

REQUEST FOR PROPOSALS

Hands-On Career Exploration Laboratories Harford County, Maryland



Susquehanna Workforce Network, Inc.
410 Girard Street
Havre de Grace, Maryland 21078

Issue Date	Wednesday August 26, 2026
Proposers' Conference	Thursday September 3, 2026 10:00 am
Proposal Due Date	Wednesday September 30, 2026

CONTENTS

1. Procurement Summary and Schedule	2
2. Scope of Work	3
3. Minimum Proposer Qualifications	5
4. Proposal Preparation and Submission	6
5. Evaluation and Award	7
6. General Terms and Conditions	9
7. Organizational Background	10
Attachments	11

1. PROCUREMENT SUMMARY AND SCHEDULE

1.1 Issuing Organization

Susquehanna Workforce Network, Inc. (SWN) is issuing this Request for Proposals (RFP) to solicit competitive proposals for hands-on career exploration laboratory systems, related curriculum, installation, training, licensing, and support for use with middle school students in Harford County, Maryland.

1.2 Purpose and Procurement Intent

This procurement supports career exploration and individualized career counseling activities associated with Maryland's Career Counseling Program for Middle and High School Students. SWN seeks a solution that enables students to explore careers through safe, engaging, age-appropriate, hands-on activities and that strengthens students' awareness of regional career pathways and the education or credentials associated with those careers.

SWN intends to award a contract to the responsible proposer whose proposal is most advantageous to SWN, considering price and the non-price factors identified in this RFP. SWN may make one award, multiple awards, or no award, depending on available funding, the proposals received, and program needs.

1.3 Procurement Schedule

Milestone	Date and Time
RFP issued	August 26, 2026
Deadline to register for virtual proposers' conference	Wednesday September 2, 2026 at noon
Virtual proposers' conference	Thursday September 3, 2026 at 10:00 am
Deadline for written questions	Wednesday September 2, 2026 at noon
Anticipated issuance of answers/addendum	Friday September 4, 2026
Proposal deadline	Wednesday September 30, 2026, 4:00 pm

1.4 RFP Contact, Conference, Questions, and Addenda

The sole point of contact for this procurement is **Belinda Miller at bmiller@swnetwork.org**. Proposers must not contact members of the evaluation committee, SWN Board members, Harford County Public Schools staff, or other participating partners regarding this procurement except as expressly authorized by SWN.

The proposers' conference will be held virtually. To register, email bmiller@swnetwork.org by the registration deadline shown above. Attendance is encouraged but is not mandatory.

Questions must be submitted in writing to bmiller@swnetwork.org by the deadline shown above. Oral explanations or instructions are not binding. Material clarifications, changes, and answers will be issued in writing as an addendum and made available to all known prospective proposers. Each proposer is responsible for acknowledging all addenda in its proposal.

2. SCOPE OF WORK

2.1 Project Overview and Anticipated Scale

Anticipated quantity: 4 – 5 Lab Stations

Target students: Middle School Students, including students with disabilities and those who use English as a second language

Deployment sites: Labs may be fixed in the space of 1 classroom or mobile and delivered to students in a classroom.

Number of students served: 30 students at a time for a 45 minute period for 45 days.

Proposers may offer one or more configurations, provided each configuration is clearly described and priced. The proposal must identify all hardware, software, equipment, curriculum, licenses, supplies, installation, training, maintenance, support, and recurring costs necessary for the proposed solution to operate as represented.

2.2 Required Base Solution

2.2.1 Career Content and Labor-Market Alignment

- A majority of the career modules must align with SWN's priority industry sectors: healthcare, construction, information technology, manufacturing, and transportation/logistics.
- Additional modules may address arts and media, business management, communications, public service, or other careers that broaden student exposure.
- Each module must identify the occupation or occupational cluster, representative job tasks, typical education or credential requirements, and relevant regional or Maryland labor-market information.
- Content must present career options in an inclusive, unbiased manner and avoid reinforcing occupational stereotypes.

2.2.2 Hands-On Learning and Instructional Design

- Activities must be age-appropriate, safe, engaging, and designed for middle school learners.
- The proposal must identify the typical activity length, recommended group size, facilitator requirements, learning objectives, and any prerequisite knowledge.
- Lessons should incorporate project-based or problem-based learning and should allow students to practice employability skills such as communication, teamwork, problem solving, decision making, and time management.
- The solution must include facilitator guides, student instructions, and a clear method for updating curriculum and labor-market content over time.
- Activities must be differentiated or adaptable for varying learning styles, reading levels, interests, and support needs.

2.2.3 Physical Equipment, Installation, and Safety

- Provide detailed descriptions, photographs or diagrams, dimensions, weights, storage requirements, electrical and network requirements, ventilation needs, mobility requirements, and recommended room layouts for each proposed laboratory or station.
- Identify all tools, equipment, personal protective equipment, consumables, replacement parts, and safety controls included or required.
- All equipment must be suitable for use in a public middle school environment and must comply with applicable product-safety standards, manufacturer instructions, and school-system safety requirements.
- Describe installation, assembly, testing, acceptance, and site-readiness responsibilities. Identify any work or purchases that SWN or the school system must provide before installation.
- State the warranty period and coverage for all hardware and equipment, including response times, repair or replacement processes, and any exclusions.

2.2.4 Accessibility, Language Access, and Inclusive Use

- The solution must be usable by students with disabilities and should incorporate accessible design for physical equipment, instructional materials, and digital content.
- Digital content and mobile applications must conform to WCAG 2.1 Level AA to the extent applicable and must support keyboard navigation, screen readers, captions or transcripts, color contrast requirements, and other accessibility features appropriate to the content.
- The proposal must describe available multilingual content, translation features, plain-language supports, and accommodations for multilingual learners.

- The proposer must describe any limitations, required accommodations, or alternate activities for students who cannot safely or fully use a particular activity.

2.2.5 Digital Platform and Technology Integration – If proposal includes a digital platform, a digital platform is not required

- Describe all digital platforms, applications, portals, or software included with the solution and identify whether they are required or optional.
- Identify supported devices, operating systems, browsers, bandwidth requirements, internet-dependency, single sign-on options, rostering methods, learning-management-system integrations, data-export capabilities, and administrator controls.
- Provide the licensing model, number and type of user accounts, license term, renewal costs, uptime commitments, maintenance schedule, and technical-support process.
- Clearly identify any third-party applications, content, artificial-intelligence features, advertisements, external links, or data subprocessors used by the solution.
- Describe the process and frequency for software updates, content updates, security patches, and notice of material platform changes.

2.2.6 Student Data Privacy and Information Security

- The preferred solution will minimize the collection of student personally identifiable information. The proposal must identify every category of student, staff, and usage data collected, generated, stored, or transmitted.
- The proposer must describe how data are used, where they are stored, how long they are retained, who may access them, whether they are shared with subcontractors or subprocessors, and how they will be returned or securely deleted at the end of the contract.
- The proposer must describe encryption, access controls, audit logging, vulnerability management, security testing, backup and recovery, incident-response procedures, and breach-notification practices.
- Student data may not be sold, used for targeted advertising, or used to create commercial profiles. Data may be used only for the authorized educational and program purposes established by the contract.
- All proposals must conform to HCPS guidelines in Attachment 8

2.2.7 Training, Implementation, and Ongoing Support

- Provide an implementation work plan covering site assessment, configuration, delivery, installation, testing, staff training, launch, and post-launch support.
- Provide initial training for SWN career coaches and designated school-system staff. Identify the format, duration, maximum participants, training materials, and whether training may be recorded or repeated.
- Provide at least twelve months of post-installation support. Describe support hours, contact channels, response and resolution targets, escalation procedures, and the availability of refresher training.
- Participate in meetings with SWN and a local steering committee as reasonably requested to finalize implementation details and monitor performance.
- Identify all ongoing consumables, replacement items, subscription fees, and annual maintenance costs separately.

2.2.8 Outcomes, Reporting, and Program Improvement

- Describe available tools for monitoring participation, completion, student interests, student feedback, and program usage without collecting unnecessary personally identifiable information.
- Identify standard reports, dashboards, data exports, and administrator access included in the proposal.
- Describe recommended measures of student engagement and career awareness and any pre/post assessment or survey tools included.
- Provide a process for receiving user feedback and correcting defects, inaccurate content, or accessibility barriers.

2.3 Optional Items

Proposers may offer optional modules, additional laboratory stations, extended warranties, additional training, industry-recognized credential opportunities, or other enhancements. Optional items must be clearly identified and priced separately and will not be included in the evaluated base cost unless the pricing schedule specifically states otherwise.

2.4 Deliverables and Acceptance

- Final implementation plan and site-readiness checklist.
- All laboratory hardware, software, instructional content, licenses, documentation, and supplies included in the awarded configuration.
- Delivery, installation, configuration, testing, and written confirmation that each system is ready for use.
- Training for designated SWN and school-system personnel, including training materials.
- Warranty, maintenance, technical support, and content/software updates for the contract period.
- Data-security and privacy documentation and any required agreements or exhibits.
- Final inventory identifying model numbers, serial numbers, license terms, warranty dates, and included accessories.

SWN will determine acceptance after verifying that the delivered solution materially conforms to the contract, has been installed and tested, and required documentation and training have been completed. Payment may be tied to defined milestones and acceptance.

3. MINIMUM PROPOSER QUALIFICATIONS

To be eligible for award, a proposer must demonstrate that it:

- Is a legally organized entity authorized to conduct business in the jurisdictions required for contract performance.
- Has demonstrated experience providing comparable career exploration, educational laboratory, instructional technology, or related solutions.
- Has sufficient staffing, financial capacity, supply-chain capacity, and technical capability to complete implementation within the required schedule.
- Can provide at least three relevant client references, preferably including public school systems or comparable youth-serving organizations.
- Is not suspended, debarred, or otherwise excluded from participation in applicable federally funded or Maryland State funded transactions.
- Can meet applicable insurance, background-check, school-access, cybersecurity, accessibility, and contractual requirements.

4. PROPOSAL PREPARATION AND SUBMISSION

4.1 Proposal Format

- Use the section headings and sequence listed in Section 4.2.
- Limit the narrative proposal to twelve (12) pages, excluding the cover sheet, table of contents, required forms, pricing schedule, product photographs/specification sheets, and other expressly permitted attachments.
- Use an easily readable font of at least 11 points, one-inch or similar margins, and numbered pages.
- Submit the technical proposal and cost proposal as separate PDF files. Product literature may be submitted as a third file.
- Clearly identify any requested exceptions to the RFP or proposed contract terms. Silence will be interpreted as acceptance of the requirements, subject to contract negotiation.

4.2 Required Proposal Sections

Cover Sheet and Certifications: Complete and sign the required attachments. Identify the proposer's legal name, address, primary contact, and authorized signatory.

Executive Summary: Summarize the proposed solution, configuration, implementation approach, and principal advantages.

Technical Response and Required-Requirements Matrix: Respond to each requirement in Section 2 and identify the page or attachment where supporting information appears. Clearly identify any requirement the solution does not meet.

Career Modules and Instructional Content: List all included career modules and provide descriptions, sample lesson information, learning objectives, activity durations, required facilitator support, and photographs or diagrams.

Implementation Work Plan: Provide tasks, responsible parties, dependencies, site-readiness requirements, milestones, delivery dates, installation, testing, training, launch, and support.

Accessibility, Privacy, and Security: Provide the requested accessibility conformance information, data inventory, security controls, subprocessors, incident-response process, and any standard data-protection agreement.

Organization, Staffing, and Experience: Describe the proposer's organization, location, relevant experience, assigned staff, subcontractors, and similar completed projects.

Training, Warranty, Maintenance, and Support: Describe initial and ongoing training, warranty coverage, maintenance, support hours, service targets, update practices, and escalation.

References: Provide three recent references, including organization, contact name, title, telephone number, email address, project dates, and a brief description of the comparable work.

Exceptions and Assumptions: Identify all exceptions, qualifications, assumptions, and dependencies. SWN is not obligated to accept proposed exceptions.

4.3 Cost Proposal

The cost proposal must be submitted separately and must use Attachment 3, Pricing Schedule. Prices must include all costs necessary to deliver the proposed base solution, including shipping, installation, licensing, training, support, warranty, travel, supplies, and any other charges. Identify taxes, if any, separately. Prices must remain valid for at least ninety (90) days after the proposal deadline.

The proposer must distinguish one-time costs, recurring annual costs, usage-based costs, optional costs, and costs that may increase after the initial contract term. SWN may evaluate total cost of ownership over the period identified in the Pricing Schedule.

4.4 Electronic Submission

Submit the proposal by email to bmiller@swnetwork.org no later than **September 30, 2026**, at 4:00 p.m. Eastern Time. Use the subject line: "RFP – Hands-On Career Exploration Laboratories – [Proposer Name]." The email must include:

- One signed technical proposal PDF;
- One separate cost proposal PDF;
- Any permitted product literature or supporting attachments; and
- A completed proposal checklist and all required certifications.

SWN will confirm receipt by email. The proposer is responsible for allowing sufficient time for transmission and for confirming receipt before the deadline. SWN may reject files that are inaccessible, corrupted, password-protected without a separately supplied password, or submitted through an unapproved link or file-sharing service.

4.5 Late, Incomplete, or Nonresponsive Proposals

Proposals received after the deadline may be rejected. SWN may waive minor informalities that do not affect price, quality, quantity, delivery, or the fairness of the competition. SWN may reject a proposal that materially fails to follow the submission instructions, omits required information or signatures, takes material exceptions, or does not demonstrate the ability to meet mandatory requirements.

5. EVALUATION AND AWARD

5.1 Initial Responsiveness and Responsibility Review

SWN will first review proposals for timely submission, required forms, material compliance with the RFP, proposer responsibility, and any mandatory qualifications. Proposals that do not meet material requirements may be excluded from further consideration.

5.2 Evaluation Criteria

Criterion	Evaluation Considerations	Points
Understanding and Work Plan	Understanding of SWN's needs; completeness and realism of the implementation plan; ability to meet the schedule; clarity of responsibilities and dependencies.	15
Career Content and Student Experience	Quality and range of career modules; alignment with priority sectors and labor-market information; hands-on engagement; instructional design; differentiation; employability skills.	20
Safety, Accessibility, Privacy, and Security	Physical safety; inclusive and accessible use; language access; data minimization; FERPA/Maryland privacy support; cybersecurity controls; transparency regarding data and subprocessors.	15
Training, Support, Warranty, and Sustainability	Quality of training; support model and service levels; warranty and maintenance; updates; availability and cost of consumables; long-term sustainability.	15
Proposer Experience, Capacity, and References	Relevant experience; qualifications of assigned staff; organizational and implementation capacity; performance on comparable engagements; reference feedback.	15
Price and Total Cost of Ownership	Evaluated base cost; recurring and optional costs; price reasonableness; cost transparency; value relative to proposed features and service.	20
TOTAL		100

5.3 Clarifications, Demonstrations, and Best-and-Final Offers

SWN may request written clarifications, conduct reference checks, require product demonstrations, inspect comparable installations, or invite the highest-ranked proposers to interviews. If demonstrations or interviews are scored, SWN will use a consistent process and criteria for all proposers invited to that stage. SWN may request best-and-final offers when doing so is in SWN's best interest and maintains a fair competitive process.

5.4 Contract Negotiation and Award

SWN intends to award to the responsible proposer whose proposal is determined to be most advantageous to SWN. Award is subject to approval by the SWN Executive Committee, successful negotiation and execution of a written contract, confirmation of funding, and completion of any required responsibility, insurance, background-check, cybersecurity, or school-system reviews.

SWN may accept a proposal without material negotiation. Proposers should therefore submit their best terms initially. SWN may negotiate scope, schedule, price, contract terms, and other matters with the selected proposer. If negotiations do not result in an acceptable agreement, SWN may discontinue negotiations and negotiate with another proposer or cancel the procurement.

5.5 Appeal Procedure

A proposer seeking to appeal the procurement recommendation must submit a written appeal to Kimberly Justus, Executive Director, Susquehanna Workforce Network, Inc., 410 Girard Street, Havre de Grace, Maryland 21078, within ten (10) calendar days after the proposer receives written notice of the recommendation or intent to award.

The appeal must identify the specific procurement requirement or procedure alleged to have been violated, the material facts supporting the allegation, and the requested remedy. A disagreement with the evaluators' professional judgment or scoring, without evidence of a material procedural error, is not sufficient. The SWN Executive Committee may decide the appeal on the written record or may provide another process at its discretion. Its decision is final within SWN's administrative process.

6. GENERAL TERMS AND CONDITIONS

6.1 No Obligation and Reservation of Rights. Issuance of this RFP does not obligate SWN to award a contract or reimburse proposal costs. SWN may cancel, amend, postpone, reject, or reissue the RFP; reject any or all proposals; waive minor informalities; request clarification; or make an award in whole or in part when consistent with applicable requirements and SWN's best interests.

6.2 Proposal Ownership and Confidentiality. Submitted proposals become SWN records. Proposers must clearly mark information they consider confidential or proprietary and provide a redacted copy if requested. SWN cannot guarantee confidentiality and will handle records in accordance with applicable law, funding requirements, audit obligations, and valid legal requests. Marking an entire proposal confidential is not acceptable.

6.3 Proposal Preparation Costs. All costs of preparing, submitting, demonstrating, and negotiating a proposal are the proposer's responsibility.

6.4 Addenda Control. Only written addenda issued by SWN may modify this RFP. If an addendum conflicts with an earlier provision, the addendum controls.

6.5 Independent Pricing and Non-Collusion. By submitting a proposal, the proposer certifies that its prices were developed independently and that it has not colluded, communicated, or agreed with another proposer or competitor to restrict competition, fix prices, allocate markets, or discourage another party from submitting a proposal.

6.6 Conflicts of Interest. The proposer must disclose actual, potential, or apparent conflicts of interest, including relationships that could impair impartial performance or create an unfair competitive advantage. SWN may require mitigation or may disqualify a proposer when a conflict cannot be adequately addressed.

6.7 Subcontractors and Subprocessors. The proposal must identify all material subcontractors and data subprocessors. The selected Contractor remains fully responsible for contract performance and may not replace or add a material subcontractor or subprocessor without prior written approval when required by the contract.

6.8 Funding Contingency. Any award is contingent on the availability and continuation of funding. SWN may reduce, suspend, or terminate the contract if funding is reduced, withdrawn, or restricted. The Contractor

will be paid for accepted goods and services properly delivered before the effective date of a funding-related termination, subject to the contract.

6.9 Applicable Requirements. The selected Contractor must comply with applicable federal, State, and local laws; funding-source requirements; school-system policies; safety requirements; nondiscrimination and accessibility requirements; privacy and security requirements; and licensing or certification requirements.

6.10 Federal-Funding Provisions. If federal funds are used, applicable federal procurement and contract provisions will be incorporated into the contract, including requirements concerning suspension and debarment, lobbying, records and audit access, and applicable provisions identified in Appendix II to 2 CFR Part 200.

6.11 Records and Audit. The Contractor must maintain complete records supporting invoices, performance, licensing, inventory, and compliance for the period required by the contract and funding source and must provide access to authorized auditors and oversight entities.

6.12 Insurance and School Access. Before performance, the selected Contractor must provide evidence of required insurance and comply with applicable visitor, background-check, fingerprinting, badging, and school-access requirements.

6.13 Ownership and License Rights. The contract will distinguish between the Contractor's pre-existing intellectual property and project deliverables. The proposal must clearly describe the licenses and use rights granted to SWN and participating schools, including rights to instructional materials, reports, data exports, and content used after contract expiration.

6.14 Termination and Remedies. The final contract may include termination for cause and convenience, cure periods, warranty remedies, rejection of nonconforming goods or services, refund or replacement obligations, and other remedies appropriate to the procurement.

6.15 Governing Law. The contract will be governed by Maryland law, subject to review and approval of final contract terms.

7. ORGANIZATIONAL BACKGROUND

Susquehanna Workforce Network, Inc. is a nonprofit 501(c)(3) corporation designated as the Local Workforce Development Board for the Susquehanna Region, which includes Cecil and Harford Counties, Maryland. SWN serves as an administrative entity for workforce programs and works with education, business, community, labor, and economic-development partners to strengthen the regional workforce system.

SWN provides workforce and career services to job seekers, employers, adults, youth, and students. Its activities include career assessment and exploration, labor-market information, career coaching, employment preparation, occupational skills training, employer services, and partnerships that connect education and workforce pathways.

ATTACHMENTS

ATTACHMENT 1 – PROPOSAL COVER SHEET

Legal Name of Proposer	
Address	
Primary Contact and Title	
Telephone	
Email	
UEI (if applicable)	
Total Evaluated Base Cost	

By signing below, the undersigned certifies that the proposal is complete and accurate; the proposer is authorized to submit the proposal; the offer will remain valid for at least ninety (90) days; the proposer has disclosed all material exceptions, assumptions, conflicts of interest, subcontractors, and data subprocessors; and the proposer can provide the proposed goods and services subject to successful contract negotiation.

Authorized Signature	Date
Printed Name and Title	
Legal Name of Proposer	

ATTACHMENT 2 – PROPOSAL CHECKLIST

- ☐ Signed Proposal Cover Sheet
- ☐ Technical Proposal PDF
- ☐ Separate Cost Proposal and Pricing Schedule
- ☐ Required-Requirements Matrix
- ☐ Implementation Work Plan
- ☐ Accessibility, Privacy, and Security Documentation
- ☐ Three Client References
- ☐ Product Photographs/Specifications
- ☐ Exceptions and Assumptions
- ☐ Acknowledgment of All Addenda
- ☐ Assurance of Nondiscrimination and Equal Opportunity
- ☐ Certification Regarding Lobbying, if applicable
- ☐ Certification Regarding Suspension, Debarment, and Exclusion
- ☐ Drug-Free Workplace Certification, if required by SWN policy or funding source

ATTACHMENT 3 – PRICING SCHEDULE

Proposers may add rows or attach a detailed schedule, but all requested categories must be addressed. Identify the exact quantity and configuration used to calculate the evaluated base cost.

Item/Description	Qty.	Unit	Total	Type One-Time or Recurring	Included in Base Cost (Y/N)
Laboratory hardware or stations					
Shipping, delivery, and installation					
Software or platform licenses					
Curriculum or content licenses					
Initial training					
Support, maintenance, and warranty					
Consumables and replacement supplies					
Other required base costs					
Optional modules or items					
Annual renewal after initial term					
Evaluated Base Cost			\$		
Total Optional Items			\$		
Estimated Year-Two Recurring Cost			\$		
Estimated Three-Year Total Cost of Ownership			\$		

ATTACHMENT 4 – ASSURANCE OF NONDISCRIMINATION AND EQUAL OPPORTUNITY

The proposer assures that, in performing any contract resulting from this RFP, it will comply with all applicable federal, State, and local nondiscrimination, equal opportunity, and accessibility requirements. To the extent applicable to the funding and activities, these requirements include Section 188 of the Workforce Innovation and Opportunity Act and 29 CFR Part 38; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and applicable Maryland law.

The proposer will provide reasonable accommodations, auxiliary aids and services, and accessible communications as required by applicable law and will require relevant subcontractors to comply with the same obligations.

Authorized Signature	Date
Printed Name and Title	

ATTACHMENT 5 – CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of the undersigned’s knowledge and belief, that no federally appropriated funds have been paid or will be paid, by or on behalf of the proposer, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal award or transaction.

If funds other than federally appropriated funds have been or will be paid for such lobbying activities in connection with a covered federal award or transaction, the proposer will complete and submit the current federal Disclosure of Lobbying Activities form (SF-LLL) in accordance with its instructions. The proposer will include applicable certification language in covered lower-tier awards as required.

Authorized Signature	Date
Printed Name and Title	

ATTACHMENT 6 – CERTIFICATION REGARDING SUSPENSION, DEBARMENT, AND EXCLUSION

The proposer certifies, to the best of its knowledge and belief, that the proposer, its principals, and any covered subcontractors are not presently suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from participation in federal awards or covered transactions; and that the proposer will notify SWN promptly if its status changes during the procurement or contract period.

The proposer authorizes SWN to verify exclusion status through the federal System for Award Management (SAM.gov) or other applicable records. If the proposer cannot make this certification, it must attach a complete explanation for SWN’s review.

Authorized Signature	Date
Printed Name and Title	

ATTACHMENT 7 – DRUG-FREE WORKPLACE CERTIFICATION

The proposer certifies that it maintains and enforces a drug-free workplace policy applicable to employees assigned to perform the contract, or will implement such a policy before contract performance. The policy will prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace and will provide appropriate notice, education, and corrective action consistent with applicable law.

- ☐ Our organization maintains a drug-free workplace policy.
- ☐ Our organization does not currently maintain a drug-free workplace policy and has attached an explanation.

Authorized Signature	Date
Printed Name and Title	



February 19, 2026

Dear Educational Resources Providers:

This communication is to formally notify you of the Harford County Public Schools (HCPS) expectations for the implementation of digital educational resources. Our goal is to promote a personalized learning environment through a learning ecosystem where the platform, tools, and applications are seamlessly integrated to support all learners. Our learning ecosystem is powered through the Learning Management System Canvas by Instructure which is becoming the center of collaboration, curriculum, instruction, and communication for Harford County Public School's staff, students, and parents.

As we strive to enrich and facilitate the access of teachers and students to quality educational resources and the ability to aggregate results in a single location, we require the following:

1. According to Maryland Law § 7-910, local education agencies (LEAs) must ensure equitable access to digital resources for students with disabilities. HCPS mandates compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 level AA, established by the World Wide Web Consortium (W3C).
2. HCPS will give strong preference to the purchase of digital content, assessment and applications that are certified to the following 1EdTech Interoperability Standards:
 - LTI core and LTI Advantage, including the LTI extensions; Deep Linking, Names and Role Provisioning Service, and Grades and Assignment Services
 - OneRoster version 1.1 including the Roster, Resource and Results services
 - QTI v2.2 State/Core Profile and when finalized, to the QTI v3 State/Core Profile
 - Thin Common Cartridge version 1.3
3. HCPS requires comprehensive documentation before any AI implementation in our district systems. Written documentation

Attachment 8

detailing planned AI capabilities, including technical specifications, intended benefits, and core functionality is required. This documentation should outline training data sources and bias mitigation strategies employed in your AI models. Additionally, share your organization's AI governance framework and risk management protocols. In place of written documentation, the 1EdTech AI Rubric may be completed in TrustEd Apps Management Suite when it becomes available.

We require that vendors agree to implement, certify, and "stay current", within a reasonable period of time, with the latest releases of interoperability, accessibility standards, and AI governance protocols.

Attachment 8

To initiate our evaluation process, please provide the following information on the [Form](#):

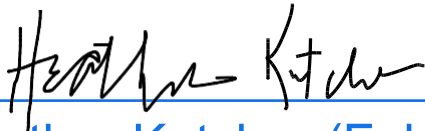
1. Current documentation of your 1EdTech certification status
2. WCAG compliance documentation
3. AI implementation and governance documentation
4. Two demonstration accounts with full access - one with teacher permissions and one with student permissions

Your timely response and attention to these requirements is appreciated. We look forward to continuing our partnership in providing high-quality, safe, and equitable educational resources to our students.

Thank you,



Andrew Moore, Director, Office of Technology



Heather Kutcher (Feb 19. 2026 08:03:23 EST)

Heather L. Kutcher, Assistant Superintendent for Curriculum, Instruction, and Assessment