DEPARTMENT OF GENERAL SERVICES

Isiah Leggett
County Executive

MONTGOMERY COUNTY, MARYLAND
SOLICITATION AMENDMENT #2
Open Solicitation #8725101002

David E. Dise
Director

December 3, 2009

PAGE 1 OF 9
FOR THE PROCUREMENT OF:
Recreation Officiating Services

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ALL SOLICITATION AMENDMENTS MUST BE ACKNOWLEDGED BY THE OFFEROR.
FAILURE TO ACKNOWLEDGE AN AMENDMENT MAY BE CAUSE TO REJECT OFFER.

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DESCRIPTION OF AMENDMENT:

Replace Page 1 of Open Solicitation Plan with REVISED Page 1 (Open Solicitation Plan)

Replace Page 2 of Open Solicitation Plan with REVISED Page 2 (Open Solicitation Plan)

Replace Page 1 of Application Process with REVISED Page 1 (Application Process).

Replace Page 3 of Application Process with REVISED Page 3 (Application Process).

Replace Page A1 of the Application Information Sheet with REVISED Page A1 (Application Information Sheet) – Attachment A

Replace Page A2 of the Application Information Sheet with REVISED Page A2 (Application Information Sheet) – Attachment A

Replace Page A3 with REVISED Page A3 (ATTACHMENT A-1 - Basketball Officials Fee Schedule

Add Page A7 with REVISED Page A7 (ATTACHMENT A-5 - Futsal Officials Fee Schedule

THERE ARE NO OTHER CHANGES

THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION.

ISSUED BY: David E. Dise, CPPO, Director
Department of General Services
*The County Code, Chapter 11B-1, replaced the definition of Director (of Procurement) with Director of the Department of General Services.

NAME OF OFFEROR: _____
(Type or Print)

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN: _____
(Type or Print)

OFFEROR'S SIGNATURE: _____ DATE _____
Buyer: K. DeLuca

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www.montgomerycountymd.gov

OPEN SOLICITATION PLAN
FOR RECREATION OFFICIATING SERVICES (NON-RFP)

1. The Department of Recreation will disseminate information about the respective programs and requirements for officiating services in program bulletins and notices. Such notices will be displayed and made available at the Department's central offices, each indoor recreational facility, and mailed to County residents. Notices will also be on the Office of Procurement's Web site and conspicuously displayed within the lobby of the Office of Procurement. Applications can be obtained from the Department of Recreation and from the Department of Recreation's web site.

2. The insurance requirements for this open solicitation are listed in provision 21 (Table A) of the General Conditions of Contract Between County and Contractor. The Division of Risk Management of the Department of Finance, reserves the right to revise the insurance requirements based on services provided.

3. We have established an application process for potential contractors to follow in order to obtain a contract under this open solicitation process (see Exhibit A).

4. The Department of Recreation offers sports officiating for various sport activities including football, volleyball, soccer, futsal and basketball for youth, teens, adults, and individuals with disabilities. All courses must be consistent with the Department's Mission, and the Department of Recreation has the final approval of any course to be offered.

5. The objective qualifications for potential contractors are listed in the application process.

6. The potential contractor must complete the application, and submit any mandatory submissions. Our Department will investigate to determine if the applicant is responsible. If the investigation reveals that an applicant is non-responsible, we will notify the Office of Procurement. At the discretion of the Department, interviews may be held with the potential contractor to assist the Department in the determination of the potential contractor's qualifications and the determination of responsibility. If the potential contractor meets the qualifications and we consider them to be responsible, then we will prepare a contract that the Office of the County Attorney has pre-approved (Exhibit B). If the potential contractor does not meet the qualifications, we will send them a written notification advising them as such.

7. Prior to the preparation of the contract, we will attempt to negotiate the fees and any other costs for a fair and reasonable price for the services to be provided under the contract.

8. We will obtain the necessary Certificate(s) of Insurance from the potential contractor, and submit to the Division of Risk Management for approval.

9. This Department will submit the following to the Office of Procurement: 1) a transmittal memo advising that the potential contractor is responsible, that the proposed fees are fair and reasonable, and that funds will be available under the Recreation Activity Agency Fund Account for any services to be rendered; 2) three copies of the contract which have been signed by the Department Head and the Contractor; 3) the approved Certificate(s) of Insurance by the Division of Risk Management; 4) a completed Wage Requirements Certification form; and, 5) a requisition for WAR reporting in the amount of the anticipated adjusted class income. If the potential contractor does not have a Vendor Identification Number in ADPICS, we will complete an ADPICS/FAMIS Vendor Table Maintenance form and submit it to the Office of Procurement prior to contract submittal.

10. It is understood that although a contract is being executed as an indication that the potential contractor meets the qualifications established for their service, it is no guarantee that the potential contractor will be assigned any services under the contract. Services will be mutually agreed upon based on need and the fees listed in the contract.

11. If the total costs, of the services under the contract, are expected to exceed $50,000, the Office of Procurement must obtain a completed Minority, Female, Disabled Person Subcontractor Performance Plan from the potential contractor prior to execution of the contract.

12. The services provided under this open solicitation will be provided on an "as needed basis", therefore, funds will be available under the Recreation Activity Agency Fund Account for any services to be rendered. Services will be assigned to the contractor offering the lowest per game fee with the capability of providing the necessary number of officials needed for the services to be provided.

13. The contract term of these contracts will be up to three years. It is the County's intent that all contracts awarded under this Open Solicitation expire on the same date. The reason for the three year contract is to provide consistency within the classes and workshops offered to participants. The Department of Recreation will establish the contract term for each group of potential contractors.

EXHIBIT A

APPLICATION PROCESS

To all prospective applicants:

Thank you for your interest in submitting an application for Recreation Officiating Services under Open Solicitation #8725101002 with the Montgomery County Department of Recreation.

The Department of Recreation offers sports officiating for various sport activities including: football, volleyball, soccer, futsal, and basketball for youth, teens, adults, and individuals with disabilities. All courses must be consistent with the Department's Mission, and the Department of Recreation has the final approval of any course to be offered.

Applicants may download a copy of the Recreation Officiating Application Information Sheet (Attachment A) and other attachments from the Department of Recreation web page: www.montgomerycountymd.gov.rec.

Applicants must submit a completed Recreation Officiating Application Information Sheet (Attachment A). They may also be required to submit a professional resume. This solicitation and each resulting contract is subject to the Wage Requirements Law, and therefore, each applicant must submit the appropriate Wage Requirements forms in Attachment E.

Each applicant is also requested to complete and submit the Minority Business Program & Offeror's Representation form (Attachment B) with its Recreation Officiating Application Information Sheet.

Qualifications for the Recreation Officiating Services are listed on page 4. The Department of Recreation will review your application for completeness and to determine if you/your firm meet these qualifications. At the discretion of the Department of Recreation, interviews may be held with an applicant to assist the Department in the determination of the applicant's qualifications and the determination of responsibility. Those applications which are incomplete will be returned to the applicants. Those applicants that are found not qualified will be notified by the Department of Recreation.

If you/your firm are/is determined to be qualified and are/is considered to be a responsible applicant, you will be sent four copies of the contract for signature.

Prior to the preparation of the contract, the Department of Recreation will negotiate the fees and any other costs for a fair and reasonable price for the services to be provided under the contract.

The County will incorporate the General Conditions of Contract Between County & Contractor (Attachment C) into the contract.

The following documents must be completed and submitted prior to execution of the contract, and will be incorporated into the contract:

1) Wage Requirements for Services Addendum to the General Conditions of Contract Between County and Contractor; and its companion documents entitled "Wage Requirements Certification" and "501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form" (Attachment E)
2) Minority-Owned Business Addendum to General Conditions of Contract Between County and Contractor, and its companion document entitled Minority, Female, Disabled Person Subcontractor Performance Plan **(if applicable)** (Attachment D)

1. NAME AND SIGNATURE REQUIREMENTS FOR APPLICATIONS AND CONTRACTS
   The correct and full legal business name of the entity involved must be used on applications received and on contract(s) issued as a result of this solicitation. A trade name, i.e., a shortened or different name under which the firm does business, must not be used when the full legal name is different. Corporations must have names that comply with State law, which requires a suffix indicating the corporate status of that business (e.g., Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively.
   The signature on the application, contract, amendment, or related correspondence must conform to the following:
   All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an application or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

   No application will be accepted unless submitted in ink or typewritten.

After execution of the contract, the Office of Procurement will forward two copies of the contract to the Department of Recreation, who will send a copy to the Contractor. A Notice to Proceed will only be sent to the Contractor from the Department of Recreation when services are scheduled.

It is understood that although a contract is being executed as an indication that the Contractor meets the qualifications established for their service, it is no guarantee that the Contractor will be assigned any services under the contract. Services will be mutually agreed upon based on need and the fees listed in the contract.

Should you have any questions regarding the application process, please contact the Sports Team at (240) 777-6880. Thank you for your interest in providing recreation officiating services for the Montgomery County Department of Recreation.

ATTACHMENT A
MONTGOMERY COUNTY DEPARTMENT OF RECREATION

RECREATION OFFICIATING APPLICATION INFORMATION SHEET

Return to: **MONTGOMERY COUNTY, MD**
DEPARTMENT OF RECREATION
Sports Team, 4010 Randolph Road
Silver Spring, MD 20902

I am interested in officiating the following sports (s): ____ Basketball ____ Football ____ Soccer ____Volleyball ____ Futsal

Legal Name of Corporation: _____

Legal Name of Applicant: _____ S.S.#/Fed. I.D. Number: _____

Phone: Home (_____)_____ Business: (_____)_____ Fax: (_____)_____

Address (Home):_____
Street City State Zip Code

Address (Business):_____
Street City State Zip Code

Date of Birth: _____

A COMPLETE RESUME MAY BE ATTACHED IN LIEU OF COMPLETING THE FOLLOWING INFORMATION ON EDUCATION, SKILLS OR EXPERIENCE.

EDUCATION LICENSES OR SPECIAL TRAINING: LIST ALL RELEVANT:

INSTITUTION	CITY & STATE	FROM	TO	MAJOR	DEGREE/LICENSE

WORK EXPERIENCE: List all paid positions or experiences which relate to the sport you wish to officiate. Please attach separate sheet if necessary.

POSITION	EMPLOYER	ADDRESS	FROM	TO

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VOLUNTEER WORK: List all relevant positions you have held on a volunteer or non-paid basis:

_____

_____

Please list relevant special skills, honors, awards, publications or other information which you feel would be helpful in judging your qualifications for officiating services. Attach supplemental sheet if needed.

_____

_____

REFERENCE: Please give the name of three persons to whom we may call regarding your qualifications and abilities as an official - preferably program supervisor or directors.

NAME	POSITION	AREA CODE	PHONE NUMBER	ADDRESS

Please check group(s) which you would prefer to official: ____ High School Summer Varsity ____ High School Summer JV ____ Adult ____ 9th to 12th Grade & Rising Star ____ 6th, 7th, & 8th Grades _ Kindergarten through 2nd Grade

Days and hours available for work: _____

_____

Date available to start service: _____

This application and attachments are incorporated and made a part of any contract resulting from this solicitation.

_____
Name and Title of Person Authorized to Sign Application (type or print)

_____ _____
Signature of Above Person Date

INFORMATION NUMBERS

Aquatics (240) 777-6860
Seniors (240) 777-4925
Sports & Leagues (240) 777-6880

Community Centers
East County (240) 777-4980
Mid County (240 777-4930
Upper County (240) 777-6940
Western County (240) 777-6900

Countywide Programs (240)777-6870
Arts & Crafts, Boating Basics, Bridge, Cooking, Dance, Dog Obedience, Etiquette-Dining Skills, Exercise & Fitness, Instructional Sports Classes Martial Arts, Music, Tiny Tots, Wellness, Therapeutic programs, etc.

ATTACHMENT A-1

Basketball Officials Fee Schedule

1. The Contractor must have sufficient officials to cover the number of games scheduled according to league rules published by the County. Leagues require up to **two (2) officials** per game. Each location may have as many as **twelve (12) games per day at as many as sixty (60) locations scheduled concurrently** on any playing day. The fees are per official per game for High School Summer Varsity, High School Summer JV, Adult, 9th – 12th Grade & Rising Star, 6th & 7th & 8th Grade.

Two Officials per game per official fee	$_____
One Official All Games	$_____
Forfeited Game/Game Terminated Early Fee	$_____
Cancellation Fee	$_____

2. Elementary grades Kindergarten through 2nd require only **one (1) official** per game. Each location may have as many as **sixteen (16) games per day at as many as twenty (20) locations scheduled concurrently** on any playing day.

One Official per Game	$_____
Forfeited Game/Game Terminated Early Fee	$_____
Cancellation Fee	$_____

ATTACHMENT A-5

Futsal Officials Fee Schedule

The Contractor must have sufficient officials to cover the number of games scheduled according to league rules published by the County. Leagues require up to **two (2) officials** per game. Each location may have as many as **five (5) games per day at as many as five (5) locations** scheduled concurrently on a playing day.

Fee per official, per game	$_____
Forfeited Game/Game Terminated Early Fee	$_____
Cancellation Fee	$_____

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