS-03

ESTANTON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBIZ Borden Perlman 200 Princeton South Corporate Center 200 Charles Ewing Blvd., Suite 330 Ewing, NJ 08628	CONTACT NAME: Eileen Stanton	
	PHONE (A/C, No, Ext): (609) 482-2207 127	FAX (A/C, No): (609) 895-1468
	E-MAIL ADDRESS: eileen.stanton@cbiz.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Markel Insurance Company	38970
INSURED International Association of Approved Basketball Officials, Inc. PO Box 355 Carlisle, PA 17013-0355	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Official			3602AH007727-9	10/15/2021	10/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

All IAABO members in the continental US are covered under this General Liability policy

Certificate Holder is named as Add'l Insured with respects to the operations of the Named Insured

EVIDENCE OF COVERAGE FOR:

IAABO Board #12

The Board of Education of Howard County Maryland and its Elected or Appointed Officials, Agents & Employees are named as Additional Insured, with primary status

CERTIFICATE HOLDER

CANCELLATION

Board of Education of Howard County Maryland

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
9/14/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME:	SPORTS	
		PHONE (A/C, No. Ext):	800-441-3994	FAX (A/C, No):
		E-MAIL ADDRESS:	KK.SPORTS@KANDKINSURANCE.COM	
		INSURER(S) AFFORDING COVERAGE	NAIC #	
		INSURER A:	SCOTTSDALE INSURANCE COMPANY	
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

INSURED NATIONAL FEDERATION OF STATE HIGH
D/B/A NFHS
SCHOOL ASSOCIATIONS
PO BOX 690
INDIANAPOLIS, IN 46206

COVERAGES**CERTIFICATE NUMBER:**

2063903

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <u>Owners & Contractors</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N	N	KRS0009188500	12:01AM 7/01/22	12:01AM 7/01/23	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 500000 MED EXP (Any one person) 5000 PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE 5000000 PRODUCTS-COMP/OP AGG 5000000 Part Lgl Liab 1000000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			XKS0009188700	12:01AM 7/01/22	12:01AM 7/01/23	EACH OCCURRENCE 1000000 AGGREGATE 1000000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER-STATUE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

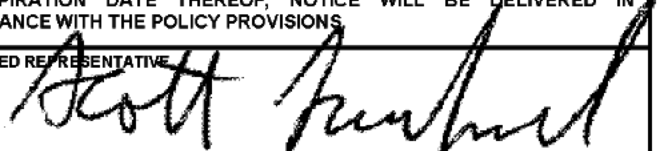
SEXUAL ABUSE/MOLESTATION \$1,000,000 PER OCC/\$2,000,000 AGG.
 NFHS OFFICIAL: NATE ZUCKERBERG - IAABO BOARD 12.
 PROOF OF INSURANCE.

CERTIFICATE HOLDER**CANCELLATION**

HOWARD COUNTY, MD PUBLIC SCHOOLS
 42 TIVOLI LAKE CT
 SILVER SPRING, MD 20906

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



EXPERIENCE/REFERENCE FORM

A total of three (3) Experience/Reference Forms must be provided for each sport category (Basketball, Wrestling) that you are submitting a bid for service.

Bidder: **The District of Columbia Approved Basketball Officials Association**

Sport Category: **Basketball**

1. Customer Name: **Montgomery County Public Schools**
2. Customer Address: **850 Hungerford Drive, Rm. 174 Rockville, Maryland 20850**
3. Contact Name and Title: **Dr. Jeffrey K. Sullivan, CMAA**
4. Contact Person Phone #: **[REDACTED]**
5. Contract Persons E-mail Address: **"Sullivan, Jeffrey K" <Jeffrey_K_Sullivan@mcpsmd.org>**
6. How many year of service: **35+ Years**
7. Commencement Date: **current contract June 30, 2021** Termination date: **June 30, 2024**
8. Is this contract renewable? yes ☒ no ☐
9. If yes to the above, was the contract renewed? And if not, why not? **It is a 3 year contract that is a follow on to numerous 3 year contracts**
10. Annual Dollar amount of contract: **\$168,852**
11. What was the nature of your service and list any similarities to HCPSS requirements:
Provide certified basketball officials for all high school basketball games, including boys and girls, Varsity and JV, as well as for boys and girls Middle School games.

Cited references must be able to confirm, without reservation, your company's ability to provide the level of service mandated in this solicitation. Contact information is to be accurate. The Owner will not be responsible for errors, non-working numbers or persons that are no longer employed by the firm or do not respond. Howards County Board of Education reserves the right to reject any bid based on an unsatisfactory reference. The Board of Education also reserves the right to request additional references as needed.

EXPERIENCE/REFERENCE FORM

A total of three (3) Experience/Reference Forms must be provided for each sport category (Basketball, Wrestling) that you are submitting a bid for service.

Bidder: **The District of Columbia Approved Basketball Officials Association**

Sport Category: **Basketball**

1. Customer Name: **Washington Capital Athletic Conference (WCAC)**
2. Customer Address: **191 I St., NW, Washington DC 20001**
3. Contact Name and Title: **Joe Reyda AD Gonzaga & WCAC Coordinator**
4. Contact Person Phone #: **[REDACTED]**
5. Contract Persons E-mail Address: **jreyda@gonzaga.org**
6. How many year of service: **50+**
7. Commencement Date: **Ongoing contract** Termination date: **Ongoing contract**
8. Is this contract renewable? yes ☒ no ☐
9. If yes to the above, was the contract renewed? And if not, why not? **The contract continues to be renewed**
10. Annual Dollar amount of contract: **\$73,519**
11. What was the nature of your service and list any similarities to HCPSS requirements:
Provide officials for all home games for the 11 schools which have a boys
basketball program. Varsity games are 3 person, and JV and Freshman games
are 2 person.

Cited references must be able to confirm, without reservation, your company's ability to provide the level of service mandated in this solicitation. Contact information is to be accurate. The Owner will not be responsible for errors, non-working numbers or persons that are no longer employed by the firm or do not respond. Howards County Board of Education reserves the right to reject any bid based on an unsatisfactory reference. The Board of Education also reserves the right to request additional references as needed.

EXPERIENCE/REFERENCE FORM

A total of three (3) Experience/Reference Forms must be provided for each sport category (Basketball, Wrestling) that you are submitting a bid for service.

Bidder: **The District of Columbia Approved Basketball Officials Association**

Sport Category: **Basketball**

1. Customer Name: **The Bullis School**
2. Customer Address: **10601 Falls Rd, Potomac, MD 20854**
3. Contact Name and Title: **Bruce Kelley**
4. Contact Person Phone #: **[REDACTED]**
5. Contract Persons E-mail Address: **bruce_kelley@bullis.org**
6. How many year of service: **10+**
7. Commencement Date: _____ Termination date: **June 2023**
8. Is this contract renewable? yes ☒ no ☐
9. If yes to the above, was the contract renewed? And if not, why not? _____
The contract with Bullis has been renewed for over 20 years
10. Annual Dollar amount of contract: **\$15,902**
11. What was the nature of your service and list any similarities to HCPSS requirements:
Provide basketball officials for all the school's games; High School Boys and Girls
Freshman, JV and Varsity, and their Middle school teams.

Cited references must be able to confirm, without reservation, your company's ability to provide the level of service mandated in this solicitation. Contact information is to be accurate. The Owner will not be responsible for errors, non-working numbers or persons that are no longer employed by the firm or do not respond. Howards County Board of Education reserves the right to reject any bid based on an unsatisfactory reference. The Board of Education also reserves the right to request additional references as needed.

PROFILE OF COMPANY FORM

Comprehensive Description of Organization

Complete for local office which will be performing The Howard County Public School System Service

Company Name: **The District of Columbia Approved Basketball Officials Association** Phone #: **301-924-5884**
Company Address: **10606 Cavalier Drive** Fax #: **None**
Silver Spring, MD E-mail: **commissioner@board12.org**
20904 Web Page: **www.board12.org**

Date of Incorporation: **January 17, 1975** State of Incorporation: **District of Columbia**

Number of Years in business under present name: **50+**

Number of Years working in a School System: **50+**

Other or former names under which your organization has operated: **None**

Percent (%) of Work Performing:

Basketball Referee Official Services **100%**
Wrestling Referee Official Services **%**
(list) _____ Other service **%**

Name of Principal(s) and Title(s):

Jim White - President

Mike Davis - Treasurer

Doug Buschman - Commissioner

History of Firm (attach additional sheets as necessary):

The District of Columbia Approved Basketball Officials Association is the third largest IAABO Board in the United States. Consisting of more than 320 members, and 25,000 assignment in a year. We provide officials for public and private school games, local and national tournaments, and recreational/developmental leagues in the greater DC metropolitan area. We have provided officials for HCPSS for over 10 years.

Total Number of Employees: **5**

Number of Office Personnel: **5**

Number of Field Employees: **N/A**

Number of Other: **321 Officials**

Has your Organization in the last five years, ever had a contract terminated for any reason? Yes ☐ No ☒

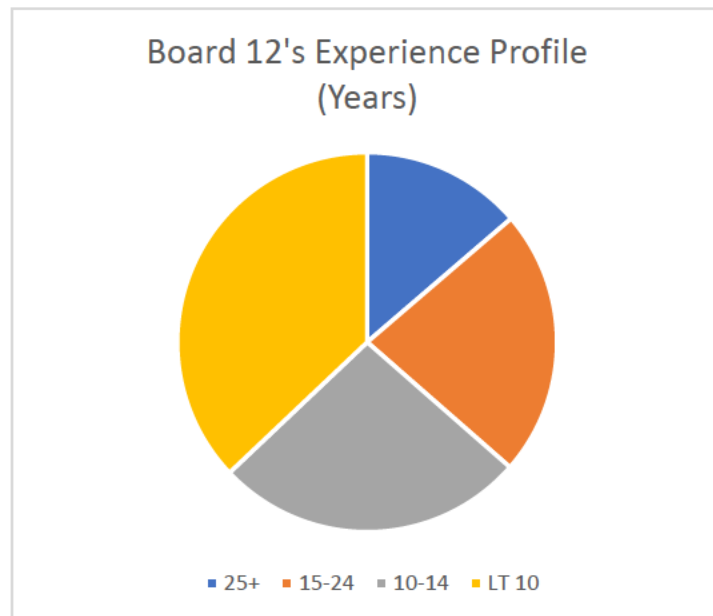
If Yes, Explain: _____

Total Company Annual Dollar Volume for Athletic Referee Official Services Contractor work:

2019 \$ **~1,100,000** 2020 \$ **~50,000** 2021 \$ **~1,000,000**
pandemic year

Please attach a brief, but informative overview of the programs your organization has in place to provide continuing education and training opportunities for your Referee Officials to maintain up to date knowledge and skills in the sport areas they serve. Please also describe the process that your organization utilizes to evaluate and retain good Athletic Sports Referee Officials. (Attach Sheets to this form)

IAABO Board 12's Profile in a Glance



- 321 IAABO Certified Officials – Our number of officials has returned to pre-pandemic levels
- 100+ Officials with college officiating experience
- 20 State Tournament Officials Last year
- Diverse Membership
 - 56% Minority Race
 - 11% Female
- For more than 8 years, all Officials have Certified background check conducted by Nation Center for Safety Initiative (NSCI), now part of SportsEngine
- All officials required to pass the MPSSAA Rules Exam.

In a normal year, Board 12 has 25,000 assignments. We provide officials for public and private schools, regional and national tournaments, as well as recreational and development leagues in the Greater Washington DC metropolitan area. We provide officials to over 230 schools. Our officials are experienced in both 2 and 3-person officiating.

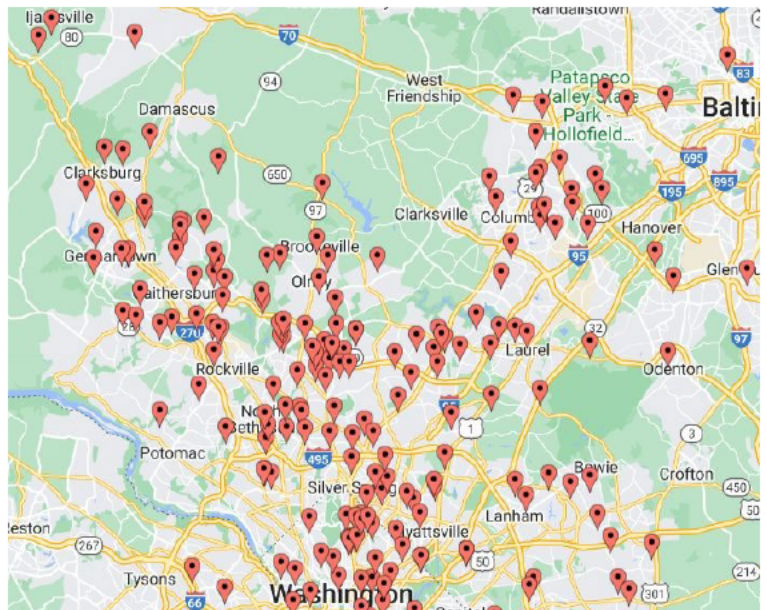
Our Current Customers include:

Howard County Public School System (10+ Yrs.), Montgomery County Public Schools (35+ Yrs.), WCAC Boys (50+ Yrs.), IAC (50+ Yrs.), MAC (50+ Yrs.), ISL (30+ Yrs.), PVAC (50+ Yrs.), WSSL (50+ Yrs.), and Montgomery County Recreation (50+ Yrs.)

Our National Tournaments include:

National Hoops Fest, Bullis Classic, Charm City Classic, DeMatha Christmas, MD Private School Championship, Morgan Wootten Tip-off Tournament, Quaker Classic, and Xaverian Classic

Geographic Distribution of Board 12 Officials



Bidder: The District of Columbia Approved Officials Association (aka IAABO Board 12)

Sport Category: Basketball Officials

IAABO Board 12's Education Programs

- Board 12's Exclusive Summer Camp at the University of Maryland – Annually
- Monthly Education Session during the Off-Season (May to October) with 4 different Speaker every month
- 5 Rules Interpretation Meeting during the Winter Season conducted by the State Interpreter
- 9 Video Breakdown Classes – Annually
- Video Library Server containing games for officials to review
- All Board 12 Officials must pass the NFHS/MPSSAA exam annually. MPSSAA requires 70% to pass, Board 12 requires 90%
- Video plays are send weekly to every Board 12 officials for review and online discussion.
- Board 12's "New Officials" education program includes 12 classes to teach new officials the rules as well as the art of officiating.

IAABO Board 12's Evaluation Programs

- Board 12 has 4 "retired" officials who observer and evaluate officials during the season.
- The Commissioner, and Assistant Commissioners, attend games and review video of games to observe officials.
- Board 12 has a "Ranking Committee," who assists the Commissioner in determining the correct level game (HS Varsity, HS JV, or Recreation) each official should be working.
- Every Varsity official provides feedback to the Commissioner on the JV officials working the game before their game.



The District of Columbia Approved Basketball Officials Association – IAABO Board 12
10606 Cavalier Drive, Silver Spring, MD 20901
Contact Us: 301-924-5884 or commissioner@board12.org

APPENDIX E

AFFIDAVIT

Special Instructions: An authorized representative of the offeror needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, **Douglas A Buschman**, being duly sworn, depose and state:

1. I am the **Commissioner** (officer) and duly authorized representative of the firm (the "Firm") The District of Columbia Approved Basketball Officials Association whose address is **10606 Cavalier Drive, Silver Spring, MD 20901** and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above Firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(b) been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(c) been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;

(d) been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;

(e) been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance ~ Procurement Article;

(f) been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in paragraph (a) through (e) above; or

(g) been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

3. The only conviction, plea, or admission by any officer, director, partner, or employee of this Firm to involvement in any of the conduct described in paragraph 2 above is as follows:

FORM CONTINUES ON NEXT PAGE

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.

NONE

(You may attach any explanation necessary.)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.
5. I affirm that this proposal or bid to the Board of Education of Howard County is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or proposal or to refrain from bidding or making a proposal and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the prices of the affidavit or any other person, or to fix any overhead, profit or cost element of said price, or that if any person, or to secure an advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County may terminate any contract awarded and take any other appropriate action.
6. **SEX OFFENDER NOTIFICATION** - Maryland law requires certain sex offenders to register with the local law enforcement agency; See Maryland Annotated Code, Criminal Procurement Article, §11-704. One of the purposes of this law, found in Article 27§ 792, is to inform school systems when a Registered Sex Offender is residing or working in the area. When the sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals. As a contractor working for Howard County Public School System (HCPSS), we require that you do not employ Registered Sex Offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services **on HCPSS property**. Further, Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender; See §11-722 Criminal Procurement Article. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5,000 fine.

Each contractor shall screen their work-forces to ensure that a Registered Sex Offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "work force" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it uses to perform the work. Violations of this provision may cause HCPSS to take action against the contractor up to and including termination of the contract.

FORM CONTINUES ON NEXT PAGE

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving a sexual offense, child sexual abuse and crimes of violence.

The Contractor shall submit to HCPSS Contract Manager a listing of any employees assigned to perform under this agreement and certify that the necessary criminal history records checks have been conducted and that employee complies with the requirements.

I/we understand that the Services I/we am seeking access to perform requires that I/we am in a school building with access to children. I/we therefore agree to undergo a criminal background check and send that information to a school system designee before proceeding with the services. The criminal background check is to determine whether I/we have a record of any violation of laws prohibiting child sexual abuse or crimes of violence. I/we waive any rights such as to allow HCPSS access to that information as a condition to that approval of my request. I/we also understand that the criminal background check will be at my own expense.

The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the Owner shall constitute breach of contract. Upon submission of a revised affidavit, the Owner has the right to take such actions as may be necessary, in the judgment of the Owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.

FORM CONTINUES ON NEXT PAGE

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of penalties that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Board of Education of Howard County Maryland, and that I am executing and submitting this Form of Proposal on behalf of and with full authority by the bidder named below.

The District of Columbia Approved Basketball Officials Association

(Legal Name of Company)

10606 Cavalier Drive

(Address)

Silver Spring

(City)

MD

(State)

20901

(Zip)

301-924-5884

(Telephone)

None

(Fax)

• • • • • • • • • • • • • • • •

(Signature)

September 13, 2022

(Date)

Douglas A Buschman

(Name Printed)

Commissioner

(Title)

commissioner@board12.org

(e-Mail Address)

In the presence of _____

• • • • • • • • • •
(Witness)

Sept 13, 2022

(Date)

OR:

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

We are/I am licensed to do business in the State of Maryland as a:

☐ Corporation

☐ Partnership

☐ Individual

☐ Other