



**FAUQUIER COUNTY SCHOOL BOARD**  
**STANDARD TEXTBOOK CONTRACT # 03-15smc**  
*High School Science: Biology, Earth Science, VA Modern Chemistry,*  
*Physics, Environmental Science*

This contract is entered into this 1st day of July 2014, by Houghton Mifflin Harcourt hereinafter called the "Contractor" and the Fauquier County School Board hereinafter called "FCSB".

WITNESSETH that the Contractor and FCSB, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** This contract is established in accordance with the requirements as set forth in the Code of Virginia, § § 22.1-238 and 22.1-241-243. The Contractor shall provide the attached list of approved textbooks ordered by FCSB for a period of seven (7) years at the unit price(s) noted on the list, which will be fixed for the entire term of the agreement (in addition, see A 1, Attachment A). Prices quoted are FOB Shipping Point/Origin, *inside delivery*, prepaid and charged back and do not include shipping charges (in addition, see A6, Attachment A). The Contractor shall pay all shipping costs above six percent (6%) on each order, or as noted in either A6 or Attachment B; shipping charges shall be added to the invoice as a separate item. **Delivery:** The Contractor shall make deliveries no later than thirty (30) days of receipt of an order, or sooner. **Payment terms:** Payment will be made within forty-five (45) days of receipt of a correct, accurate invoice. **Ancillary Materials:** The Contractor shall provide ancillary/complimentary materials at no charge to FCSB during the term of this contract or, as outlined in Attachment B. Additional requirements are set forth as Attachments to the contract document as noted herein.

**CONTRACT TERM:** The term of this contract shall be from July 1, 2014 through June 30, 2021.

The contract documents shall consist of the following documentation, listed in order of precedence:

- (1) This signed form;
- (2) The attachments, which consist of:
  - (a) Attachment A: Additional Requirements
  - (b) Attachment B: Publisher's Final Quote(s) which shall include List of Textbooks inclusive of Copyright year, ISBN and Unit Price, and Ancillary Materials.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

By: Lisa A. Jacobson

Printed Name: Lisa A. Jacobson

Date: June 14, 2014

FAUQUIER COUNTY SCHOOL BOARD:

By: Susan R. Monaco

Printed Name: Susan R. Monaco, CPPO, CPPB

Date: June 23, 2014

**FAUQUIER COUNTY SCHOOL BOARD**  
**STANDARD TEXTBOOK CONTRACT**  
ATTACHMENT A, Additional Requirements

- A1. The Contractor certifies that the textbook unit price appearing in the contract is the lowest wholesale price at which the book or books are currently bid under contract anywhere in the United States or that the price to be charged has been reduced and is the same price as sold anywhere outside of Virginia. The publisher shall, when applicable, offer FCSB the option of using any special or other edition of a textbook named in the contract and adapted for use in Virginia at a lower price as sold elsewhere in the United States. As applicable, in the event the reduced price is permanent the Contractor further agrees to notify the Virginia Department of Education to update its website with the new price.
- A2. The Contractor shall furnish sample copies of all books listed herein to FCSB and all textbooks furnished by the Contractor shall in all respects as to texts, paper, binding, printing, illustrations, copyright date, and in all other particulars be equal to the same copy purchased by FCSB. Changes may be made in the textbook(s) if mutually agreed to by the FCSB and Contractor.
- A3. When available, Contractor shall provide hands-on training on FCSB premises, initially for all staff and in subsequent years for new staff. Contractor shall identify and include any and all associated costs for training as an addendum to Attachment B, Textbook Pricing.
- A4. The Contractor shall replace any textbooks adopted for use and received from the Contractor, proven to have weak or defective bindings within the adoption period for which they were purchased.
- A5. The Contractor shall, for each textbook ordered, furnish an electronic file in the National Instructional Materials Accessibility Standards (NIMAS) format that will be deposited in the National Instructional Materials Access Center (NIMAC) from which accessible versions of the particular textbook may be produced for students with print disabilities. The Contractor shall deliver the NIMAS file of the textbook on or before the date of delivery of the regular text version.
- A6. SHIPPING INSTRUCTIONS: FCSB does not have central warehousing with loading docks and unloading equipment; only one or two select schools have loading docks. Therefore, Contractors shall instruct their freight carrier to provide shipments to FCSB locations with vehicles having lift gates and pallet jacks, for unloading of shipments at each location. All deliveries must be inside deliveries; no shipment will be accepted if it's left out on a school sidewalk. FCSB understands that shipping costs based on percentage of order most commonly applies to initial large adoption orders, unless otherwise noted on Attachment B; Contractors agree to ship subsequent smaller textbook orders placed after initial adoption by UPS or the most reliable, affordable method, FOB Destination, and that all freight pricing must be listed in detail on each invoice.
- A7. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the FCSB. In the event of Contractor change in ownership, the Contractor shall notify FCSB in writing at least thirty days in advance of such change and indicating if the new owner will assume ownership and full compliance with the contract, at which time FCSB will modify the contract to reflect the change in ownership.
- A8. FCSB reserves the right to test other textbooks in designated schoolrooms for experimental study during the term of this contract.
- A9. With the approval of FCSB and the Contractor, any private school within Fauquier County that so requests may purchase from the FCSB contract with the Contractor. Such private school shall be fully responsible for ordering, purchasing, and receiving shipments of books to be provided from the Contractor pursuant to this section. FCSB shall be immune from any civil liability as a result of a private school purchasing from the FCSB contract.
- A10. TAX EXEMPTION: FCSB is exempt from the payment of any federal excise or any Virginia sales tax. All invoices must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Contractor.

- A11. APPLICABLE LAW AND COURTS: This contract shall be governed in any respects by the laws of Virginia, and any litigation with respect thereto shall be brought in the Circuit Court of Fauquier County, Virginia. The Contractor shall comply with applicable federal, state and local laws and regulations.
- A12. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL IMMIGRATION LAW: During the term of any contract, the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- A13. ANTI-TRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to FCSB all rights, *with the exception of the intellectual property rights*, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States and Fauquier County, relating to the particular goods or services purchased or acquired by FCSB under said contract. LAJ / SM
- A14. ANTI-DISCRIMINATION: By signing this contract, the Contractor certifies to FCSB that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the contract is with a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis or race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, §2.2-4343.1(E)). In every contract over \$10,000 the provisions in A and B below apply:
- A. During the performance of this contract, the Contractor agrees as follows:
1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
- B. The Contractor will include the provisions of A. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- A15. DRUG-FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- A16. CONTENT VALIDITY: By signing this contract, Contractor hereby verifies that all materials provided have been thoroughly examined and reviewed by content experts, whose credentials were verified prior to contract signature, for factual
- Contract # 03-15smc, High School Science (5 texts), HMMH VN 631259

and content accuracy, typographical, grammatical, spelling, formatting and written expression errors, and that all such errors have been corrected prior to publication.

- A17. **CUSTOMER SERVICE:** To ensure continual service during the entire term of the contract, the Contractor must provide the name, phone, fax and e-mail address of the inside contact person who has the authority and knowledge to answer contractual questions or issues both during the initial adoption period and for the entire contract term. Should that person leave the Contractor's employ or be replaced by another person, the Contractor must promptly notify the FCSB Textbook Office in writing of the new customer service representative's name, phone, fax and e-mail. If multiple customer service representatives are assigned, the Contractor must note each representative's area of expertise (for example, Ordering vs. Billing and Invoicing). If the Contractor Sales Representative should change during the term of this contract, the Contractor must notify the FCSB Textbook Office in writing of the new Sales Representative's name, phone, fax and e-mail and effective date as our representative.
- A18. **CONTRACT MODIFICATIONS:** During the term of this contract, if supplemental materials, additions or deletions are required at the request of FCSB, the Contractor shall review and sign a mutually agreeable contract modification, to be co-signed by FCSB and added to this original contract.
- A19. **ON-LINE ELECTRONIC TEXTBOOK COMPONENT INTERFACE:** Contractors shall provide any and all on-line electronic textbook components with the capacity and capability to interface with Blackboard, to maximize FCSB's use of the electronic component.

# Houghton Mifflin Harcourt

**Prices: Prices quoted are wholesale school prices and do not include transportation charges unless otherwise stated in this proposal. These wholesale school prices apply to the educational customers of Houghton Mifflin Harcourt. Prices quoted are valid for orders submitted on or before the expiration date set forth in the proposal.**

**Educational customers are billed at wholesale school price, f.o.b. shipping point, with a prepaid transportation charge and, unless the customer specifically requests otherwise, a charge for our guarantee of delivery is added to the invoice when shipped via U.S. Postal service. For educational customers preferring f.o.b. destination billing, ten and a half percent (10.5%) of wholesale school price is added and we pay transportation charges and guarantee delivery. Prices do not include any sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Houghton Mifflin Harcourt.**

**Upon receipt of purchase order, gratis items will be shipped in direct proportion to pupil materials purchased. If purchases vary from those included in this proposal, gratis items will change accordingly. Gratis items may also change if purchase is other than a direct school district to publisher order, such as via a third-party vendor or jobber.**

Attachment B, Contract # 03-15smc, High School Science  
Biology & Earth Science

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
<b>Biology</b>						
<b>Student Resources</b>						
1467875	9780547634285 Holt McDougal Biology Virginia Student Edition 2013	\$88.95 <sup>c</sup>	400	\$35,580.00		
1477438	9780547687742 Holt McDougal Biology Virginia Interactive Reader	\$24.30			800 x 7yr	\$19,440.00
<b>Total for Student Resources</b>				<b>\$35,580.00</b>		<b>\$19,440.00</b>
<b>Teacher Resources</b>						
1467877	9780547634289 Holt McDougal Biology Virginia Teacher Edition 2013	\$133.35			20	\$2,667.00
1477469	9780547687599 Holt McDougal Biology Virginia Standards Review and Practice Answer Key	\$8.85			20	\$177.00
1477463	9780547687728 Holt McDougal Biology Interactive Reader Answer Key	\$10.80			20	\$216.00
1463405	9780547601236 Holt McDougal Biology Teacher One Stop DVD	\$150.00			20	\$3,000.00
1477441	9780547687827 Holt McDougal Biology Media Gallery (DVD)	\$140.60			20	\$2,812.00
1477442	9780547687766 Holt McDougal Biology Lab Generator w/ Virtual & Video Labs (DVD)	\$167.10			20	\$3,342.00
1477472	9780547687643 Holt McDougal Biology That's Amazing Videos (DVD)	\$67.55			20	\$1,351.00
1477486	9780547687780 Holt McDougal Biology Video Clips (DVD)	\$210.35			20	\$4,207.00
1158579	9780030932427 Holt Biology Dissection Labs CD-ROM	\$61.10			20	\$1,222.00
<b>Total for Teacher Resources</b>						<b>\$18,994.00</b>
<b>Total for Biology</b>				<b>\$35,580.00</b>		<b>\$38,434.00</b>

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
<b>Earth Science</b>						
<b>Student Resources</b>						
1482850	9780547725055 Holt McDougal Earth Science Virginia Student Edition 2013	\$92.55 <sup>c</sup>	550	\$50,902.50		
1101638	9780554033419 Holt McDougal Earth Science InterActive Reader and Study Guide	\$24.90			1,100 x 7yr	\$27,390.00
<b>Total for Student Resources</b>				<b>\$50,902.50</b>		<b>\$27,390.00</b>
<b>Teacher Resources</b>						
1482851	9780547724973 Holt McDougal Earth Science Virginia Teacher Edition 2013	\$137.40			20	\$2,748.00
1501072	9780547851136 Holt McDougal Earth Science Virginia Online Teacher Edition (7-years subscription) 2013	\$90.10			20	\$1,802.00
1101639	9780554033402 Interactive Reader and Study Guide Answer Key	\$11.20			20	\$224.00
1084339	9780554015873 Student One-Stop CD-ROM	\$67.20			20	\$1,344.00
1084344	9780554015866 Teacher One Stop Planner DVD-ROM	\$150.00			20	\$3,000.00
1084313	9780554015880 Chapter Resource File Pack	\$346.35			20	\$6,927.00
1084343	9780554016207 Directed Reading Workbook	\$15.50			20	\$310.00
1084353	9780554016191 Review Guide	\$14.35			20	\$287.00
1084354	9780554016214 Long-Term Projects Booklet with Answer Keys	\$19.90			20	\$398.00
1084357	9780030849219 Laboratory Manager's Professional Reference	\$23.30			20	\$466.00
1084370	9780554016221 Strategies for English Language Learners	\$12.50			20	\$250.00
1084374	9780030644238 Science Skills Workshop Teacher Edition, Reading in the Content Area	\$40.25			20	\$805.00
1084348	9780554016733 Guided Reading Audio CD Program	\$135.00			20	\$2,700.00
1084363	9780554016320 Unit Video with DVD	\$65.80			20	\$1,316.00
1084349	9780554016313 Earth Science Earth and Environmental Science Lab Generator	\$60.85			20	\$1,217.00
<b>Total for Teacher Resources</b>						<b>\$23,794.00</b>
<b>Total for Earth Science</b>				<b>\$50,902.50</b>		<b>\$51,184.00</b>

Other than as noted for initial adoption order, 1/20 teacher-student ratio. Freight FOB Origin/Shipping Point, 6% (for FOB Destination, 10.5%). HMH shall provide Blackboard cartridges for teacher/student access to on-line materials via Blackboard.

Attachment B, Contract # 03-15smc, High School Science  
Chemistry & Physics

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
<b>VA Modern Chemistry</b>						
<b>Student Resources</b>						
1467876	9780547634272 Holt McDougal Modern Chemistry Virginia Student Edition 2013	\$88.95 <sup>c</sup>	375	\$33,356.25		
1479967	9780547704821 Holt McDougal Modern Chemistry Interactive Reader	\$23.80			750 x 7yr	\$17,850.00
<b>Total for Student Resources</b>				<b>\$33,356.25</b>		<b>\$17,850.00</b>
<b>Teacher Resources</b>						
1467878	9780547634296 Holt McDougal Modern Chemistry Virginia Teacher Edition 2013	\$138.70			10	\$1,387.00
1479966	9780547704814 Holt McDougal Modern Chemistry Virginia Standards Review and Practice Answer Key	\$8.85			10	\$88.50
1482162	9780547720593 Holt McDougal Modern Chemistry Interactive Reader Answer Key	\$10.80			10	\$108.00
1477484	9780547687834 Holt McDougal Modern Chemistry Interactive Reader Answer Key, Spanish	\$10.80			10	\$108.00
1479979	9780547705040 Holt McDougal Modern Chemistry Teacher One Stop DVD	\$150.00			10	\$1,500.00
1479975	9780547704876 Holt McDougal Modern Chemistry Problem-Solving Support DVD	\$140.80			10	\$1,408.00
1479977	9780547705019 Holt McDougal Modern Chemistry Media Gallery DVD-ROM	\$140.80			10	\$1,408.00
1479978	9780547705026 Holt McDougal Modern Chemistry Why It Matters Videos DVD-ROM	\$73.55			10	\$735.50
1479974	9780547704845 Holt McDougal Modern Chemistry Lab Generator with Virtual Labs CD	\$85.70			10	\$857.00
<b>Total for Teacher Resources</b>						<b>\$7,696.00</b>
<b>Total for VA Modern Chemistry</b>				<b>\$33,356.25</b>		<b>\$25,546.00</b>

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
<b>Physics 2012</b>						
<b>Student Resources</b>						
1461031	9780547586694 Holt McDougal Physics Student Edition 2012	\$87.45 <sup>c</sup>	130	\$11,368.50		
1479692	9780547698816 Holt McDougal Physics Student One Stop DVD	\$73.55			130	\$9,561.50
<b>Total for Student Resources</b>				<b>\$11,368.50</b>		<b>\$9,561.50</b>
<b>Teacher Resources</b>						
1468198	9780547636320 Holt McDougal Physics Teacher's Edition 2012	\$129.45			6	\$776.70
1479689	9780547698434 Holt McDougal Physics Lab Generator CD	\$63.25			6	\$379.50
1479690	9780547698793 Holt McDougal Physics Teacher One Stop DVD	\$150.00			6	\$900.00
1170315	9780030998164 Holt McDougal Physics Virtual Investigations CD-ROM	\$63.20			6	\$379.20
<b>Total for Teacher Resources</b>						<b>\$2,435.40</b>
<b>Total for Physics 2012</b>				<b>\$11,368.50</b>		<b>\$11,996.90</b>

Other than as noted for initial adoption order, 1/20 teacher-student ratio. Freight FOB Origin/Shipping Point, 6% (for FOB Destination, 10.5%). HMH shall provide Blackboard cartridges for teacher/student access to on-line materials via Blackboard.

Attachment B, Contract # 03-15smc, High School Science  
Environmental Science

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
<b>Environmental Science</b>						
<b>Student</b>						
1510974	9780547904016 Holt Environmental Science Student Edition 2013	\$88.25	230	\$20,297.50		
1513383	9780547914015 Holt Environmental Science Student One Stop CD-ROM 2013	\$70.60			230	\$16,238.00
<b>Total for Student</b>				<b>\$20,297.50</b>		<b>\$16,238.00</b>
<b>Teacher</b>						
1510975	9780547904009 Holt Environmental Science Teacher Edition 2013	\$115.50			15	\$1,732.50
1513262	9780547914008 Holt Environmental Science Teacher One Stop DVD-ROM	\$150.00			15	\$2,250.00
<i>Includes: Smart Grapher, PuzzlePro®, Lab Materials Quicklist, ExamView® 8.0 Assessment Suite and User Guide, Interactive Teacher's Edition, Supplemental Teacher Resources, State-Specific Resources, Presentation Tools (PowerPresentations, Classroom Catalysts, Teaching Visuals) Labs and Field Studies with Teacher Notes (Exploration Labs, Field Studies, Inquiry Labs, QuickLabs, STEM Labs), Worksheets with Answers (Active Reading with Answers, Chapter Worksheets with Answers), English Language Learners' Resources with Answers (Study Guide in Spanish with Answers, Sección prueba, Capítulo examen, Chapter Audio in English), Interactive Review (Interactive Concept Maps, Self-Checks), Quizzes and Tests (Section Quizzes, ExamView® Bank Questions, Chapter Tests with Answers), Multimedia Activities and Resources (FoldNotes, Virtual Investigations).</i>						
1512271	9780547908892 Holt Environmental Science Study Guide Concept Review	\$11.35			15	\$170.25
1513385	9780547914053 Holt Environmental Science Lab Generator CD-ROM	\$63.25			15	\$948.75
<b>Total for Teacher</b>						<b>\$5,101.60</b>
<b>Total for Environmental Science</b>				<b>\$20,297.50</b>		<b>\$21,339.50</b>

<b>Proposal Summary</b>	<b>Total Value of Proposal:</b>	<b>\$309,095.44</b>
	<b>Total Complimentary:</b>	<b>\$148,500.40</b>
	<b>Subtotal Purchase Amount:</b>	<b>\$151,504.75</b>
	<b>Shipping &amp; Handling (6.00%):</b>	<b>\$9,090.29</b>
	<b>Total Cost of Proposal (PO Amount):</b>	<b>\$160,595.04</b>

Other than as noted for initial adoption order, 1/20 teacher-student ratio. Freight FOB Origin/Shipping Point, 6% (for FOB Destination, 10.5%). HMH shall provide Blackboard cartridges for teacher/student access to on-line materials via Blackboard.