



OFFICE OF PROCUREMENT

Marc Elrich  
County Executive

Avinash G. Shetty  
Director

**GENERAL NOTICE  
ADMINISTRATIVE CHANGE #1  
OPEN SOLICITATION #1190949**

**Early Childhood Consultants: Infant and Early Childhood Mental Health Support Services, Training and Coaching**

**NOTICE EFFECTIVE ON FEBRUARY 25, 2026**

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**THE FOLLOWING AMINISTRATIVE CHANGES ARE APPLICABLE TO THE OPEN SOLICITATION:**

**CHANGE #1**

NOTICE TO VENDORS section has been updated to reflect the correct email address for questions to the application process to [hhs.open.Solicitations@montgomerycountymd.gov](mailto:hhs.open.Solicitations@montgomerycountymd.gov).

**CHANGE #2**

Attachment K, Affidavit for Criminal Background Check, contained a prefilled month of December in the Notary's affirmation statement. The prefilled month has been removed to ensure the document accurately reflects the date of notarization.

**THERE ARE NO OTHER CHANGES.**

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THE SOLICITATION PROVISION ENTITLED "ADMINISTRATIVE CHANGE" IS APPLICABLE TO THIS CHANGE. THE CHANGES SET FORTH ABOVE ARE HEREBY INCORPORATED INTO THE ABOVE-CITED OPEN SOLICITATION AND LABELED AS VERSION 2.

ISSUED BY:

for

Avinash G. Shetty,  
Director, Office of  
Procurement

Office of Procurement

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27 Courthouse Square, Suite 330 • Rockville, Maryland 20850 • 240-777-9900 • 240-777-9956 TTY • 240-777-9952 FAX  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

[montgomerycountymd.gov/311](http://montgomerycountymd.gov/311)



240-773-3556 TTY

**OPEN SOLICITATION #1190949**  
**Revised NOTICE TO VENDORS**

**Infant and Early Childhood Mental Health Support Services, Training and Coaching**

The County's Department of Health and Human Services (DHHS) provides Infant and Early Childhood Support Services, Training and Coaching for the Early Childhood Services (ECS) programs. DHHS is seeking experienced and qualified organizations, groups, agencies or individuals, or some combination thereof, that can assist DHHS with providing infant and early childhood mental health support services and training and coaching to licensed family and child care providers who serve children from birth to age five.

A complete description of the Scope of Services is listed in the Open Solicitation packet in the Pre-Approved Form Contract. You may obtain a packet by visiting DHHS Contract Management Team website at: <https://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>

The rates for the services under Open Solicitation #1190949, are set by the County and published at <http://www.montgomerycountymd.gov/HHS-program/coo/contractmgmt/cmtcursolicits.html>. The current County rates will be provided to potential vendors upon request of an Open Solicitation application packet.

The County will enter into a contract with all applicants who meet the minimum qualifications as described in the Form Contract and are found to be a responsible organization. The County will sign the contract and return a copy to the applicant. The Form Contract with all Attachments will constitute the entire Contract. The applicant must sign the County's Form Contract which includes the General Conditions of Contract Between County and Contractor, and other Attachments, as written with no modification.

Questions related to the technical information in this Open Solicitation should be directed to:

Portia Willis, Program Manager,  
Early Childhood Services, at 240-777-1331 or via email to [Portia.Willis@montgomerycountymd.gov](mailto:Portia.Willis@montgomerycountymd.gov)

Questions related to the application/contract process and insurance requirements should be emailed to: HHS: [hhs.open.Solicitations@montgomerycountymd.gov](mailto:hhs.open.Solicitations@montgomerycountymd.gov).

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**OPEN SOLICITATION #1190949**  
**Original NOTICE TO VENDORS**

**Infant and Early Childhood Mental Health Support Services, Training and Coaching**

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Questions related to the application/contract process and insurance requirements should be emailed to: HHS: ~~[Open.Solicitations@montgomerycountymd.gov](mailto:Open.Solicitations@montgomerycountymd.gov)~~ .

[The remainder of this page is intentionally blank.]

**Revised ATTACHMENT K**

AFFIDAVIT

I, \_\_\_\_\_ (printed name of affiant along with the of, title, or job designation, if applicable), make this affidavit and certify that per the terms and conditions \_\_\_\_\_ (contract #) that the following individuals have received an FBI Identification Record/Criminal History and a Child Protective Services Program (CPS) report based on the employee's state of residence for the past seven years:

- 1.
- 2.
- 3.
- 4.
- 5.

I swear that the information in this affidavit is personally known by me to be correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**Signature of Affiant**

\_\_\_\_\_  
**Affiant (printed name)**

I, the undersigned Notary Public, do hereby affirm that \_\_\_\_\_ (printed name of affiant along with the of, title, or job designation, if applicable), personally appeared before me on the \_\_\_ day of \_\_\_\_\_ 20\_\_, and signed the above Affidavit as his free and voluntary act and deed.

\_\_\_\_\_  
**Notary Public**

**Original ATTACHMENT K**

AFFIDAVIT

I, \_\_\_\_\_ (printed name of affiant along with the of, title, or job designation, if applicable), make this affidavit and certify that per the terms and conditions \_\_\_\_\_ (contract #) that the following individuals have received an FBI Identification Record/Criminal History and a Child Protective Services Program (CPS) report based on the employee's state of residence for the past seven years:

- 1.
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- 3.
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- 5.

I swear that the information in this affidavit is personally known by me to be correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**Signature of Affiant**

\_\_\_\_\_  
**Affiant (printed name)**

I, the undersigned Notary Public, do hereby affirm that \_\_\_\_\_ (printed name of affiant along with the of, title, or job designation, if applicable), personally appeared before me on the \_\_\_ day of ~~December~~ 20\_\_, and signed the above Affidavit as his free and voluntary act and deed.

\_\_\_\_\_  
**Notary Public**



OFFICE OF PROCUREMENT

Marc Elrich  
County Executive

Avinash G. Shetty  
Director

**OPEN SOLICITATION AMENDMENT #1  
OPEN SOLICITATION #1190949  
EARLY CHILDHOOD CONSULTANTS: INFANT AND EARLY CHILDHOOD MENTAL HEALTH  
SUPPORT SERVICES, TRAINING, AND COACHING**

**NOTICE EFFECTIVE ON FEBRUARY 5, 2026**

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THE FOLLOWING ARE APPLICABLE TO THE OPEN SOLICITATION:

**CHANGE #1**

Replace Page 12 with Revised Page 12.

THERE ARE NO OTHER CHANGES.

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THE SOLICITATION PROVISION ENTITLED "SOLICITATION AMENDMENTS" IS APPLICABLE TO THIS AMENDMENT. THE CHANGES SET FORTH ABOVE ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION AND LABELED AS VERSION 1 AMENDMENT NO 1.

ISSUED BY:

for

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Avinash G. Shetty,  
Director, Office of  
Procurement

Office of Procurement

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240-773-3556 TTY

Sexual Abuse and Molestation (SAM) Coverage

The Contractor shall maintain insurance coverage for Sexual Abuse and Molestation in an amount not less than **one million dollars (\$1,000,000) per occurrence**. This coverage may be provided through a standalone policy or as an endorsement to the Contractor's Commercial General Liability or Professional Liability policies. The policy shall expressly provide affirmative coverage for acts of sexual abuse, molestation, or exploitation committed by employees, agents, Contractors, or volunteers of Contractor in connection with services rendered under this Contractor.

Professional Liability

The Contractor must maintain professional liability insurance with limits of not less than **one million dollars (\$1,000,000) per claim**, covering acts, errors, or omissions arising out of the provision of professional services under this Contract. Such coverage must include, but not be limited to, liability for consultation, training, and coaching services related to early childhood mental health support, behavioral assessment, and program development. The insurance must remain in effect for the duration of the Contract and for a minimum of three (3) years following its termination to cover claims arising from services performed under this Contract.

Cyber Liability

If Contractor has access to Confidential Information, Privacy and Network Security coverage shall be maintained with limits of not less than **five hundred thousand dollars (\$500,000) per occurrence**. The policy shall expressly provide, but not be limited to coverage for the following: (i) the unauthorized use/access of a computer system; (ii) the defense of any regulatory action involving a breach of privacy; (iii) failure to protect confidential information (personal and commercial information) from disclosure; (iv) notification costs, whether or not required by statute; (v) network security liability; (vi) defense costs; and, (vii) privacy liability.

Workers' Compensation/Employers' Liability

Meeting all statutory requirements of the State of Maryland Law, and with the following minimum Employers' Liability limits:

***Bodily Injury by Accident - \$100,000 each accident***

***Bodily Injury by Disease - \$500,000 policy limits***

***Bodily Injury by Disease - \$100,000 each employee***

Sub Contractor Requirements

Unless otherwise stated below the proposed awardee/Contractor shall require all sub Contractors to obtain, and maintain, insurance with limits equal to, or greater than those limits required within the contract.

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees, must be included as an additional insured on an endorsement to Contractor's commercial general and Contractor's excess/umbrella insurance policies, if used to satisfy the Contractor's minimum insurance requirements under this contract, for liability arising out of Contractor's products, goods and services provided under this contract. The stipulated limits of coverage above shall not be construed as a limitation of any potential liability of the Contractor. Coverage pursuant to this Section shall not include any provision that would bar, restrict, or preclude coverage for claims by Montgomery

Sexual Abuse and Molestation (SAM) Coverage

The Contractor shall maintain insurance coverage for Sexual Abuse and Molestation in an amount not less than **one million dollars (\$1,000,000) per occurrence**. This coverage may be provided through a standalone policy or as an endorsement to the Contractor's Commercial General Liability or Professional Liability policies. The policy shall expressly provide affirmative coverage for acts of sexual abuse, molestation, or exploitation committed by employees, agents, Contractors, or volunteers of Contractor in connection with services rendered under this Contractor.

Professional Liability

The Contractor must maintain professional liability insurance with limits of not less than **one million dollars (\$1,000,000) per claim**, covering acts, errors, or omissions arising out of the provision of professional services under this Contract. Such coverage must include, but not be limited to, liability for consultation, training, and coaching services related to early childhood mental health support, behavioral assessment, and program development. The insurance must remain in effect for the duration of the Contract and for a minimum of three (3) years following its termination to cover claims arising from services performed under this Contract.

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