A fully executed Request for Proposals Title Pages 1 - 5 of this RFP should be included as the first four pages of your Proposal. The name stated on the Title Sheet on, page 5 must be the full legal names of the Offeror and the address must be that of the office which will have the responsibility for the services provided. The following forms should be completed and also provided in this section:

The Contactor Certification Regarding Criminal Convictions at Appendix A

The Conflict of Interest Statement at Appendix B

The Non-Disclosure and Security Agreement at Appendix C

The Insurance Checklist at Appendix D

Student Data Usage and Privacy Agreement at Appendix G

Section V. Contract Terms and Conditions updated to read as follows:

29. Confidential Information

The Contractor, and its employees, agents, and subcontractors, hereby agree to hold as confidential all APS information obtained as a result of its Work under this Contract. Confidential information includes, but is not limited to, nonpublic personal information, personally identifiable health information, social security numbers, proprietary systems, addresses, dates of birth, other contact information or medical information about a information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans, expertise and any information entrusted to any affiliate of the parties. The Contractor shall take reasonable measures to ensure that all of its employees, agents, and subcontractors are informed of, and abide by, this requirement.

All student data is considered to be confidential **under agy Resolution 2000 thread and Privacy** Act 20 U.S.C. §1232g et seq., and any other federal or

Addendum No. 2 must be signed, dated and received by the Procurement Office prior to the Proposal Closing Date/Time stated above OR acknowledgment of receipt of this Addendum may be noted on the Title Page 2 of the Proposal.

Name of Offeror:	
Signature:	_
Name:	
Title:	
Date:	

Issued By: Kimberly Young Senior Procurement Specialist Telephone: (703) 228-7643

Email: kimberly.young@apsva.us