Montgomery County Public Schools
UNLEASHING POTENTIAL

DEPARTMENT OF PROCUREMENT

November 16, 2026

RFP Number: 7923.2
Due Date: December 28, 2026
Open Time: 2:00 p.m.

To: Prospective Respondents:

Montgomery County Public Schools (MCPS) is issuing this Request for Proposals (RFP) to solicit qualified vendors to provide a cloud-based Enterprise Asset Management (EAM)/Computerized Maintenance Management System (CMMS) to replace its current system. This EAM/CMMS will offer adaptation, flexibility, and innovation and take into account the future of CMMS technology. The winning proposal (Vendor) must have a short and long-term vision and a roadmap that is sustainable into the future and is also compatible with other technologies. The proposals must discuss and describe Asset Performance Management (APM) and how it allows maintenance scheduling of CMMS and management of EAM, as well as its connection to the Internet of Things (loT).

The contractor must submit their offer per the instructions under the RFP, Section 10.0 Mandatory Submissions. The submission must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the MCPS Board of Education offices, this RFP will open at the same time on the next regular working day.

Sincerely,

Angela McIntosh Davis, Director
Department of Procurement

AMD: se

Copy to:
RFP File

Division of Financial Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Department of Procurement, Suite 3100
45 West Gude Drive
Rockville, Maryland 20850

Request for Proposal #7923.2, Computerized Maintenance Management System (CMMS)

1.0 INTENT

Montgomery County Public Schools (MCPS) is issuing this Request for Proposals (RFP) to solicit qualified contractors to provide a cloud-based Enterprise Asset Management (EAM)/Computerized Maintenance Management System (CMMS) to replace its current system. This EAM/CMMS will offer adaptation, flexibility, and innovation and take into account the future of CMMS technology. The winning proposal (contractor) must have a short and long-term vision and a roadmap that is sustainable into the future and is also compatible with other technologies. The contractors' proposals must discuss and describe Asset Performance Management (APM) and how it allows maintenance scheduling of CMMS and management of EAM, as well as its connection to the Internet of Things (loT).

2.0 INTRODUCTION

Montgomery County Public Schools (MCPS) is the 15th largest school system in the United States, and the largest in the state of Maryland. During the 2026 school year, it is projected that MCPS will serve more than 152, 000 students from 157 countries speaking 162 languages. With a Fiscal Year (FY) 2026 Operating Budget of approximately $3.6 billion, MCPS employs more than 25,000 employees. Among the 212 schools that MCPS operates, 39 are National Blue-Ribbon schools. Six MCPS high schools rank in the top 200 of *The Washington Post*'s 2015 High School Challenge, and all 25 MCPS high schools appear on this list, which only includes the top 11 percent of high schools in the country. MCPS has one of the highest graduation rates among the nation's largest school districts, according to an *Education Week* report. In 2010, MCPS was the recipient of the Malcolm Baldrige National Quality Award, the highest presidential honor given to American organizations for performance excellence. The student demographics of MCPS in 2026 are as follows:

Hispanic/Latino: 35.2%
White: 23.4%
Black or African American: 21.9%
Asian: 13.8%
Two or more races: ≤ 5.5%
American Indian or Alaskan Native: ≤0.2%
Native Hawaiian or other Pacific Islander: ≤0.1%

The District desires to purchase and implement a comprehensive EAM/CMMS that will meet or exceed the following Performance Criteria and provide the following features:

1. Be able to track all work orders, fixed assets, inventory, procurement, program management, maintenance management (preventive and predictive), and various integrations—mobile, data import/export, accounting, human capital, workflow, and business processes.

2. Easy to use dashboard, procedure and document library.

3. Real time and predictive analysis.

4. Ability to create and complete work on both assets and components pieces and track multiple maintenance tasks to multiple assets on a single work order. Users must have the ability to track time to maintenance and non-maintenance activities.

5. Provide a comprehensive and intuitive reporting tool to provide users with simple and logical reports for preventative maintenance, work order history, and existing associated data for each asset as needed and on demand.

6. Provide a mobile application that can be used with Android or iOS devices to collect data, track work orders, and populate data either online or offline while in the field.

7. Track new and existing asset and parts stock/inventory in multiple warehouse/storage locations. The inventory structure must allow for the creation of a Purchase Order and meet the District's accounting practices.

8. Integrate with the District's Customer Information System or equivalent system by developing a workflow that would be initiated with data from a CIS customer service order that prompts an operations work order in the proposed CMMS.

9. System architecture provides a reliable, secure, and adaptable service and supports potential future integration with other District Enterprise Systems using open integration tools such as GIS.

10. Provide an inspection application or the capability of integrating with the District's selected inspection software.

11. SaaS platform or premisee platform capability.

This RFP will result in a contract with one contractor that **will:**

1. Replace the District's Computerized Maintenance Management System (CMMS) with an EAM/CMMS that meets the requirements set forth within this RFP.

2. Migrate a subset of the data stored within the District's existing CMMS, as part of this contracted work.

3. Integrate the proposed solution with the District's systems documented in the **Scope of Work.**

3.0 SCOPE OF WORK

Montgomery County Public Schools is requesting proposals from qualified contractors to provide a comprehensive Enterprise Asset Management/Computerized Maintenance Management System (EAM/CMMS) and related services to implement a new system.

The District is seeking a complete response from contractors who can demonstrate that they possess the organizational, functional, and technical capabilities to provide a solution that meets the District's needs, and to perform the professional services in a timely and professional manner with EAM/CMMS experts experienced with requirements for asset management, work orders, fixed asset management, inventory management, procurement, program management, reporting B/I, integrations, and facility maintenance.

The District is seeking a package solution that will meet its core requirements with minimal modifications. The intent of this strategy is to minimize the total cost of ownership (TCO), provide a consistent user experience, reduce errors, expedite system improvements, and provide the most efficient and effective way to handle ongoing system maintenance and support.

The District intends to select a system that most closely meets the requirements as defined within the Scope of Work, Functional Requirements, and Technical Requirements documents included with the RFP.

Contractors submitting a response to the Scope of Work should refer to the following items:

A. Modules and/or functional areas being selected for this project are as follows:

1. Asset Management
2. Work Order Management
3. Inventory Management
4. Contractor Work Order System Portal
5. Property Management
6. Maintenance Management
7. Material Management
8. Reporting
9. Integrations
10. Project Management
11. Requestor Self-Service Portal
12. Workflow and SLA
13. Asset Lifecycle/Capital Planning

B. Assets and resources in the scope of this project

1. Fixed Asset Management (Buildings, Equipment and Building systems)
2. Vertical Assets/Facilities (e.g., Operational and administrative infrastructure)
3. IT Software/Hardware

C. System Specifications

1. All schools have a minimum of 1 Gbps download speeds and 1 Gbps upload speeds to the MCPS data center and the internet.
2. All MCPS workstations have a minimum configuration of 250 GB hard drive, 8 GB RAM and a 2.8 GHz processor. These desktop computers use Windows 11 operating system.
3. Supported Browsers:
   - Chrome - computers are set to auto-update, currently the lowest version (on older Chromebook devices) is 74; newer devices are at 87.
   - Edge - computers are set to auto-update, now a Chrome-based browser, version numbers are similar to Chrome's currently at version 87.
   - Use of HTML5/CSS3/JS over Java is preferable (including other "sunsetting" plugin technologies.
4. The system shall be menu-driven and shall allow users, as appropriate to their role(s), to enter, edit, store, and back up data.
5. The system shall provide the capability to produce daily, weekly, monthly, year-to-date, and annual reports.
6. The software shall have a high degree of usability, meaning it must be easy to navigate, be "user friendly," and minimize the need to know technical terms, keystroke combinations, etc.
7. Email notifications must use the MCPS email system.
8. Email notifications must use a service account to send emails.
9. Emails are required to utilize username and password when sending messages either via SMTP, SOAP, EWS (Exchange Web Services API).
10. Compatible with all major operating systems platforms (i.e. Windows, Mac OS, iOS, Android, etc.) and browsers (Chrome, Edge, Safari, Firefox).
11. Compatible with the network environment available in MCPS facilities.

D. District Prerequisites

1. The Proposer must outline activities the District needs to complete to prepare systems for implementation:
   a) Active Directory configuration
   b) The District's existing CMMS/EAM
   c) Geographic Information System (GIS)
   d) The District's existing Electronic Content Management System

2. Identify system (hardware and network) requirements for successful deployment of proposed EAM/CMMS.

E. Proposals

1. All bidders shall make available a comprehensive list of "out-of-the-box" functions, features, and capabilities for all components of the proposed solution architecture.
2. All bidders shall also provide listing of any minimum requirements and/or specifications that MCPS must meet to successfully deploy. This shall include but is not limited to hardware devices, peripherals, network, power/environment, and the software solution.
3. All items listed are assumed to be included in the proposed cost. Any extra or additional features not included in the base cost proposal are to be clearly identified with their associated costs.

F. Artificial Intelligence

1. The Offeror shall clearly identify all system components, features, and functions that use artificial intelligence (AI), machine learning, or generative AI. For each AI-enabled capability, the Offeror shall describe its purpose, the types of data processed, whether customer data is used to train or improve AI models, whether data is transmitted to third-party AI services, and whether the capability can be disabled or restricted by an administrator.
2. The Offeror shall provide designated District functional and technical contacts with at least thirty (30) calendar days' advance written notice of any substantive system modification that may affect system functionality, integrations, security, privacy, data processing, accessibility, or the user experience. Such notification shall include, but not be limited to, the introduction of or material changes to artificial intelligence (AI), machine learning, or generative AI features or functionality. The notification shall describe the nature of the change, its anticipated impact, the planned implementation date, and any action required by the District.

G. Professional Development

1. The Offeror shall provide all online and instructor-led training using accessible platforms and materials. Prerecorded video content shall include accurate closed captions, and virtual live training sessions shall provide real-time captioning. Training materials shall be designed to meet applicable accessibility requirements and standards.
2. The Offeror shall provide all online training modules to the District in a SCORM-compliant format compatible with the District's learning

management system. The Offeror shall identify the SCORM version supported and disclose any limitations or additional licensing required for the District to host, manage, or deliver the training content.

H. Project Approach

Describe the approach that will be used for each of the following:

1. Project milestones and associated deliverables
2. Project team members(s) responsible for meeting each project deliverable
3. Issue tracking and resolution
4. Integration with District Enterprise Systems
5. Communications plan for the project team, technical resources, and business users
6. District responsibilities
7. Data assessment and data migration
8. System configuration
9. System testing
10. Deployment strategies
11. Training methodologies

I. Project Schedule

The schedule must include the following timeline:

1. Proposed start date/project initiation
2. Hours and cost estimate per phase
3. District resources required and estimated hours per phase

In addition to the in-scope requirements, contractors are encouraged to identify and provide additional materials about any other functionality that may be helpful for the District.

J. Current Technology Environment

END USER DEVICES:
The majority of our user devices are Windows-based.

iPhone (models 6 through 16)

OIS is between 10.1 and 27, with most being on 13.x or14.x 4G LTE.

REMOTE EQUIPMENT
Field devices are communicating with the network over VPN using a 4G TE cellular connection and MCPS WiFi.

PREFERRED BROWSER
Google Chrome

KEY
Using the Utilities Data Model

APPLICATIONS IMPACTED BY THIS PROJECT
CMMS

4.0 PROJECT BACKGROUND

The Department of Facilities Management (DFM) is the primary user of the District's Computerized Maintenance Management System (CMMS) and Enterprise Asset Management (EAM) platform. DFM is responsible for maintaining building systems, infrastructure, equipment, and facility assets while ensuring safe, healthy, and MCPS currently utilizes Brightly Asset Essentials (AE) as its enterprise work and asset management platform. The web application is maintained through Brightly's continuous release model and is currently operating under the 2026 Release Notes version. Mobile users access the system through the Asset Essentials mobile application, currently deployed as Version 3.2.24 for both iOS and Android devices.

The District manages a large and diverse asset portfolio consisting of approximately 113,171 assets, with continued growth expected as ongoing inventory efforts expand asset discovery and tracking across all facilities. MCPS has also deployed approximately 85,117 QR codes to support asset identification, maintenance activities, and lifecycle management.

DFM processes approximately 90,000 work orders annually, with projected growth to approximately 120,000 work orders per year as asset inventories expand and operational processes mature.

Historical work-order activity includes:

- The current average annual volume is approximately 86,038 work orders.
- The District maintains a significant repository of historical maintenance information, including:
- 344,671 work orders within Asset Essentials.
- 744,820 work orders archived from the legacy Maximo system

This extensive historical dataset supports maintenance planning, lifecycle analysis, trend identification, and operational decision-making across the Department.

The Asset Essentials environment currently supports 1,605 users, including 1,438 active users, with 32 configured security roles that provide varying levels of access based on job responsibilities. Approximately 200 field technicians currently require mobile access to perform work management activities in the field.

To maximize operational efficiency across a large K-12 school system, MCPS relies on technology-enabled processes that support corrective, preventive, predictive, and custodial maintenance activities. The CMMS/EAM platform serves as a critical business system for planning, scheduling, tracking, reporting, and analyzing maintenance operations across the District's facilities portfolio.

5.0 CONTRACT TERM

The initial term of contract shall be for five (5) years as stipulated in the RFP. However, the contract may not begin one day after approval by the MCPS Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to five additional one (1) year term. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful contractor 90 days prior to the expiration of the original contract. The contractor will have 10 days from the date of notification to return the notice acknowledging its intent to accept or reject the extension.

Once all responses are evaluated, MCPS staff may make a recommendation to the MCPS Board of Education to extend the contract or decide to rebid. If the contract is extended by the MCPS Board of Education, a contract amendment will be issued.

6.0 CONTRACT TERMINATION

MCPS reserves the right to cancel the contract in whole or in part at any time in accordance with Article 12 of the MCPS General Contract Articles. MCPS also reserves the right to cancel the contract with a Respondent for failure to comply or failure to fulfill the terms of this contract in accordance with Article 13 of the MCPS General Contract Articles.

7.0 INSURANCE REQIREMENTS

a) Prior to execution of the Agreement, the selected contractor shall file with the District certificates of Insurance and endorsements from the insurer(s) certifying to the coverage of all insurance required in accordance with the District's standard agreement. All evidence of insurance must be certified by a properly authorized officer, agent, general agent or qualified representative of the insurer(s) and shall certify the name of the insured, the type and amount of insurance, the location and operations to which the insurance applies, the expiration date, and provides that the location

and operations to which the insurance applies, the expiration date, and provides that the District receives notice at least 45 calendar days prior to the effective date of any policy limit or cancellation of required coverages. The contractor shall notify the District at least forty- five (45) calendar days prior to the effective date of any cancellation or reduction in coverage in the policy. The contractor shall maintain during the entire Contract period, insurance coverage at least as broad as the limits and coverage outlined in the District's standard agreement. The contractor shall, upon demand of the District, make available to the District at contractor's local office in all such policies of insurance and the receipts of payment of premiums thereon. Failure to provide such policies of insurance within a time acceptable to the District shall entitle the District to suspend or terminate the contractor's work hereunder. Suspension or termination of the contractor Agreement shall not relieve the contractor from its insurance obligation hereunder.

b) Contractor shall obtain and maintain at a minimum the limits of insurance set forth in the contractor Agreement. By requiring such minimum insurance, the District shall not be deemed or construed to have assessed the risks that may be applicable to the contractor under the Agreement. The contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

c) Each insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, errors and omissions when required, is acceptable on a "claims made" form.

d) If coverage is approved and purchased on a "claims made" basis, the contractor shall continue coverage either through (1) policy renewals for not less than three years from the date of completion of the work which is the subject of this Agreement or (2) the purchase of an extended discovery period for not less than three years from the date of completion of the work which is the subject of this Agreement, if such extended coverage is available.

e) If, in order to meet the insurance requirements, the contractor must rely on the insurance to be provided by one or more subcontractor, then such subcontractor(s) shall be required to meet all of the requirements herein applicable to the insurance they are providing and shall include District and contractor as additional insureds on all liability policies except Professional Liability/Errors and Omissions and Workers' Compensation. The District will not make any payments on work performed by subcontractors until all insurance documentation from such subcontractors has been received and accepted by the District.

f) Provided the affected insurance policies permit the following waiver, without voiding coverage, contractor and District waive all rights against each other to subrogation for damages covered by property insurance.

8.0 REFERENCES

All offerors shall include a list of a minimum of five references who use the firm's digital content, assessments, professional development, and customization services who can attest to the firm's quality of work and, if possible, shall include school districts of comparable size to MCPS that have utilized the respondents' services. Include names of clients, contact person, email address and phone number of all references. Also, as an attachment, offerors shall include a list of all current school district clients.

References may or may not be reviewed or contacted at the discretion of MCPS. Typically, only references from the top ranked short-listed offerors are contacted. MCPS reserves the right to contact references other than, and/or in addition to, those furnished by an offeror.

Company Name & Address	Contact Person	Phone Number

1. _____

   Email _____

2. _____

   Email _____

3. _____

   Email _____

4. _____

   Email _____

5. _____

   Email _____

9.0 FORMAT OF RESPONSE

9.1 Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification.

9.2 Contractors shall include any and all statements and representations made within their proposal in the contract for services with MCPS. This includes, but is not limited to, the contractors' s point-by-point response to this RFP. If the contractor responds only "Understand and comply," it is assumed that the contractor complies with MCPS' understanding of the requirement.

9.3 MCPS shall not be responsible nor be liable for any costs incurred by the contractor in the preparation and submission of their proposals and pricing.

9.4 Pricing proposal shall be submitted as a separate document outlining content, timeline for implementation, training, professional development, etc.

10.0 MANDATORY SUBMISSIONS

Each offeror must submit a complete proposal including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Offerors may request via e-mail to Saudy_EspinalDeVolez@mcpsmd.org, Buyer II, MCPS Department of Procurement a Microsoft Word version to help them in preparing the response.

One (1) original hard copy, one (1) electronic version on flash drive including one (1) original and one (1) redacted copy of responses must be sent by mail, courier or hand-delivery and shall be bound. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes or electronic submission of proposals will be accepted. Proposals are to be received no later than **2:00 p.m. on December 28, 2026**. Submit hard copy responses of the entire RFP proposal to:

Saudy Espinal
Department of Procurement
Montgomery County Public Schools
Department of Procurement
45 West Gude Drive, Suite 3100
Rockville, MD 20850

Submissions will become the property of MCPS.

The proposal must be signed by an official who has authority to contract with MCPS. The firm and the official's name shall be used in the contract process. MCPS reserves the right to make an award without further discussion of the proposals received. MCPS may also negotiate with the one offeror who submits the best proposal or with two or more offerors who are in the competitive range. Therefore, it is important that the offeror's proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After the submission and closure of proposals, no information will be released until after the award. It is understood that the offeror's proposal will become a part of the official file on this matter without obligation to MCPS.

The proposal must be complete and comply with all aspects of these specifications. Marketing or promotional verbiage will likely overshadow the offeror's qualifications and expertise. MCPS urges the offeror to be specific and brief in their responses.

Offerors must include all statements and representations made within its proposal in the contract for services with MCPS unless otherwise agreed upon by MCPS and offeror during negotiations. This includes, but is not limited to, the contractor's point-by-point response to this RFP. If the offeror

answers only "Understand and comply" it is assumed that the offeror complies with MCPS' understanding of the requirement.

MCPS shall not be responsible for or liable for any costs incurred by the offeror in the preparation and submission of their proposals and pricing.

A. Complete Response must include:

- Point-by-point Response to each section of the RFP
- Pricing Proposal
- References, See 8.0 References
- List of all current school district clients, See 8.0 References
- Contractor's annual fiscal report in order to demonstrate the contractor's financial stability (If desired, the contractor may also include any other financial documents that contractor wishes to include regarding contractor's financial condition. This documentation is not mandatory.)
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachment B)
- Minority Business Enterprise (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Attachment 1: Solution Key Functional Requirements
- Attachment 2: Solution Key Technological Requirements
- Attachment 3: Proposed Project Schedule
- Attachment 4: Cost Proposal
- Current Form W-9
- A separate redacted copy of offeror's proposal as specified in Sections 9.0 and 10.0.

1. If the Proposer chooses to submit additional documentation to further explain their "Additional Modules" response, they may submit up to ten (10) additional pages labeled "Additional Modules Information" at the end of the submission packet.
2. Preferred font type and minimum size is Times New Roman (11) for main body, excluding resumes.

B. The submittal shall consist of these sections in the following order:

SECTION	TITLE	SUBMITTAL FORMAT	WITHIN PAGE COUNT?
1	Letter of Interest	PDF	Yes
2	Table of Contents	PDF	Yes
3	Executive Summary	PDF	Yes
4	Company Background	PDF	Yes
5	Scope of Work	PDF	Yes
6	Client References	PDF	Yes
7	Project Examples	PDF	Yes

8	Proposed Project Schedule	PDF	No
9	Team Resumes/Cover Letters	PDF	No
10	Additional Module	PDF	10 Additional
11	Key Functional Requirements	Excel	No
12	Key Technical Requirements	Excel	No
13	Cost Proposal	Excel	No
14	Additional MCPS Requirements	PDF	No

C. Letter of Interest (Section 1)

The Letter of Interest shall contain the following information:

- RFP Title and project number,
- Proposer's name and mailing address, contact person name, phone number, email address, and
- If the Proposer will be using subcontracts, a complete list of proposed subcontractors.

D. Table of Contents (Section 2)

E. Executive Summary (Section 3)

This part of the RFP should be limited to a brief narrative highlighting the contractor's proposal. The summary should contain as little technical language as possible and should be oriented toward non-technical personnel. Please note: The executive summary should identify the primary engagement contact for the product contractor and the contact for the implementation services contractor, if different, being proposed. Contact information should include a valid email address and a telephone number. The District will only consider product contractors to be the primary point of contact throughout this engagement.

F. Company Background (Section 4)

Contractor must provide the following information about their company so the District can evaluate the contractor's stability and ability to support the commitments set forth in response to the RFP. The District, at its option, may require a contractor to provide additional support and/or clarify requested information.

The background information contained in the proposal should include the following:

a. How long has the company been in business.
b. A brief description of the company size and organizational structure. Include the current number of permanent, full-time employees. Identify if the firm is a publicly traded company,

and for partnerships and sole proprietors, identify all owners of the firm.

c. How long has the company been selling the proposed software to clients similar to the District.

d. Listing of proposed software at entities similar to the District by name and state. Municipal entities similar to the District are to be listed first.

e. Any material (including letters of support or endorsement from clients) indicative of the contractor's capabilities.

f. Privately held companies may be asked to submit additional financial documents.

G. Scope of Work (Section 5)

The Proposer's response will include a general statement of project understanding giving an overview of the software and key technology features proposed. Proposals must address the modules, asset types, and integrations found in the **Scope of Work.**

H. Client References (Section 6)

The District considers references for the software to be important in its decision to award a contract. The District will not call contractors to tell them that their references will be contacted. Similarly, the District will not work through a contractor's Reference Manager to complete a reference. The names and phone numbers of the agencies' project managers must be listed. Failure to provide this information may result in the contractor not being elevated to the next stage.

The software contractors and named third-party implementation contractors should provide at least three (3) client references that are similar in size and complexity to this procurement and have utilized the proposed system in a comparable environment. Submit references for fully completed implementations of the software. Information should include at a minimum: starting date of contract, length of implementation, names of client reference, name of agency's project manager, name of agency, address, telephone, and email. Contractor should inform their references that the District might contact them from January 18, 2027 through January 31, 2027.

The software contractor should provide references for any clients who have successfully integrated the proposed software with the client's GIS software.

I. Project Examples (Section 7)

In addition to the references provided in Section J., contractors must include examples of similar projects that have been completed within the last three (3) years for clients still utilizing the software with emphasis placed on any projects completed for similar school districts. Contractor should highlight the project team's experience in the conversion to, implementation of, and

training on an enterprise EAM/CMMS similar to the efforts outlined here. Make notes of when work was performed utilizing criteria outlined in the Scope of Work, and any other relevant information.

J. Proposed Project Schedule (Section 8)

The Proposed Project Schedule is provided in **Attachment 3**. Offerors shall review the proposed timeline and submit a response indicating their ability to meet the identified milestones. Where deviations are recommended, Offerors shall provide a revised implementation schedule and justification for the proposed changes.

K. Project Team Resumes and Cover Letters (Section 9)

Contractor team member's role and directly relevant experience, member's resume, and their position within the organization chart. The District prefers Proposers that do not depend on third-party providers. Proposers will specify team member roles within **Scope of Work.**

L. Additional Module Information (Section 10)

Describe any optional products, features, modules, services, or other value-added components available with the proposed system that are not specifically requested in this RFP. Include a description of each item, its potential benefit to the District, and all associated costs. The District may consider these optional offerings during evaluation if they provide additional value.

M. Key Functional Requirements (Section 11)

Contractor will complete **Attachment 1—Key Functional Requirements** as part of their submittal package.

N. Key Technical Requirements (Section 12)

Contractor will complete **Attachment 2—Key Technical Requirements** as part of their submittal package.

O. Cost Proposal (Section 13)

Contractor will complete **Attachment 4—Cost Proposal** as part of their submittal package. Contractor should also describe any suggestions for opportunities to reduce costs for this project. Introduction for completing the Cost Proposal Contractor Response:

- Complete a Cost Proposal for each set of purchasing options available. Contractor that offer a range of licensing structures or support packages should complete more than one

table. If the three tables provided do not cover the range of options, insert a note at the bottom of the page to indicate that there are more options available.

- Any suggestions for opportunities to reduce costs for this project should be inserted as a note at the bottom of the page

This submittal shall be presented in a clear, comprehensive, and complete manner and shall be submitted in a complete package by the prime Proposer.

The District reserves the right to seek clarification and/or supporting documentation.

P. Additional MCPS Requirements (Section 14)

Contractors will complete the following attachments as part of their submittal package:

- Attachment A – Equal Opportunity Certification
- Attachment B – Certification of Nonsegregated Facilities
- Attachment C – Minority Business Enterprise
- Attachment D – Non-Debarment Acknowledgement

11.0 OVERVIEW OF THE EVALUATION PROCESS

The District will use a competitive process based upon elevating a certain number of contractors to compete against each other at different levels (stages) of the process. The District recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before.

Selection of the final contractor will be based upon the following steps and factors:

- **Level 1 – Procurement Requirements Evaluation**
    - Conformance with RFP guidelines and detailed submittal requirements
- **Level 2 – Detailed Proposal Evaluation**
    - Cost of Software and Implementation Services
    - Maintenance and Support Costs
    - Experience of the contractor(s)
    - Project Approach
    - Responses to Selection Criteria Requirements
    - Data Security Review
- **Level 3 – Software Demonstrations and Interviews, if necessary**

- Software Demonstrations and/or Site Visit
- Software and Implementation Contractor References (especially public sector clients)
- Interviews (Implementation Plan/Rollout/Staffing) (Optional)
- Completeness of Cost Proposal and Value of the Solution
- Responsiveness to Contract Terms and Conditions

- **Level 4 – Final Contract Negotiations**
  - Conformance with the District's Contract Terms and Conditions

A. Level 1 – Procurement Requirement Evaluation

TASK:

Evaluate contractors that have met the minimum RFP requirements.

RESULT:

Contractor that meet the decision criteria advance to Level 2.

PROCESS:

All proposals received will be inspected for compliance with the general RFP requirements. The District may contact individual contractors for clarification or correction of minor errors and submissions. Upon such a request, the contractor must furnish any requested information to the District within five (5) business days or the proposal will be evaluated as originally received. Major errors or omissions, such as the failure to provide a cost proposal, may result in a declaration that the proposal is non-conforming and will be rejected.

B. Level 2 – Detailed Proposal Evaluation

TASK:

Conduct a detailed evaluation of the submitted proposals.

RESULT:

No more than three (3) proposals, based upon the criteria identified in Section VII-Description of Evaluation Criteria, will advance to Level 3 (equipment demonstrations and interviews).

PROCESS:

This evaluation will be based on a thorough evaluation of each of the qualified proposals received by the District. The Evaluation Team will assess the following: (1) 5-year estimated cost of total package; (2) Experience and Technical Competence of the Contractor(s); (3) Contractor Understanding of Scope of Work and Project Approach; (4) Contractor Responses to Key Functional Requirements; (5) Contractor Responses to Technical Functional Requirements; (6) Record of Past Performances

and Project Examples.

C. Level 3 – Product Demonstrations and Interviews

TASK:

Conduct demonstrations and interviews (optional). Site visits or virtual visits to municipalities employing the proposed software within Maryland preferred. Alternate demonstrations may be substituted at the District's discretion. In addition, the results of reference checks and an evaluation of the Contractor' public sector experience (plus optional interviews) will be used to identify the Contractor elevated to Level 4. Contractor will be asked to respond in writing to issues and questions raised by the District. In addition, the District may request that the Contractors provide an updated cost proposal based on discussions during demonstrations, interviews, or comments to the proposals.

RESULT:

Based on the proposal receiving the highest ranking, a single Contractor will be identified as the finalist for contract negotiations. If the District cannot successfully negotiate a contract with the elevated contractor after a period of time it deems reasonable, the District reserves the right to contact any of the other contractors that have submitted bids and enter into negotiations with them.

PROCESS:

Select contractor may be required to present on-site demonstrations or interviews at the District's offices. Implementation methodology, staffing, rollout and costs may also be examined during the on-site meetings. Reference checks will also occur at this step. Prior to and/or following the demonstrations or interviews, issues specific to each of the remaining contractors' proposals will be addressed via memorandums from the District that solicit clarification and position from contractors to specific issues in writing. The memos are used to negotiate implementation rates, software license costs, warranty requirements, and other items related to meeting the important contractual terms and conditions for the project. The District will continue to negotiate with the remaining proposal teams until it has sufficient information to select a final contractor.

D. Level 4 – Final Contract Negotiations

TASK:

Conduct negotiations to develop the software purchasing agreement.

RESULT:

An agreement consisting of a project schedule.

PROCESS:

The final contractor will work with the District to develop an initial project schedule

and labor estimates for the work.

12.0 DESCRIPTION OF THE EVALUATION CRITERIA

MCPS reserves the right to ask clarifying questions about submitted proposals. Offerors also may ask questions that they may have related to this RFP prior to submitting their responses. **See Section 15.0, Schedule of Events.** Only proposals received by the deadline will be considered. Proposals will be screened down to a number of finalists.

MCPS reserves the right to convene a meeting with the top qualified offerors prior to awarding a contract. The purpose of the meeting will be to afford both parties an opportunity to discuss any aspects of the requirements and services that will be performed and clarify any issues. Issues raised during the meeting, which cannot be resolved to the satisfaction of MCPS, shall be caused by rejecting the proposal. In addition, contractors shall be prepared to provide a product and services demonstration, providing an overview of the proposed product and services at no cost to MCPS. As appropriate, the contractor shall be responsible for the installation of the proposed products and services and any third-party software at the District-designated demonstration facility before the demonstration, as necessary. If requested by MCPS, the top qualified offeror or offerors shall provide MCPS with an opportunity to access and review the contractor's system as in operation at that time, via the Internet from a MCPS computer, to ensure conformity to the requirements of this RFP as well as for the quality and ease of the user interface.

All offerors are advised that in the event of receipt of an adequate number of proposals, which, in the opinion of MCPS require no clarification and/or supplementary information, such proposals may be evaluated without further discussions. Therefore, proposals should be submitted initially on the most complete and favorable terms and conditions. Should proposals submitted require additional clarification and/or supplementary information, offerors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when requested.

Proposals meeting all requisite criteria will be evaluated. Those who do not meet the required criteria will not be evaluated further. Selection will be made on the basis of the criteria listed below.

A. Experience and Technical Competence — 17.5 Points

The District will evaluate the technical competence of the Proposer's project team to complete the project. The District will also evaluate the overall organization of the project team. Emphasis will be placed on recent team experience and expertise design and evaluation of hardware and software configuration for an EAM/CMMS, date migration between systems, system integrations, and training of staff to utilize the EAM/CMMS.

B. Scope of Work — 7.5 Points

The District will evaluate the proposed Scope of Work to determine the Proposers' understanding of the project, allocation of skilled personnel to specified tasks, and overall project approach.

i. This is an opportunity for the Proposer to demonstrate its understanding of scope and propose ideas for the Project.

ii. Be certain to identify any proposed changes to the scope by adding or subtracting items as necessary to implement the project approach.

C. Key Functional Requirements 25 Points

The District will evaluate the Key Functional Requirements submitted to determine how closely the proposed software aligns with the District's objectives. Emphasis will be placed on whether the software can meet those objectives deemed "Required."

D. Key Technical Requirements 25 Points

The District will evaluate the Key Technical Requirements submitted to determine how closely the proposed software aligns with the District's objectives. Emphasis will be placed on whether the software can meet those objectives deemed "Required."

E. Pricing 7.5 Points

The District will evaluate based on the total price for the purchase, licensing, implementation of the software systems, training, and the annual maintenance over a 5-year period.

F. Record of Past Performance and Project Examples 17.5 Points

1. The District will evaluate the project team's record of performance on previous projects with consideration given to quality of work, ability to meet schedules and budgets, cooperation, responsiveness, and other managerial considerations.
2. The District will evaluate the project examples provided with respect to the project team's experience with similar CMMS projects and the amount of involvement the project team members had with the project examples. The project examples provided should demonstrate the project team members' experience in providing services similar in scope to this project.

G. Interviews 100 Points (if conducted)

1. The District may or may not conduct interviews. If the District determines that interviews are necessary, the District will conduct interviews with the short-listed Proposers (finalists).

2. Proposers will be notified in writing of the request and provided the date, place, and time of the interview. The interview process may or may not include a contractor presentation, and the contractors may or may not be given questions to prepare for in advance of the interview. The District may choose to use different

criteria for the interview, in which case the finalists will be so notified in writing.

3. Failure to participate in the interview process shall result in a Proposer's disqualification from further consideration.

13.0 TREATMENT OF TECHNICAL DATA IN PROPOSAL

The proposal submitted in response to this request may contain technical data which the offeror does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data, subject to the provisions of the Maryland Public Information Act, may be so restricted:

Provided, that offeror marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend: "Technical data contained in pages __ of this proposal shall not be used or disclosed, except for evaluation purposes."

Provided, that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, MCPS shall have the right to use or disclose these technical data to the extent provided in the contract.

This restriction does not limit the right of MCPS to use or disclose technical data obtained from another source without restriction.

MCPS assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed.

14.0 PROPRIETARY AND CONFIDENTIAL INFORMATION

Offerors are notified that MCPS has unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights means that MCPS has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the offeror in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential commercial or financial information of an offeror, as defined by the Maryland Public Information Act, State Government Article, Section 10-617, from disclosure. It is the responsibility of the offeror to clearly identify each part of its proposal that is confidential commercial or financial information by stamping the **bottom right-hand corner** of each pertinent page with one-inch bold face letters stating the words "**confidential**" or "**proprietary**." The offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS keeping the information confidential, the offeror must agree to defend and hold MCPS harmless if any information is inadvertently released. Each offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

15.0 SCHEDULE OF EVENTS

The anticipated schedule of activities related to this RFP is as follows:

RFP issued:	**November 16, 2026**
Questions Due:	**November 30, 2026 at 4:00pm**
Responses Posted:	**December 7, 2026**
Pre-proposal Conference:	**December 14, 2026**
Proposals Due:	**December 28, 2026 at 2:00pm**
Anticipated award date:	**February 2026**

All dates are subject to change at the discretion of MCPS.

16.0 PRE-PROPOSAL CONFERENCE

A virtual Pre-Proposal Conference for prospective contractors will be held on **December 14, 2026, from 10:00am – 11:00am**, via the Microsoft Teams meeting information below. Attendance at this conference is encouraged but is not mandatory. Questions about this RFP are due by **4:00 PM on November 30, 2026,** so that responses can be prepared prior to the pre-proposal conference. The purpose of the pre-proposal conference will be to allow prospective contractors the opportunity to obtain clarification of the RFP and ask questions directly from MCPS staff to assist them in the preparation of their proposal responses.

Firms shall provide the names of the people who will virtually attend the pre-proposal conference. Please include no more than two representatives. Send the names to Saudy Espinal, Buyer II, at saudy_espinaldeveloz@mcpsmd.org.

Use this Microsoft Teams link for the meeting:

Join: https://teams.microsoft.com/meet/2293602469012498?p=jY59TuMuI0aHknE4sB

17.0 ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the offeror's responsibility to check the MCPS website under "Event Calendar" https://ww2.montgomeryschoolsmd.org/calendar/mcpsbids.aspx or contact the Buyer II, Saudy Espinal at saudy_espinaldeveloz@mcpsmd.org and the Department of Procurement at procurement@mcpsmd.org to verify whether addenda/errata have been issued. In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Offerors must acknowledge receipt of such addenda/errata by returning one signed copy of each of the addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

18.0 eMARYLAND MARKETPLACE ADVANTAGE (EMMA)

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace Advantage (EMMA). Registration with EMMA is free. It is recommended that any interested supplier

register at https://procurement.maryland.gov/regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

19.0 MULTI-AGENCY PARTICIPATION

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at the time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Awarded offeror(s) and this contract shall be binding only upon the principal's signing such an agreement. Invoices shall be submitted "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award offeror. MCPS assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this bid. MCPS pricing is based on the specifications provided in this solicitation.

20.0 INQUIRIES

Inquiries regarding this solicitation must be submitted in writing to Saudy Espinal De Veloz, MCPS Department of Procurement Buyer II, 45 W. Gude Drive, Suite 3100, Rockville, MD 20850 or via email to saudy_espinaldeveloz@mcpsmd.org and procurement@mcpsmd.org Questions are due at **4:00 p.m. on November 30, 2026.** Responses will be posted on the MCPS Procurement website on **December 7, 2026**. The Board will not be responsible for any oral or telephone explanation or interpretation by any agent or employee of MCPS. Any binding information given to an offeror in response to a request will be furnished to all offeror as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the uninformed offerors. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

Contact by offerors with any other MCPS employee regarding this solicitation until the contract is awarded by MCPS will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its RFP response. The MCPS Procurement website address is www.montgomeryschoolsmd.org/departments/procurement/.

21.0 UNNECESSARILY ELABORATE BROCHURES

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of

cost consciousness. Elaborate artwork and expensive visual and other presentation aids are neither necessary nor wanted.

22.0 BID PROTESTS

Any bid protests, including appeals, will be governed by the applicable MCPS Department of Procurement Regulations. The burden of production of all relevant evidence, data and documents and the burden of persuasion to support the protest is on the offeror making the protest.

23.0 CONTRACT

MCPS plans to enter a contractual agreement with Respondent(s) to whom the award(s) is made and intends to make MCPS General Contract Articles, attached hereto and incorporated herein as Appendix A, part of the contractual agreement, except and unless modified by MCPS. In addition, the Contractor will ensure that all private duty nurses abide by the provisions of the MCPS General Contract Articles. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles. Lacking any response to the contrary, MCPS will infer that the Respondent agrees to the specifications of this RFP and each term and condition of the MCPS General Contract Articles. Respondents should note that any variance may provide a basis for MCPS to reject the proposal. **In particular, the provisions set forth in Articles 5, 12-14, 16-18, 21-24, 26, and 28 of the MCPS General Contract Articles are non-negotiable.**

24.0 WORK-BASED LEARNING FOR EMPLOYER

In an effort to build a robust program to offer students work opportunities through apprenticeships and internships, MCPS partners with employers to find talented youth for high demand careers. MCPS trains and supports youth employees for your organization so you can help our talented youth move into careers that support your business.

Please acknowledge below your interest in partnering with MCPS and the work-based learning program. If you are not interested in participating in this program, it **does not impact the award** of this bid favorably or negatively.

Yes, I am interested in partnering _____

If yes, please complete the information in the following link and someone will contact you with more information:

MCPS Employer Interest Form

No, I am not interested in partnering _____

25.0 NOTICE TO BIDDERS

The appropriate items below must be completed as part of the RFP. Failure to comply may disqualify your bid. Type or print legibly in ink.

I. CONTRACTOR INFORMATION: As appropriate, check and/or complete one of the items below.

1. Legal name (as shown on your income tax return) _____
2. Business Name (if different from above) _____
3. Tax Identification Number _____

A copy of your W-9 must be submitted with this bid response.

II. CONTRACTOR'S CONTACT INFORMATION: This will be filed as your permanent contact information.

Company Name _____

Address _____

Bid Representative's Name _____

Phone Number/Extension _____

Email Address _____

Website _____

III. CONTRACTOR'S CERTIFICATION: Upon notification of award, MCPS intends to enter into a contract agreement. By signing below, the undersigned acknowledges that he/she understands the intent to contract with MCPS.

A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies 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 equipment, and is in all respects fair and without collusion or fraud.

B. I hereby certify that I am authorized to sign for the bidder and that all statements, representations, and information provided in this response to the Request for Proposals, including but not limited to the Non-Debarment Acknowledgement, are accurate.

IV. ANTI-LOBBING

The Contractor will comply with the Byrd Anti-Lobbing Amendment (31 U.S.C 1352) and certifies to the tier above that it will not and not used Federal appropriated funds to pay a person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by U.S.C 1352. If applicable, contractor will complete the disclosure of lobbying with non-Federal funds using Lobbying Activities Form (Form SF-LLL) and submit to {insert name of contracting entity} annually.

By (Signature) _____

Name and Title _____

Witness Name and Title _____