

Appendix B

**CONTRACT
FOR
Humane Society Police Officer Training and Continuing Education**

This Contract to conduct both the training program and the continuing education program under the Humane Society Police Officer Act, 22 Pa.C.S.A. §3712 and §3713 ("Contract") is entered into by and between the Commonwealth of Pennsylvania ("Commonwealth"), acting through the **Department of Agriculture**, ("Agency") and **[Insert Name of Contractor]** ("Contractor").

The Agency issued a Solicitation for Proposals to conduct both the training program and the continuing education program under the Humane Society Police Officer Act, 22 Pa.C.S.A. §3712 and §3713, SFP No. **[Insert SFP No.]**, ("SFP") and the Contractor submitted a proposal in response to the SFP.

The Contractor's proposal was selected for the Best and Final Offer ("BAFO") phase of the SFP process. **[Delete this sentence if no BAFO is conducted.]** In response to the BAFO request, the Contractor submitted a BAFO Cost Submittal. **[Delete this sentence if no BAFO is conducted.]** The Agency determined that the Contractor's proposal, as revised by its BAFO Cost Submittal, was the most advantageous to the Commonwealth after taking into consideration all of the evaluation factors set forth in the SFP and selected Contractor for contract negotiations; and

The parties have negotiated this Contract as their final and entire agreement in regard to conducting both the training program and the continuing education program under the Humane Society Police Officer Act, 22 Pa.C.S.A. §3712 and §3713.

The parties, intending to be legally bound, agree as follows:

1. The Contractor shall, in accordance with the terms and conditions of this Contract, provide the type of training and continuing education required under the Humane Society Police Officer Act, 22 Pa.C.S.A. §3712 and §3713, as more specifically and fully defined in the SFP.
2. The Contractor shall provide both the training program and the continuing education program under the Humane Society Police Officer Act, 22 Pa.C.S.A. §3712 and §3713 exclusively from fees charged by the Contractor to those receiving the training or continued education and without the expenditure of any Commonwealth tax payer funds, as set forth in the SFP and listed in its Cost Submittal [Replace with BAFO Cost Submittal or Final Negotiated Cost Submittal, if applicable], which is attached hereto as Exhibit B and made a part hereof, at the prices listed for those items in Exhibit B.

3. The Contractor shall meet and maintain the commitments to small diverse businesses made in its Small Diverse Business and Small Business Submittal, [Replace with BAFO Small Diverse Business and Small Business Submittal or Final Negotiated Small Diverse Business and Small Business Submittal, if applicable], which is attached hereto as Exhibit C and made a part hereof. The Contractor shall submit any proposed change to a small diverse business or small business commitment to the Department of General Services' Bureau of Diversity Inclusion and Small Business Opportunities ("BDISBO"), which will make a recommendation as to a course of action to the Agency's Contracting Officer. The Contractor shall complete the Prime Contractor's Quarterly Utilization Report and submit it to the Agency's Contracting Officer and BDISBO within ten (10) workdays at the end of each calendar quarter that the Contract is in effect.

4. The Work Statement in the SFP is modified as follows: [Insert revisions, if any. Otherwise delete this subsection and renumber subsection below.]

5. This Contract is comprised of the following documents, which are listed in order of precedence in the event of a conflict between these documents:
 - a. the Contract document contained herein;
 - b. the Contract Terms and Conditions, which is attached hereto as Exhibit A and made part of this Contract;
 - c. the Contractor's Cost Submittal [Replace with BAFO Cost Submittal or Final Negotiated Cost Submittal, if applicable], which is attached hereto as Exhibit B and made a part hereof;
 - d. the Contractor's Small Diverse Business and Small Business Submittal [Replace with BAFO Small Diverse Business and Small Business Submittal or Final Negotiated Small Diverse Business and Small Business Submittal, if applicable], which is attached hereto as Exhibit C and made a part hereof;
 - e. the SFP, including all of the referenced Appendices and as revised by all Addenda issued thereto, which is attached hereto as Exhibit D and made a part hereof; and
 - f. the Contractor's Technical Submittal, which is attached hereto as Exhibit E and made a part hereof.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

The parties have signed this Contract below. Execution by the Commonwealth is described in the Contract Terms and Conditions, paragraph 003.1b Signatures- Contract (March 2007).

Witness:

CONTRACTOR:

By: _____
(Assistant) Secretary

By: _____
(Vice) President

Printed Name/Date

Printed Name/Date

Federal I.D. Number

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF AGRICULTURE**

By: To be obtained electronically _____
[Agency Head/Designee] Date
[Title]

APPROVED AS TO FORM AND LEGALITY:

To be obtained electronically _____
Office of Chief Counsel Date

To be obtained electronically _____
Office of General Counsel Date

To be obtained electronically _____
Office of Attorney General Date

APPROVED:

To be obtained electronically _____
Comptroller Date