

Steps to Contracting with the Montgomery County Department of Health and Human Services

After being awarded a contract through one of the County's various procurement methods, contractors should be prepared to follow these steps to contract with DHHS:

- Register to do business with the county (www.mcipcc.net). It can take several days between registration and the County's system updating with your registration
- Register to do business with the State of Maryland (or if already registered, ensure your organization is in good standing) <https://businessexpress.maryland.gov/>
- Work with your DHHS Program Monitor to develop a Scope of Services and other expectations for the contract.
- Your Program Monitor may request a budget using the HHS budget template <https://www.montgomerycountymd.gov/HHS/Resources/Files/MoreInfo/HHS%20Budget%20Form.xlsx>

After a contract has been drafted and reviewed by the Office of the County Attorney, it will be sent to your organization for review. Then you will need to:

- Provide a certificate of insurance that meets the requirements listed in the contract. It is typically helpful to send a copy of the insurance requirements to your insurance company to make sure your coverage is sufficient and all of the requirements are met.
- You may be required to fill out Wage Requirement and Minority, Female, Disabled Program Forms that can be found here:
www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-90.pdf
www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf
www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf
- Provide a copy of your Articles of Incorporation, W9 Tax form, and IRS Non-profit determination letter (if applicable)

After you sign the contract and applicable attachments and provide all of the required documents, DHHS will obtain approval from the Division of Risk Management of your insurance coverage. Then DHHS will forward the entire contract packet to the County's Office of Procurement for review and execution. This process can take several weeks. Please note, the contract and a purchase order must be in place before services begin.

Other resources:

1. <https://www.montgomerycountymd.gov/business/doing-business-in-mc/>
2. <https://www.montgomerycountymd.gov/PRO/vendor-resources/index.html>
3. <https://www.montgomerycountymd.gov/pro/vendor-resources/faq.html>
4. [Montgomery County - Department of Health and Human Services - Doing Business with DHHS \(montgomerycountymd.gov\)](http://www.montgomerycountymd.gov/PRO/vendor-resources/faq.html)