

OPEN SOLICITATION #1029633  
For  
RECREATION INSTRUCTOR SERVICES

EXHIBIT A  
APPLICATION PROCESS

To all prospective applicants:

Thank you for your interest in submitting an application to be a Recreation Instructor under Open Solicitation #1029633 with Montgomery County Recreation Department.

The Department of Recreation offers classes and workshops in preschool, music, dance, exercise, wellness, personal development, arts, crafts, sports, water scuba, swimming, diving, water fitness, stroke and turn, aqua sports, and special interest subjects, including private swim lessons, 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 Instructor Application Information Sheet (Attachment A) and other documents from the Department of Recreation website: [montgomerycountymd.gov/rec](http://montgomerycountymd.gov/rec).

Applicants must submit a completed Instructor Application Information Sheet (Attachment A). Applicants may also be required to submit a professional resume, a paragraph description of the program to be offered, and Instructor Program Proposal form (Attachment B), or a syllabus for the proposed class or workshop. For exercise instructor applicants, a video demonstrating the intended program is desirable. The Department of Recreation may require observing a current class/program to determine the qualification of the applicant. This solicitation and each resulting contract are subject to the Wage Requirements Law, and therefore, each applicant must submit the appropriate Wage Requirements forms (Attachment D). All applicants must register as a Montgomery County vendor on the Central Vendor Registration System website: [mcipcc.net](http://mcipcc.net).

The minimum qualifications for Recreation Instructors are listed on the following pages. The Department of Recreation will review your application for completeness and to determine if you/your firm meet these minimum 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 determination of responsibility. Those applications which are incomplete will be returned to the applicants. Those applicants that are found not to meet the minimum requirements or not responsible will be notified by the Department of Recreation.

Prior to preparation of the contract, the Department of Recreation will negotiate the class/workshop location, time, participant per class fee, and any other costs for the services to be provided under the contract.

The County will incorporate the General Conditions of Contract Between County and Contractor (Attachment C) into the contract. The Contractor must sign the pre-approved form contract as written and must accept all attachments to the pre-approved form contract, including the General Conditions of Contract Between County and Contractor as written, with no modification.

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

- 1) Attachment A – Instructor Application Information Sheet
- 2) Attachment B – Instructor Program Proposal Form
- 3) Attachment D – 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".

You may also be required to submit a Certificate of Insurance in accordance with the insurance requirements listed in Provision 21 (Table A) of the General Conditions of Contract Between County and Contractor; or, if designated, the Mandatory Insurance Requirements (Attachment E or F, depending on the services to be provided). Some programs may be exempt from needing insurance. To find out what insurance requirements your program must meet, please contact the appropriate Recreation Team: Aquatics Team – (240) 777-6860 or Countywide Programs – (240) 777-6870. The Division of Risk Management of the Department of Finance, reserves the right to revise the insurance requirements based on the services provided.

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The following provisions are applicable to this solicitation, and any contracts awarded as a result of this solicitation:

- 1) Montgomery County Procurement Regulations – The Montgomery County Procurement Regulations are applicable to this solicitation and any contracts awarded pursuant to this solicitation.
- 2) Proprietary and Confidential Information – This is to notify prospective applicants that the County has unlimited data rights regarding applications submitted in response to its solicitations. Unlimited data rights means that Montgomery County has the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by offerors in response to this or any solicitation issued by the County. However, information that is deemed confidential commercial or financial information as defined by the Maryland Public Information Act, State Government Article §10-617, may be exempted from disclosure if the applicant can show that release of such information would cause substantial competitive harm to the submitter. It is the responsibility of the applicant to clearly identify each part of his/her application that he/she believes is confidential commercial or financial information by stamping the bottom right hand corner of each pertinent page with one inch bold face letters stating the words “CONFIDENTIAL” or “PROPRIETARY”. The applicant agrees with regard to any portion of the application that is not stamped as proprietary or confidential that he/she believes, and expressly permits the County to deem it not to be proprietary or confidential.
- 3) 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:
  - a. 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.
  - b. No application will be accepted unless submitted in ink or typed.

It is understood that although a contract is being executed as an indication that the Applicant (Contractor) meets the qualifications established for their service, there is no guarantee that the Contractor will be assigned any work, work assignments are based on class participant interest, location, availability of facilities, anticipated need of the classes, and the participant per class fee.

Should you have any questions regarding the application process, please contact the appropriate Recreation Team: Aquatics Team – (240) 777-6860 or Countywide Programs – (240) 777-6870. Thank you for your interest in working with Montgomery County Recreation Department.

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QUALIFICATIONS

All Applicants (Contractors):

- 1) Contractor must be at least 18 years old with the equivalent of four (4) years of education or experience in the anticipated field of instruction, or a combination thereof. The Contractor must have a minimum of one (1) year of instructor experience or equivalent certification in the anticipated field of instruction.
- 2) Contractor must be able to communicate verbally and/or in writing in the English language.
- 3) Contractor and Contractor's employees or subcontractors must be CPR/First Aid/AED Certified.
- 4) Contractor and Contractor's employees or subcontractors must successfully pass a criminal background investigation.
- 5) Contractor must submit a Certificate(s) of Insurance that satisfies the minimum insurance requirements, if any, established by the County based on the services provided.
- 6) Contractor must submit a certification of posting the Wage Requirements notice, if applicable.

The following qualifications are specific to the scope of service, in addition to the items listed above:

Scuba Applicants

- 1) Contractor must have Scuba Instructor Certification, in good standing, from NAUI or PADI.
- 2) Contractor must hold scuba diving certification for at least two (2) years and have logged at least sixty (60) dives that include night, deep and navigation dives, within a five (5) year period.
- 3) Contractor must be in good health and have medical clearance signed by a medical professional.

Swimming Coach

- 1) Contractor must have at least four (4) years of experience as either a participant of a USA Swimming team, or as a coach of an Age Group swim team.
- 2) Contractor must have the following current certifications: USA Swimming Coaches, ASCA Level 1 (within first year), and Safety Training for Coaches.
- 3) Contractor must have competitive swimming experience.

Dive Team

- 1) Contractor must have at least four (4) years experience as either a participant of a USA Diving team, or as a coach of an Age Group dive team.
- 2) Contractor must have the following current certification: USA Diving Coach, AAU Diving Coach, and Lifeguard Training from an approved certification provider.

Water Fitness

- 1) Contractor must have the following current certification: national or local Water Fitness Certification, and specific organization certification if teaching a special population (i.e., Arthritis Foundation Certification if teaching a class for participants with Arthritis).
- 2) Contractor must be able to staff multiple sites, both indoor and outdoor pools.

Stroke and Turn Clinic

- 1) Contractor must have at least four (4) years of experience in swimming instruction, including competitive strokes.
- 2) Contractor must have the following: current certifications: Water Safety Instructor or USA Swimming Coaches, ASCA Level 1 (within first year), and Safety Training for Coaches.
- 3) Contractor must have competitive swimming experience.
- 4) Contractor must be able to staff multiple sites.

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EXHIBIT B

CONTRACT # \_\_\_\_\_  
**CONTRACT FOR RECREATION INSTRUCTORS**  
(MULTIPLE RECREATION SERVICES)

This contract is between Montgomery County, Maryland (the County) and \_\_\_\_\_ (the Contractor).

**Article I – Scope of Work**

- A. The Contractor must provide the following recreational/instructional services:
  - 1. \_\_\_\_\_ .
  - 2. \_\_\_\_\_ .
  - 3. \_\_\_\_\_ .
  - 4. \_\_\_\_\_ .
- B. The Contractor must provide a thirty (30) minute demonstration at least once per twelve (12) months, during the term of this Contract, at a Department of Recreation special event. These demonstrations are offered at no cost to the public and will have no income.
- C. The participant per class fee is determined by the Department of Recreation's fee policy and fee formula.
- D. The class description, site, number of participants per class, participant per class fee, and the number, date and time of the classes must be determined mutually by the Contractor and the Department of Recreation (the Department). The class, number of classes, participant per class fee, date and time of the classes as published in the Montgomery County, Department of Recreation program/guide book, is conclusive evidence of the parties' agreement on these matters.
- E. The Contractor must notify the Department staff of participants not appearing on the class list within twenty-four (24) hours of the first class attended.
- F. The Contractor must provide, to the County, a valid email address, that is monitored daily, to expedite communication between the County and the Contractor. The Contractor must provide written reports in response to complaints or other inquiries when requested by the County. The Contractor must provide a written response within forty-eight (48) hours of receipt of the County's inquiry.
- G. The Contractor must ensure that all facilities where Contractor's classes are held are clean and in the same or better condition than at the beginning of the class. The Contractor must, as applicable, dispose of all trash, clean tables and counter tops, and replace furniture in its original configuration.
- H. The Contractor must ensure that, at minimum, one course, per season, is offered in a facility that is ADA compliant and accessible to all possible participants.
- I. It is understood that although this Contract is being executed as indication that the Contractor meets the qualifications established for this service, there is no guarantee that the Contractor will be assigned any classes under this Contract. The County reserves the right to assign classes based upon participant interest, location, availability of facilities, anticipated needs of the classes, and the participant per class fee.
- J. The Contractor must maintain their business information, including contact name, address, phone number, fax number, email address, and tax identification number through the County's online Central Vendor Registration System.
- K. The Contractor must abide by the Department's policies and procedures regarding scheduling, cancellations, invoicing, communication with participants, and any other policy or procedure provided by the Department.
- L. All marketing material distributed for programs offered under this Contract must be pre-approved by the Department of Recreation, Communications and Public Outreach Team.

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**Article II – Compensation**

Should a class/workshop be assigned to the Contractor, the following line items pertain to the compensation to the Contractor.

- A. The County must collect all resident and non-resident fees paid by participants. The County will: 1) hold those fees; 2) make appropriate adjustments for administrative charges, enrollment transfers, refunds and non-County resident surcharges; 3) retain a portion of the adjusted class income to compensate the County for its costs; and 4) distribute to the Contractor the balance of the fees actually collected, upon completion of the course. More frequent distributions may be made in the County's sole discretion.
- B. The adjusted class income is the total participants' class fees collected, less adjustments for 1) refunds and transfers, and 2) pro-rated registrations and withdrawals. Class fees do not include non-County resident surcharges, which are retained by the County.
- C. The Contractor's total compensation is based on the adjusted class income, less any sums retained by the County. Programs with no income will be paid at an hourly or per student rate.
- D. All compensation will be made through electronic payments only.
- E. For work item listed under Article I.A.1., the County will retain \_\_\_\_\_ percent of the adjusted class income.
- F. For work item listed under Article I.A.2., the County will retain \_\_\_\_\_ percent of the adjusted class income.
- G. For work item listed under Article I.A.3., the County will compensate the Contractor at the rate of \$\_\_\_\_\_ per hour/student. The hourly rate must be fully burdened to include all costs for overhead, benefits, profit, etc. The County will not pay for travel time to and from the job site.
- H. For work item listed under Article I.A.4., the County will compensate the Contractor at the rate of \$\_\_\_\_\_ per hour/student. The hourly rate must be fully burdened to include all costs for overhead, benefits, profit, etc. The County will not pay for travel time to and from the job site.
- I. For work item listed under Article I.B., the Contractor will be paid \$25 per thirty (30) minute demonstration.
- J. Except as otherwise agreed to by the County, the Contractor must provide all personnel and supplies necessary to perform the Scope of Work. The Contractor must not advertise or collect from participants any fee not agreed to in advance by the parties in writing. The Contractor is responsible for securing and compensating any personnel necessary to adequately and safely perform the required services under this contract.
- K. The Contractor must submit an invoice in a form approved by the County (Attachment G) to the County before the County may disburse any compensation to the Contractor. An invoice must be submitted upon completion of the course; however, invoices may be accepted by the County no more than once a month. Payments by the County are limited to the fees actually collected, less the portion to be retained by the County as described in Article II A, B and C. For work performed at an hourly rate or a per student rate as described in Article II.G compensation is contingent upon the issuance of a Purchase Order, appropriation of funds by the Montgomery County Council and encumbrance of such funds after July 1 of each year.. No services are to be provided at an hourly rate or per student rate as described in Article II.G until a Purchase Order has been executed by the Office of Procurement and a Notice to proceed has been issued by the Department.
- L. The parties agree that, for reasons related to responsible contract administration, the County's requirement to pay amounts owed under this contract is conditioned upon the timely submission by Contractor of requests for payment. Accordingly, the Contractor's failure to submit an invoice within fifteen (15) days after the last program date may result in non-payment for services provided under this Contract.

**Article III – Term**

The effective date of this Contract begins on \_\_\_\_\_ upon signature by the Director, Office of Procurement and ends on \_\_\_\_\_. The period in which the Contractor must perform all work under the Contract begins upon issuance of a Notice to Proceed for each class. The Contractor must also perform all work in accordance with time periods stated in the Notice to Proceed.

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**Article IV – Background Check**

Any Contractor (including any of the Contractor’s employees or subcontractors) must, at the Contractor’s own expense, apply for and successfully pass a criminal background investigation. All required fingerprinting and other requirements related to the criminal background check must be completed before the Contractor may begin providing services under this Contract. This Contract may be terminated at no cost to the County if the Contractor (including any of Contractor’s employees or subcontractors) is the subject of pending charges, or has been convicted of a crime or attempting a crime identified in Maryland Code Ann., Family Law Article, Section 5-560 et seq. (2012, as amended).

**Article V – No Solicitation**

While providing recreational instructional services under this Contract, the Contractor must neither solicit clients, nor promote any privately-owned business.

**Article VI – Insurance**

The insurance requirements for this contract are:

- listed on Attachment E (these Mandatory Insurance Requirements supersede those listed in Provision 21 of the General Conditions of Contract Between County and Contractor).
- listed on Attachment F (these Mandatory Insurance Requirements supersede those listed in Provision 21 of the General Conditions of Contract Between County and Contractor).
- not required.
- other, as required by the County.

**Article VII – General Conditions**

The attached General Conditions of Contract Between County and Contractor (“General Conditions”) are incorporated into, and made a part of, this Contract as Attachment (C).

**Article VIII – Intellectual Property Indemnification**

The Contractor must defend or indemnify the County from any claim made or any suit or proceeding brought against the County that is based up an allegation that any instruction furnished pursuant to the Contract infringes a copyright, common law right, privacy right, proprietary right, trade name, trade mark, other intellectual property right, or other rights of a like or similar nature. This is in addition to the requirements of the indemnification provisions contained in Paragraphs 18 and 22 of the General Conditions.

**Article IX – Priority of Documents**

The following documents are incorporated by reference into and made part of this Contract and are listed in order of legal precedence below in the event of a conflict in their terms: 1) This Contract document, including: a) the Mandatory Insurance Requirements (as outlined in Article VI); if applicable which supersede the insurance requirements contained in Paragraph 21 of the General Conditions; b) the General Conditions of Contract Between County and Contractor; and c) Wage Requirements for Services Contract 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”; 2) the Instructor Application Information Sheet; and 3) the Instructor Program Proposal, if applicable.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

**SIGNATURES**

CONTRACTOR

MONTGOMERY COUNTY, MARYLAND

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Avinash G. Shetty, Director  
Office of Procurement

Date: \_\_\_\_\_

Date: \_\_\_\_\_

RECOMMENDED

By: \_\_\_\_\_  
Robin Riley, Director  
Department of Recreation

Date: \_\_\_\_\_

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**THIS CONTRACT HAS BEEN PRE-  
APPROVED AS TO FORM AND LEGALITY BY  
OFFICE OF THE COUNTY ATTORNEY AND  
MAY NOT BE MODIFIED**

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EXHIBIT C

CONTRACT # \_\_\_\_\_  
**CONTRACT FOR RECREATION INSTRUCTORS – SWIM COACHES**  
(REIMBURSEMENT)

This Contract is between Montgomery County, Maryland (the County) and \_\_\_\_\_ (the Contractor).

**Article I – Scope of Work**

- A. The Contractor must provide both of the following recreational/instructional services:
  - 1. Swim Coach
  - 2. One-on-One Swim Coach
- B. The participant per class fee is determined by the Department of Recreation's fee policy and fee formula.
- C. The class description, site, number of participants per class, participant per class fee, and the number, date and time of the classes must be determined mutually by the Contractor and the Department of Recreation (the Department). The class, number of classes, participant per class fee, date and time of the classes published in the Montgomery County, Department of Recreation program/guide book, is conclusive evidence of the parties' agreement on these matters.
- D. The Contractor must notify the Department staff of participants not appearing on the class list within twenty-four (24) hours of the first class attended.
- E. The Contractor must provide, to the County, a valid email address, that is monitored daily, to expedite communication between the County and the Contractor. The Contractor must provide written reports in response to complaints or other inquiries when requested by the County. The Contractor must provide a written response within forty-eight (48) hours of receipt of the County's inquiry.
- F. The Contractor must ensure that all facilities where the Contractor's classes are held are clean and in the same or better condition than at the beginning of the class. The Contractor must, as applicable, dispose of all trash, clean tables and counters tops, and replace furniture in its original configuration.
- G. It is understood that although this Contract is being executed as indication that the Contractor meets the qualifications established for this service, there is no guarantee that the Contractor will be assigned any classes under this Contract. The County reserves the right to assign classes based upon location, participant interest, availability of facilities, anticipated need of the classes, and the participant per class fee.
- H. The Contractor must maintain their business information, including contact name, address, phone number, fax number, email address, and tax identification number through the County's online Central Vendor Registration System.
- I. The Contractor must abide by the Department's policies and procedures regarding scheduling, cancellations, invoicing, communication with participants, and any other policy or procedure provided by the Department.

**Article II – Compensation**

Should a class be assigned to the Contractor, the following line items pertain to the compensation to the Contractor.

- A. The County must collect all resident and non-resident fees paid by participants. The County will 1) Hold these fees; and 2) will compensate the Contractor as outlined in Article II.C and D below.
- B. All compensation will be made through electronic payments only.



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- C. For work item listed under Article I.A.1., the County will compensate the Contractor at the rate of \$\_\_\_\_\_ per hour. The hourly rate must be fully burdened to include all costs for overhead, benefits, profit, etc. The County will not pay for travel time to and from the job site.
- D. For work item listed under Article I.A.2., the County will compensate the Contractor at the rate of \$\_\_\_\_\_ per hour. The hourly rate must be fully burdened to include all costs for overhead, benefits, profit, etc. The County will not pay for travel time to and from the job site.
- E. Except as otherwise agreed to by the County, the Contractor must provide all personnel and supplies necessary to perform the Scope of Work. The Contractor must not advertise or collect from participants any fee not agreed to in advance by the parties in writing. The Contractor is responsible for securing and compensating any personnel necessary to adequately and safely perform the required services under this contract.
- F. The Contractor must submit an invoice in a format approved by the County (Attachment G) to the County before the County may disburse any compensation to the Contractor. An invoice must be submitted to the County no more than once every three (3) weeks. Distributions by the County are subject to the appropriation of funds by the County Council and are limited to the class fees actually collected.
- G. The parties agree that, for reasons related to responsible contract administration, the County's requirement to pay amounts owed under this Contract is conditioned upon the timely submission by Contractor of requests for payment. Accordingly, the Contractor's failure to submit an invoice within fifteen (15) days after the last program date may result in non-payment for services provided under this Contract.

**Article III – Reimbursement**

The County will reimburse the Contractor for actual and reasonable out-of-pocket expenses incurred in the performance of this Contract that are approved in advanced by the Contract Administrator. Reimbursement expenses are limited only to those expenses that are essential to the transaction of official County business and actually incurred by the Contractor. The County will reimburse the costs incurred for lodging, meals, and incidental expenses to the extent that they do not exceed, on a daily basis, the maximum per diem rates for County employees in effect at the time of travel, as set forth in Montgomery County Administrative Procedure 1-2. Requests for reimbursement must be accompanied by receipts or other verifiable documentation of payment by the Contractor for the following expenses incurred: hotels, transportation, event registration, and related fees.

Any airfare costs for which the Contractor seeks reimbursement must be the lowest customary standard, coach, or equivalent, airfare offered during normal business hours. Any cost exceeding those rates are not reimbursable unless the Contractor certifies in the voucher or other documents submitted for reimbursement that those rates are not available. If the Contractor has been given sufficient advance notice by the County of travel requirements to obtain reduced fares, but fails to do so, the County will reimburse only the amount of the lowest fares that would have been available had the Contractor acted promptly.

**Article IV – Term**

The effective date of this Contract begins on \_\_\_\_\_ upon signature by the Director, Office of Procurement and ends on \_\_\_\_\_. The period in which the Contractor must perform all work under the Contract begins upon issuance of a Notice to Proceed for each class. The Contractor must also perform all work in accordance with time periods stated in the Notice to Proceed.

**Article V – Background Check**

Any Contractor (including any of the Contractor's employees or subcontractors) must, at the Contractor's own expense, apply for and successfully pass a criminal background investigation. All required fingerprinting and other requirements related to the criminal background check must be completed before the Contractor (including any of the Contractor's employees or subcontractors) may begin providing services under this Contract. This Contract may be terminated at no cost to the County if the Contractor (including any of the Contractor's employees or subcontractors) is subject of pending charges, or has been convicted of a crime or attempting a crime identified in Maryland Code Ann., Family Law Article, Section 5-560 et seq. (2012, as amended).

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**Article VI – No Solicitation**

While providing recreational instructional services under this Contract, the Contractor must neither solicit clients, nor promote any privately-owned business.

**Article VII – Insurance**

The insurance requirements for this contract are listed on Attachment E (these Mandatory Insurance Requirements supersede those listed in Provision 21 of the General Conditions of Contract Between County and Contractor).

**Article VIII – General Conditions**

The attached General Conditions of Contract Between County and Contractor (“General Conditions”) are incorporated into, and made apart of, this Contract.

**Article IX – Intellectual Property Indemnification**

The Contractor must defend or indemnify the County from any claim made or any suit or proceeding brought against the County that is based up an allegation that any instruction furnished pursuant to the Contract infringes a copyright, common law right, privacy right, proprietary right, trade name, trade mark, other intellectual property right, or other rights of a like or similar nature. This is in addition to the requirements of the indemnification provisions contained in Paragraphs 18 and 22 of the General Conditions.

**Article X – Priority of Documents**

The following documents are incorporated by reference into and made part of this Contract and are listed in order of legal precedence below in the event of a conflict in their terms: 1) This Contract document, including: a) the Mandatory Insurance Requirements (Attachment E), which supersedes the Insurance Requirements contained in Paragraph 21 of the General Conditions; b) the General Conditions of Contract Between County and Contractor; and c) Wage Requirements for Services Contract 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”; 2) the Instructor Application Information Sheet; and 3) the Instructor Program Proposal, if applicable.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

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**SIGNATURES**

CONTRACTOR

MONTGOMERY COUNTY, MARYLAND

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Avinash G. Shetty, Director  
Office of Procurement

Date: \_\_\_\_\_

Date: \_\_\_\_\_

RECOMMENDED

By: \_\_\_\_\_  
Robin Riley, Director  
Department of Recreation

Date: \_\_\_\_\_

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**THIS CONTRACT HAS BEEN PRE-  
APPROVED AS TO FORM AND LEGALITY BY  
OFFICE OF THE COUNTY ATTORNEY AND  
MAY NOT BE MODIFIED**

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**ATTACHMENT A**

**INSTRUCTOR APPLICATION INFORMATION SHEET**

Legal Name of Corporation: \_\_\_\_\_

Legal Name of Applicant: \_\_\_\_\_

Phone (Home/Cell): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (Home): \_\_\_\_\_  
Street City State Zip

Address (Business): \_\_\_\_\_  
Street City State Zip

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

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EDUCATION/LICENSES/CERTIFICATIONS (list all relevant)

School/Organization	City, State	From	To	Major/Field	Degree/Licence/Certification
CPR/First Aid/AED Certificate(s)					

WORK/PARTICIPANT/VOLUNTEER EXPERIENCE (list all relevant)

Position	Employer	City, State	From	To

Please list any special skills, honors, awards, publications, or other information which you feel would be helpful in judging your qualifications for instructing programs:

\_\_\_\_\_

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REFERENCES (Please give the contact information for three persons to whom we may contact regarding your qualifications and abilities)

Name	Organization	Position	Phone Number	Email Address

I am interested in teaching programs in the following field(s):

- Arts       Crafts       Fitness       Music       Dance       Tiny Tots       Sports  
 Swimming    Diving       Scuba       Aqua Sports    Swim Team    Water Fitness  
 Therapeutic Recreation       Other: \_\_\_\_\_

I am interested in teaching the following groups:

- Preschool/Kindergarten       Elementary School       Middle School       High School  
 Individuals with Disabilities    Young Adult       Adult       Seniors

Days and hours available for work:

- Monday       Tuesday       Wednesday    Thursday       Friday       Saturday       Sunday  
 Early Morning (6am-9am)       Morning (9am-noon)       Midday (noon-3pm)  
 Afternoon (3pm-6pm)       Evening (6pm-10pm)

Available start date: \_\_\_\_\_

*Please attach additional descriptive literature you may have available relating to the program you wish to offer, (i.e., outline of course, fees, material, etc.)*

\_\_\_\_\_  
Signature of Person Authorized to Sign Application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Authorized to Sign Application

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**THIS APPLICATION AND ATTACHMENTS ARE INCORPORATED AND MADE PART OF ANY CONTRACT RESULTING FROM THIS SOLICITATION.**

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Please return this application to:

MCRD  
 2425 Reedie Drive  
 10th Floor  
 Wheaton MD 20906  
 (240) 777-6840

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For  
RECREATION INSTRUCTOR SERVICES

ATTACHMENT B

**INSTRUCTOR PROGRAM PROPOSAL**  
(Please submit one per class title)

Legal Name of Corporation: \_\_\_\_\_

Legal Name of Applicant: \_\_\_\_\_

Phone (Home/Cell): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address : \_\_\_\_\_  
Street City State Zip

Class Title: \_\_\_\_\_

Class Description (*please describe as if for publication*): \_\_\_\_\_

\_\_\_\_\_

Targeted Age(s) or Grade(s): \_\_\_\_\_

Day and Time Preference(s): \_\_\_\_\_

Location Preference(s): \_\_\_\_\_

- Are Class Materials:  Purchased by participant from instructor Approximate Cost: \$ \_\_\_\_\_  
 Purchased by participant from merchant Approximate Cost: \$ \_\_\_\_\_  
 Included in program fee  
 N/A

Please provide any further information regarding this program: \_\_\_\_\_

\_\_\_\_\_

ATTACHMENT C  
GENERAL CONDITIONS OF CONTRACT BETWEEN COUNTY & CONTRACTOR

1. ACCOUNTING SYSTEM AND AUDIT, ACCURATE INFORMATION

The contractor certifies that all information the contractor has provided or will provide to the County is true and correct and can be relied upon by the County in awarding, modifying, making payments, or taking any other action with respect to this contract including resolving claims and disputes. Any false or misleading information is a ground for the County to terminate this contract for cause and to pursue any other appropriate remedy. The contractor certifies that the contractor's accounting system conforms with generally accepted accounting principles, is sufficient to comply with the contract's budgetary and financial obligations, and is sufficient to produce reliable financial information.

The County may examine the contractor's and any first tier subcontractor's records to determine and verify compliance with the contract and to resolve or decide any claim or dispute arising under this contract. The contractor and any first tier subcontractor must grant the County access to these records at all reasonable times during the contract term and for 3 years after final payment. If the contract is supported to any extent with federal or state funds, the appropriate federal or state authorities may also examine these records. The contractor must include the preceding language of this paragraph in all first tier subcontracts.

2. AMERICANS WITH DISABILITIES ACT

The contractor agrees to comply with the nondiscrimination requirements of Titles II and III, and other provisions, of the Americans with Disabilities Act of 1990, Pub. Law 101-336, and ADA Amendments Act of 2008, Pub. Law 110-325, as amended, currently found at 42 U.S.C., § 12101, et seq., and 47 U.S.C., ch. 5.

3. APPLICABLE LAWS

This contract must be construed in accordance with the laws and regulations of Maryland and Montgomery County. The Montgomery County Procurement Regulations are incorporated by reference into, and made a part of, this contract. In the case of any inconsistency between this contract and the Procurement Regulations, the Procurement Regulations govern. The contractor must, without additional cost to the County, pay any necessary fees and charges, obtain any necessary licenses and permits, and comply with applicable federal, state and local laws, codes and regulations. For purposes of litigation involving this contract, except for contract Disputes discussed in paragraph 8 below, exclusive venue and jurisdiction must be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland for Montgomery County.

The County's prevailing wage law, as found at §11B-33C of the County Code, applies to certain construction contracts. To the extent applicable, the County's prevailing wage requirements are enumerated within this solicitation/contract in the "Prevailing Wage Requirements for Construction Contract Addendum to the General Conditions of Contract between County and Contractor." If applicable to this contract, the Addendum will be attached to the contract, and will be incorporated herein by reference, and made a part thereof.

Furthermore, certain non-profit and governmental entities may purchase supplies and services, similar in scope of work and compensation amounts provided for in a County contract, using their own contract and procurement laws and regulations, pursuant to the Md. State Finance and Procurement Article, Section 13-101, et. seq.

Contractor and all of its subcontractors must comply with the provisions of County Code §11B-35A and must not retaliate against a covered employee who discloses an illegal or improper action described in §11B-35A. Furthermore, an aggrieved covered employee under §11B-35A is a third-party beneficiary under this Contract, who may by civil action recover compensatory damages including interest and reasonable attorney's fees, against the contractor or one of its subcontractors for retaliation in violation of that Section.

The contractor agrees to comply with the requirements of the Displaced Service Workers Protection Act, which appears in County Code, Chapter 27, Human Rights and Civil Liberties, Article X, Displaced Service Workers Protection Act, §§ 27-64 through 27-66.

Montgomery County's Earned Sick and Safe Leave Law, found at Sections 27-76 through 27-82 of the County Code, became effective October 1, 2016. An employer doing business in the County, as defined under the statute, must comply with this law. This includes an employer vendor awarded a County contract. A vendor may obtain information regarding this law at <http://www.montgomerycountymd.gov/humanrights/>

4. ASSIGNMENTS AND SUBCONTRACTS

The contractor must not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the Director, Office of Procurement. Unless performance is separately and expressly waived in writing by the Director, Office of Procurement, an assignment does not release the contractor from responsibility for performance of this contract. Unless otherwise provided in the contract, the contractor may not contract with any other party for furnishing any of the materials or services herein contracted for without the written approval of the Director, Office of Procurement. Any subcontract for any work hereunder must comport with the terms of this Contract and County law, and must include any other terms and conditions that the County deems necessary to protect its interests. The contractor must not employ any subcontractor that is a debarred or suspended person under County Code §11B-37. The contractor is fully responsible to the County for the acts and omissions of itself, its subcontractors and any persons either directly or indirectly employed by them. Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the County, and nothing in the contract documents is intended to make any subcontractor a beneficiary of the contract between the County and the contractor.

## 5. CHANGES

The Director, Office of Procurement, may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of the contract. The contract will be modified to reflect any time or money adjustment the contractor is entitled to receive. Contractor must bring to the Contract Administrator, in writing, any claim about an adjustment in time or money resulting from a change, within 30 days from the date the Director, Office of Procurement, issued the change in work, or the claim is waived. Any failure to agree upon a time or money adjustment must be resolved under the "Disputes" clause of this contract. The contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this section.

## 6. CONTRACT ADMINISTRATION

- A. The contract administrator, subject to paragraph B below, is the Department representative designated by the Director, Office of Procurement, in writing and is authorized to:
- (1) serve as liaison between the County and the contractor;
  - (2) give direction to the contractor to ensure satisfactory and complete performance;
  - (3) monitor and inspect the contractor's performance to ensure acceptable timeliness and quality;
  - (4) serve as records custodian for this contract, including wage and prevailing wage requirements;
  - (5) accept or reject the contractor's performance;
  - (6) furnish timely written notice of the contractor's performance failures to the Director, Office of Procurement, and to the County Attorney, as appropriate;
  - (7) prepare required reports;
  - (8) approve or reject invoices for payment;
  - (9) recommend contract modifications or terminations to the Director, Office of Procurement;
  - (10) issue notices to proceed; and
  - (11) monitor and verify compliance with any MFD Performance Plan.
- B. The contract administrator is NOT authorized to make determinations (as opposed to recommendations) that alter, modify, terminate or cancel the contract, interpret ambiguities in contract language, or waive the County's contractual rights.

## 7. COST & PRICING DATA

Chapter 11B of the County Code and the Montgomery County Procurement Regulations require that cost & pricing data be obtained from proposed awardees/contractors in certain situations. The contractor guarantees that any cost & pricing data provided to the County will be accurate and complete. The contractor grants the Director, Office of Procurement, access to all books, records, documents, and other supporting data in order to permit adequate evaluation of the contractor's proposed price(s). The contractor also agrees that the price to the County, including profit or fee, may, at the option of the County, be reduced to the extent that the price was based on inaccurate, incomplete, or noncurrent data supplied by the contractor.

## 8. DISPUTES

Any dispute arising under this contract that is not disposed of by agreement must be decided under the Montgomery County Code and the Montgomery County Procurement Regulations. Pending final resolution of a dispute, the Contractor must proceed diligently with contract performance. Subject to subsequent revocation or alteration by the Director, Office of Procurement, the head of the County department, office or agency ("Department Head") of the contract administrator is the designee of the Director, Office of Procurement, for the purpose of dispute resolution. The Department Head, or his/her designee, must forward to the Director, Office of Procurement, a copy of any written resolution of a dispute. The Department Head may delegate this responsibility to another person (other than the contract administrator). A contractor must notify the contract administrator of a claim in writing, and must attempt to resolve a claim with the contract administrator prior to filing a dispute with the Director, Office of Procurement or designee. The contractor waives any dispute or claim not made in writing and received by the Director, Office of Procurement, within 30 days of the event giving rise to the dispute or claim, whether or not the contract administrator has responded to a written notice of claim or resolved the claim. The Director, Office of Procurement, must dismiss a dispute that is not timely filed. A dispute must be in writing, for specific relief, and any requested relief must be fully supported by affidavit of all relevant calculations, including cost and pricing information, records, and other information. At the County's option, the contractor agrees to be made a party to any related dispute involving another contractor.

## 9. DOCUMENTS, MATERIALS, AND DATA

All documents materials or data developed as a result of this contract are the County's property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in the performance of, or developed as a result of, this contract. The County may use this information for its own purposes, including reporting to state and federal agencies. The contractor warrants that it has title to or right of use of all documents, materials or data used or developed in connection with this contract. The contractor must keep confidential all documents, materials, and data prepared or developed by the contractor or supplied by the County.

## 10. DURATION OF OBLIGATION

The contractor agrees that all of contractor's obligations and warranties, including all requirements imposed by the Minority Owned Business Addendum to these General Conditions, if any, which directly or indirectly are intended by their nature or by implication to survive contractor performance, do survive the completion of performance, termination for default, termination for convenience, or termination by mutual consent of the contract.



#### 11. ENTIRE AGREEMENT

There are no promises, terms, conditions, or obligations other than those contained in this contract. This contract supersedes all communications, representations, or agreements, either verbal or written, between the parties hereto, with the exception of express warranties given to induce the County to enter into the contract.

#### 12. ETHICS REQUIREMENTS/POLITICAL CONTRIBUTIONS

The contractor must comply with the ethics provisions contained in Chapters 11B and 19A, Montgomery County Code, which include the following:

- (a) a prohibition against making or offering to make certain gifts. Section 11B-51(a).
- (b) a prohibition against kickbacks. Section 11B-51(b).
- (c) a prohibition against a person engaged in a procurement from employing or offering to employ a public employee. Section 11B-52 (a).
- (d) a prohibition against a contractor that is providing a recommendation to the County from assisting another party or seeking to obtain an economic benefit beyond payment under the contract. Section 11B-52 (b).
- (e) a restriction on the use of confidential information obtained in performing a contract. Section 11B-52 (c).
- (f) a prohibition against contingent fees. Section 11B-53.

Furthermore, the contractor specifically agrees to comply with Sections 11B-51, 11B-52, 11B-53, 19A-12, and/or 19A-13 of the Montgomery County Code. In addition, the contractor must comply with the political contribution reporting requirements currently codified under the Election Law at Md. Code Ann., Title 14.

#### 13. GUARANTEE

- A. Contractor guarantees for one year from acceptance, or for a longer period that is otherwise expressly stated in the County's written solicitation, all goods, services, and construction offered, including those used in the course of providing the goods, services, and/or construction. This includes a guarantee that all products offered (or used in the installation of those products) carry a guarantee against any and all defects for a minimum period of one year from acceptance, or for a longer period stated in the County's written solicitation. The contractor must correct any and all defects in material and/or workmanship that may appear during the guarantee period, or any defects that occur within one (1) year of acceptance even if discovered more than one (1) year after acceptance, by repairing, (or replacing with new items or new materials, if necessary) any such defect at no cost to the County and to the County's satisfaction.
- B. Should a manufacturer's or service provider's warranty or guarantee exceed the requirements stated above, that guarantee or warranty will be the primary one used in the case of defect. Copies of manufacturer's or service provider's warranties must be provided upon request.
- C. All warranties and guarantees must be in effect from the date of acceptance by the County of the goods, services, or construction.
- D. The contractor guarantees that all work shall be accomplished in a workmanlike manner, and the contractor must observe and comply with all Federal, State, County and local laws, ordinances and regulations in providing the goods, and performing the services or construction.
- E. Goods and materials provided under this contract must be of first quality, latest model and of current manufacture, and must not be of such age or so deteriorated as to impair their usefulness or safety. Items that are used, rebuilt, or demonstrator models are unacceptable, unless specifically requested by the County in the Specifications.

#### 14. HAZARDOUS AND TOXIC SUBSTANCES

Manufacturers and distributors are required by federal "Hazard Communication" provisions (29 CFR 1910.1200), and the Maryland "Access to Information About Hazardous and Toxic Substances" Law, to label each hazardous material or chemical container, and to provide Material Safety Data Sheets to the purchaser. The contractor must comply with these laws and must provide the County with copies of all relevant documents, including Material Safety Data Sheets, prior to performance of work or contemporaneous with delivery of goods.

#### 15. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) COMPLIANCE

In addition to the provisions stated above in Section 3. "Applicable Laws," contractor must comply with all requirements in the federal Health Insurance Portability and Accountability Act (HIPAA), to the extent that HIPAA is applicable to this contract. Furthermore, contractor must enter into the County's standard Business Associate Agreement or Qualified Service Organization Agreement when contractor or the County, as part of this contract, may use or disclose to one another, to the individual whose health information is at issue, or to a third-party, any protected health information that is obtained from, provided to, made available to, or created by, or for, the contractor or the County.

#### 16. IMMIGRATION REFORM AND CONTROL ACT

The contractor warrants that both the contractor and its subcontractors do not, and shall not, hire, recruit or refer for a fee, for employment under this contract or any subcontract, an alien while knowing the alien is an unauthorized alien, or any individual without complying with the requirements of the federal Immigration and Nationality laws, including any verification and record keeping requirements. The contractor further assures the County that, in accordance with those laws, it does not, and will not, discriminate against an individual with respect to hiring, recruitment, or referral for a fee, of an individual for employment or the discharge of an individual from employment, because of the individual's national origin or, in the case of a citizen or prospective citizen, because of the individual's citizenship status.

#### 17. INCONSISTENT PROVISIONS

Notwithstanding any provisions to the contrary in any contract terms or conditions supplied by the contractor, this General Conditions of Contract document supersedes the contractor's terms and conditions, in the event of any inconsistency.

18. INDEMNIFICATION

The contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) that may be done or suffered by reason of the contractor's negligence or failure to perform any contractual obligations. The contractor must indemnify and save the County harmless from any loss, cost, damage and other expenses, including attorney's fees and litigation expenses, suffered or incurred due to the contractor's negligence or failure to perform any of its contractual obligations. If requested by the County, the contractor must defend the County in any action or suit brought against the County arising out of the contractor's negligence, errors, acts or omissions under this contract. The negligence of any agent, subcontractor or employee of the contractor is deemed to be the negligence of the contractor. For the purposes of this paragraph, County includes its boards, agencies, agents, officials and employees.

19. INDEPENDENT CONTRACTOR

The contractor is an independent contractor. The contractor and the contractor's employees or agents are not agents of the County.

20. INSPECTIONS

The County has the right to monitor, inspect and evaluate or test all supplies, goods, services, or construction called for by the contract at all reasonable places (including the contractor's place of business) and times (including the period of preparation or manufacture).

21. INSURANCE

Prior to contract execution by the County, the proposed awardee/contractor must obtain at its own cost and expense the minimum insurance specified in the applicable table (See Tables A and B) or attachment to these General Conditions, with one or more insurance company(s) licensed or qualified to do business in the State of Maryland and acceptable to the County's Division of Risk Management. The minimum limits of coverage listed shall not be construed as the maximum as required by contract or as a limitation of any potential liability on the part of the proposed awardee/contractor to the County, nor shall failure by the County to request evidence of this insurance in any way be construed as a waiver of proposed awardee/contractor's obligation to provide the insurance coverage specified. Contractor must keep this insurance in full force and effect during the term of this contract, including all extensions. Unless expressly provided otherwise, Table A is applicable to this contract. The insurance must be evidenced by one or more Certificate(s) of Insurance and, if requested by the County, the proposed awardee/contractor must provide a copy of any and all insurance policies to the County. At a minimum, the proposed awardee/contractor must submit to the Director, Office of Procurement, one or more Certificate(s) of Insurance prior to award of this contract, and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The contractor's insurance must be primary. Montgomery County, MD, including its officials, employees, agents, boards, and agencies, must be named as an additional insured on all liability policies. Contractor must provide to the County at least 30 days written notice of a cancellation of, or a material change to, an insurance policy. In no event may the insurance coverage be less than that shown on the applicable table, attachment, or contract provision for required insurance. After consultation with the Department of Finance, Division of Risk Management, the Director, Office of Procurement, may waive the requirements of this section, in whole or in part.

Please disregard TABLE A. and TABLE B., if they are replaced by the insurance requirements as stated in an attachment to these General Conditions of Contract between County and Contractor.

TABLE A. INSURANCE REQUIREMENTS  
(See Paragraph #21 under the General Conditions of Contract  
between County and Contractor)

CONTRACT DOLLAR VALUES (IN \$1,000's)

	<u>Up to 50</u>	<u>Up to 100</u>	<u>Up to 1,000</u>	<u>Over 1,000</u>
Workers Compensation (for contractors with employees)				
Bodily Injury by				
Accident (each)	100	100	100	See
Disease (policy limits)	500	500	500	Attachment
Disease (each employee)	100	100	100	
Commercial General Liability for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors	300 Attachment	500	1,000	See
Minimum Automobile Liability (including owned, hired and non				

owned automobiles)

Bodily Injury

each person	100	250	500	See
each occurrence	300	500	1,000	Attachment

Property Damage

each occurrence	300	300	300	
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Professional Liability\*

for errors, omissions	250	500	1,000	See
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and negligent acts, per  
claim and aggregate, with  
one year discovery period and  
maximum deductible of \$25,000

Certificate Holder

Montgomery County Maryland (Contract #)

Office of Procurement

27 Courthouse Square, Suite 330

Rockville, Maryland 20850 4166

\*Professional services contracts only

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TABLE B. INSURANCE REQUIREMENTS  
 (See Paragraph #21 under the General Conditions of Contract  
 between County and Contractor)

	<u>Up to 50</u>	<u>Up to 100</u>	<u>Up to 1,000</u>	<u>1,000</u>
Commercial General Liability minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, independent contractors, and product liability	300	500	1,000	See Attachment

Certificate Holder  
 Montgomery County Maryland (Contract #)  
 Office of Procurement  
 27 Courthouse Square, Suite 330  
 Rockville, Maryland 20850 4166

**(Remainder of Page Intentionally Left Blank)**

## 22. INTELLECTUAL PROPERTY APPROVAL AND INDEMNIFICATION - INFRINGEMENT

If contractor will be preparing, displaying, publicly performing, reproducing, or otherwise using, in any manner or form, any information, document, or material that is subject to a copyright, trademark, patent, or other property or privacy right, then contractor must: obtain all necessary licenses, authorizations, and approvals related to its use; include the County in any approval, authorization, or license related to its use; and indemnify and hold harmless the County related to contractor's alleged infringing or otherwise improper or unauthorized use. Accordingly, the contractor must protect, indemnify, and hold harmless the County from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits, or actions, and attorneys' fees and the costs of the defense of the County, in any suit, including appeals, based upon or arising out of any allegation of infringement, violation, unauthorized use, or conversion of any patent, copyright, trademark or trade name, license, proprietary right, or other related property or privacy interest in connection with, or as a result of, this contract or the performance by the contractor of any of its activities or obligations under this contract.

## 23. INFORMATION SECURITY

### A. Protection of Personal Information by Government Agencies:

In any contract under which Contractor is to perform services and the County may disclose to Contractor personal information about an individual, as defined by State law, Contractor must implement and maintain reasonable security procedures and practices that: (a) are appropriate to the nature of the personal information disclosed to the Contractor; and (b) are reasonably designed to help protect the personal information from unauthorized access, use, modification, disclosure, or destruction. Contractor's requirement to implement and maintain reasonable security practices and procedures must include requiring any third-party to whom it discloses personal information that was originally disclosed to Contractor by the County to also implement and maintain reasonable security practices and procedures related to protecting the personal information. Contractor must notify the County of a breach of the security of a system if the unauthorized acquisition of an individual's personal information has occurred or is reasonably likely to occur, and also must share with the County all information related to the breach. Contractor must provide the above notification to the County as soon as reasonably practicable after Contractor discovers or is notified of the breach of the security of a system. Md. Code Ann., State Gov't. § 10-1301 through 10-1308 (2013).

### B. Payment Card Industry Compliance:

In any contract where the Contractor provides a system or service that involves processing credit card payments (a "Payment Solution"), the Payment Solution must be Payment Card Industry Data Security Standard Compliant ("PCI-DSS Compliant"), as determined and verified by the Department of Finance, and must (1) process credit card payments through the use of a Merchant ID ("MID") obtained by the County's Department of Finance by and in the name of the County as merchant of record, or (2) use a MID obtained by and in the name of the Contractor as merchant of record.

## 24. NON-CONVICTION OF BRIBERY

The contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners or employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery, or conspiracy to bribe under any federal, state, or local law.

## 25. NON-DISCRIMINATION IN EMPLOYMENT

The contractor agrees to comply with the non-discrimination in employment policies and/ or provisions prohibiting unlawful employment practices in County contracts as required by Section 11B 33 and Section 27 19 of the Montgomery County Code, as well as all other applicable state and federal laws and regulations regarding employment discrimination.

The contractor assures the County that, in accordance with applicable law, it does not, and agrees that it will not, discriminate in any manner on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, or sexual orientation.

The contractor must bind its subcontractors to the provisions of this section.

## 26. PAYMENT AUTHORITY

No payment by the County may be made, or is due, under this contract, unless funds for the payment have been appropriated and encumbered by the County. Under no circumstances will the County pay the contractor for legal fees. The contractor must not proceed to perform any work (provide goods, services, or construction) prior to receiving written confirmation that the County has appropriated and encumbered funds for that work. If the contractor fails to obtain this verification from the Office of Procurement prior to performing work, the County has no obligation to pay the contractor for the work.

If this contract provides for an additional contract term for contractor performance beyond its initial term, continuation of contractor's performance under this contract beyond the initial term is contingent upon, and subject to, the appropriation of funds and encumbrance of those appropriated funds for payments under this contract. If funds are not appropriated and encumbered to support continued contractor performance in a subsequent fiscal period, contractor's performance must end without further notice from, or cost to, the County. The contractor acknowledges that the County Executive has no obligation to recommend, and the County Council has no obligation to appropriate, funds for this contract in subsequent fiscal years. Furthermore, the County has no obligation to encumber funds to this contract in subsequent fiscal years, even if appropriated funds may be available. Accordingly, for each subsequent contract term, the contractor must not undertake any performance under this contract until the contractor receives a purchase order or contract amendment from the County that authorizes the contractor to perform work for the next contract term.

27. P-CARD OR SUA PAYMENT METHODS

The County is expressly permitted to pay the vendor for any or all goods, services, or construction under the contract through either a procurement card ("p-card") or a Single Use Account("SUA") method of payment, if the contractor accepts the noted payment method from any other person. In that event, the County reserves the right to pay any or all amounts due under the contract by using either a p-card (except when a purchase order is required) or a SUA method of payment, and the contractor must accept the County's p-card or a SUA method of payment, as applicable. Under this paragraph, contractor is prohibited from charging or requiring the County to pay any fee, charge, price, or other obligation for any reason related to or associated with the County's use of either a p-card or a SUA method of payment.

28. PERSONAL PROPERTY

All furniture, office equipment, equipment, vehicles, and other similar types of personal property specified in the contract, and purchased with funds provided under the contract, become the property of the County upon the end of the contract term, or upon termination or expiration of this contract, unless expressly stated otherwise.

29. TERMINATION FOR DEFAULT

The Director, Office of Procurement, may terminate the contract in whole or in part, and from time to time, whenever the Director, Office of Procurement, determines that the contractor is:

- (a) defaulting in performance or is not complying with any provision of this contract;
- (b) failing to make satisfactory progress in the prosecution of the contract; or
- (c) endangering the performance of this contract.

The Director, Office of Procurement, will provide the contractor with a written notice to cure the default. The termination for default is effective on the date specified in the County's written notice. However, if the County determines that default contributes to the curtailment of an essential service or poses an immediate threat to life, health, or property, the County may terminate the contract immediately upon issuing oral or written notice to the contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or the contract, the contractor must compensate the County for additional costs that foreseeably would be incurred by the County, whether the costs are actually incurred or not, to obtain substitute performance. A termination for default is a termination for convenience if the termination for default is later found to be without justification.

30. TERMINATION FOR CONVENIENCE

This contract may be terminated by the County, in whole or in part, upon written notice to the contractor, when the County determines this to be in its best interest. The termination for convenience is effective on the date specified in the County's written notice. Termination for convenience may entitle the contractor to payment for reasonable costs allocable to the contract for work or costs incurred by the contractor up to the date of termination. The contractor must not be paid compensation as a result of a termination for convenience that exceeds the amount encumbered to pay for work to be performed under the contract.

31. TIME

Time is of the essence.

32. WORK UNDER THE CONTRACT

Contractor must not commence work under this contract until all conditions for commencement are met, including execution of the contract by both parties, compliance with insurance requirements, encumbrance of funds, and issuance of any required notice to proceed.

33. WORKPLACE SAFETY

The contractor must ensure adequate health and safety training and/or certification, and must comply with applicable federal, state and local Occupational Safety and Health laws and regulations.

**THIS FORM MUST NOT BE MODIFIED WITHOUT THE PRIOR APPROVAL OF THE OFFICE OF THE COUNTY ATTORNEY.**

**Requirements for Services Contract**  
**Addendum to The General Conditions of Contract Between County and Contractor**

- A. This contract is subject to the Wage Requirements Law, found at Section 11B-33A of the Montgomery County Code (“WRL” or “11B-33A”). A County contract for the procurement of services must require the contractor and any of its subcontractors to comply with the WRL, subject to the exceptions for particular contractors noted in 11B-33A (b) and for particular employees noted in 11B-33A (f).
- B. Conflicting requirements (11B-33A (h)): If any federal, state, or County law or regulation requires payment of a higher wage, that law or regulation controls. For an existing County Contract, if an applicable collective bargaining agreement (CBA) that existed prior to May 10, 2016, governs the parties, then that CBA controls. If the term of the CBA mentioned in the preceding sentence ends during the Contract, the WRL will then control.
- C. A nonprofit organization that is exempt from the WRL under 11B-33A (b)(3), must specify, in each bid or proposal, the wage the organization intends to pay to those employees who will perform direct, measurable work under the contract, and any health insurance coverage the organization intends to provide to those employees. Section 11B-33A (c)(2).
- D. A contractor must not split or subdivide a contract, pay an employee through a third party, or treat an employee as a subcontractor or independent contractor, to avoid the imposition of any requirement in 11B- 33A. Section 11B-33A (c)(3).
- E. Each contractor and subcontractor covered under the WRL must: certify that it is aware of and will comply with the applicable wage requirements; keep and submit any records necessary to show compliance; and conspicuously post notices approved and/or supplied by the County, informing employees of the requirements in 11B-33A. Section 11B-33A (i).
- F. An employer must comply with the WRL during the initial term of the contract and all subsequent renewal periods, and must pay the adjusted wage rate increase required under 11B-33A (e)(2), if any, which is effective July 1 of each year. The County will adjust the wage rate by the annual average increase in the Consumer Price Index for all urban consumers for the Washington-Baltimore metropolitan area, or successor index, for the previous calendar year and must calculate the adjustment to the nearest multiple of 5 cents. Section 11B- 33A (e)(2).
- G. An employer must not discharge or otherwise retaliate against an employee for asserting any right, or filing a complaint of a violation, under the WRL. Section 11B-33A (i)(3).
- H. The sanctions under Section 11B-33 (b), which apply to noncompliance with nondiscrimination requirements, apply with equal force and scope to noncompliance with the wage requirements of the WRL. Section 11B- 33A (i)(4).
- I. In the event of a breach of this contract as a result of a contractor’s or subcontractor’s violation of the WRL, the County may seek its available remedies, which include but are not limited to liquidated damages, withholding of payment, and recoupment of audit costs that are described below. The Contractor is jointly and severally liable for any noncompliance by a subcontractor. An aggrieved employee, as a third-party beneficiary, may, by civil action against the violating Contractor or subcontractor, enforce the payment of wages due under the WRL and recover from the Contractor or subcontractor any unpaid wages with interest, a reasonable attorney’s fee, and damages for any retaliation by the Contractor or subcontractor arising from the employee asserting any right, including filing a complaint under the WRL. Section 11B-33A (i)(5).

Furthermore, the contractor expressly acknowledges that the County may assess liquidated damages against the Contractor in the event that it, as a covered employer, fails to pay the required wage, or violates the wage reporting or payroll records reporting requirement found at 11B-33A (g), including providing late or inaccurate payroll records.

(i) Liquidated Damages

The County may assess liquidated damages for any noncompliance by contractor or its subcontractor at the rate of 1% per day of the total contract amount, or the estimated annual contract value of a requirements contract, for each day of the violation. This liquidated damages amount in addition to the amount of any unpaid wages, with interest. The Contractor must pay to the County liquidated damages noted above, in addition to any other remedies available to the County. Contractor and County acknowledge that damages that would result to the County as a result of a breach under the WRL are difficult to reasonably ascertain, and that the liquidated damages provided for in this paragraph is a fair and reasonable estimate of damages the County would incur as a result of contractor's or subcontractor's violation of the WRL.

(ii) Withholding of Payment

If the Director determines that a provision of the WRL has been violated, the Director must issue a written decision, including imposing appropriate sanctions and assessing liquidated damages (as outlined above) and audit costs (as outlined below), and may withhold from payment due the contractor, pending a final decision, an amount sufficient to: (a) pay each employee of the contractor or subcontractor the full amount of wages due under the WRL; (b) reimburse the County for audit costs; and (c) satisfy a liability of a contractor or subcontractor for liquidated damages.

(iii) Audit Costs

If the County determines, as a result of a WRL audit, that the Contractor has violated requirements of the WRL, the Contractor must reimburse to the County the cost incurred by the County in conducting the audit. Section 11B-33A (i)(2)(C).

J. The County must conduct, and the contractor or subcontractor must comply with, random or regular audits to assure compliance with the WRL. Section 11B-33A (i)(2). The Director may conduct an on-site inspection(s) for the purpose of determining compliance. Some of the documents that may be required during an audit are listed on the Wage Requirements Law FAQ web page: <http://www.montgomerycountymd.gov/PRO/DBRC/WRL.html>

K. The Contractor is in breach of this Contract if the Contractor fails to submit timely documentation demonstrating compliance with the WRL to the satisfaction of the Director, including: the Wage Requirements Law Payroll Report Form (PMMD-183), which is required to be submitted by the 14th day of the month following the end of each quarter (January, April, July, October); documents requested in conjunction with a random or regular audit by the County; or, documents otherwise requested by the Director. Section 11B-33A (g)(2).

If a contractor or subcontractor fails to submit, or is late in submitting, copies of any payroll record or other report required to be submitted under the WRL, the County may deem invoices unacceptable until the contractor or subcontractor provides the required records or reports, and may postpone processing payments due under the contract or under an agreement to finance the contract.

For any questions, please contact the Wage Requirements Law Program Manager at 240-777-9918 or [WRL@montgomerycountymd.gov](mailto:WRL@montgomerycountymd.gov).



**Wage Requirements Law Certification**  
(Montgomery County Code, Section 11B-33A)

Business Name				
Address				
City		State		Zip Code
Phone Number		Fax Number		
E-Mail Address				

Provide, in the spaces below, the contact name and information of the individual designated by your firm to monitor your compliance with the County’s Wage Requirements Law, unless exempt under Section 11B-33A (b) (see Section B. below):

Contact Name		Title	
Phone Number		Fax Number	
E-mail Address			

In the event that you, the “Offeror,” are awarded the contract and become a Contractor, please check the box(es) below that apply, and leave all of the other boxes blank.

- A.  Wage Requirements Compliance  
This Contractor, as a “covered employer”, must comply with the requirements under Montgomery County Code Section 11B-33A, “Wage Requirements” (“Wage Requirements Law” or “WRL”). Contractor and its subcontractors must pay all employees not exempt under the WRL, and who perform direct measurable work for the County, the required gross wage rate effective at the time the work is performed. For employees who are not paid an hourly wage, Contractor’s compliance with the WRL must be measured by dividing the amount paid to the employee each pay period by the number of hours worked by that employee during each pay period. A covered employer must not make any deduction for any item necessary for an employee to perform the essential job function unless the deduction is permitted by Executive Regulation. The offer price(s) submitted under this solicitation include(s) sufficient funds to meet the requirements of the WRL. A “covered employer” must submit, within 14 days after the end of each quarter (by the 14th of January, April, July, and October, for the quarter ending the preceding month), certified payroll records for each payroll period and for all employees of the contractor or a subcontractor performing services under the County contract governed by the WRL. The payroll records must contain a statement signed by the contractor or subcontractor certifying that the payroll records are correct and the wage rates paid are not less than those required by the WRL. These payroll records must include the following: name, address and telephone number of the contractor or subcontractor; the name and location of the job; and each employee’s name, current home address, daily straight time and overtime hours, total straight time and overtime hours for the payroll period, rate of pay, fringe benefits by type and amount, gross wages, race and gender of the employee, and the employer and the employee share of any health insurance premium provided to the employee. The Contractor must ensure that **NO** Social Security number of any person, other than the last four digits, is included on the quarterly report. A sample, blank Payroll Report Form, for your use and completion, can be found at: <http://www.montgomerycountymd.gov/PRO/DBRC/WRL.html> . The above must be submitted to the Division of Business Relations and Compliance, Attn: Wage Requirements Law Program Manager (preferably via email to [WRL@montgomerycountymd.gov](mailto:WRL@montgomerycountymd.gov)),

Each Contractor must: keep payroll records covering work performed on a contract covered by the WRL for

not less than 5 years after the work is completed; and, subject to reasonable notice, permit the County to inspect the payroll records at any reasonable time and as often as the County deems necessary. If the Contractor or subcontractor fails to submit, or is late in submitting, copies of any payroll record or other report required to be submitted under the WRL, the County may deem invoices unacceptable until the Contractor or subcontractor provides the required records or reports, and may postpone processing payments due under the contract or under an agreement to finance the contract. A violation of the WRL, including the late submission or non-submission of the information noted above, may result in action by the County, including: (a) withholding contract payments, reducing payment amounts, or otherwise assessing damages against Contractor, in an amount sufficient to: (i) pay each employee of the Contractor or subcontractor the full amount of wages due under the WRL; (ii) reimburse the County for audit costs; or (iii) satisfy a liability of a contractor or subcontractor for liquidated damages; (b) terminating the contract; or, (c) otherwise taking action to enforce the contract or the WRL. Violation of the WRL may also result in a finding of non-responsibility for a future contract, or may form the basis for debarment or suspension.

B. Exemption Status (if applicable)

This Contractor is exempt from Section 11B-33A, "Wage Requirements," because it is:

1. Reserved – [Intentionally left blank].
2.  a contractor who, at the time a contract is signed, has received less than \$50,000 from the County in the most recent 12-month period, and will be entitled to receive less than \$50,000 from the County under that contract in the next 12-month period. Section 11B- 33A (b)(1).
3.  a public entity. Section 11B-33A (b)(2).
4.  a non-profit organization that has qualified for an exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Section 11B-33A (b)(3) (must also complete item C below).
5.  an employer expressly precluded from complying with the WRL by the terms of any federal or state law, contract, or grant. Section 11B-33A (b)(7) (must specify the law, or furnish a copy of the contract or grant).

C.  Nonprofit Wage & Health Information

This Contractor is a non-profit organization that is exempt from coverage under Section 11B- 33A (b)(3). The contractor must provide proof of its 501(c)(3) status (i.e. Letter from the IRS). Accordingly, the contractor has completed the 501(c)(3) Non-profit Organization's Employee's Wage and Health Insurance Form which is attached. See Section 11B-33A(c)(2). **(must also complete box B.4. above)**

D.  Sole Proprietorship

Sole Proprietorships are subject to the WRL. In order to be excused from the posting and reporting requirements of the WRL, the individual who is the sole proprietor must sign the certifications below in order to attest to the fact that the Sole Proprietorship:

- (1) is aware of, and will comply with, the WRL, as applicable;
- (2) has no employee other than the sole proprietor; and
- (3) will inform the Montgomery County Division of Business Relations and Compliance if the sole proprietor employs any worker other than the sole proprietor.

**Note: A schedule C from the employer's federal tax return may be required for verification purposes.**

E. Sub-Contractors

It is the prime contractor's responsibility to ensure all of its subcontractors adhere to the WRL. All subcontractors are required to submit quarterly payroll reports. It is the prime contractor's responsibility to collect these payroll reports and submit them to [wrl@montgomerycountymd.gov](mailto:wrl@montgomerycountymd.gov) on a quarterly basis.

- I intend to use Sub-Contractors if I am awarded a contract as a result of this solicitation.
- I do **NOT** intend to use Sub-Contractors if I am awarded a contract as a result of this solicitation. If at any time during the course of the contract I use Sub-Contractors, I understand that I am responsible for their quarterly payroll reporting.

F. Independent Contractors

- I intend to use Independent Contractors if I am awarded a contract as a result of this solicitation. **If this box is checked, you must complete the Wage Requirements Law Independent Contractor Certification (PMMD193) in order for your bid/offer to be considered. It can be found at: <https://www.montgomerycountymd.gov/PRO/Resources/Files/PMMD-193.pdf>**
- I do **NOT** intend to use Independent Contractors if I am awarded a contract as a result of this solicitation. If at any time during the course of the contract I use Independent Contractors, I understand and agree that I must complete the Wage Requirements Law Independent Contractor Certification (PMMD193). See above link.

**Contractor Certification**

CONTRACTOR SIGNATURE: Contractor submits this certification form in accordance with Section 11B-33A of the Montgomery County Code. Contractor certifies that it, and any and all of its subcontractors that perform services under the resultant contract with the County, adhere to Section 11B-33A of the Montgomery County Code.

Authorized Signature		Title of Authorized Person	
Typed or Printed Name		Date	

501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form

Business Name					
Address					
City		State		Zip Code	
Phone Number		Fax Number		E-Mail	

Please provide below the employee labor category of all employee(s) who will perform direct measurable work under this contract, the hourly wage the organization pays for that employee labor category, and any health insurance the organization intends to provide for that employee labor category:

Employee Labor Category	Wage per Hour	Name of Health Insurance Provider(s) and Plan Name* (e.g. ABC Insurer, Inc. , HMO Medical and Dental)

\* IF NO HEALTH INSURANCE PLAN IS PROVIDED PLEASE STATE "NONE".

OPEN SOLICITATION #1029633  
For  
RECREATION INSTRUCTOR SERVICES

ATTACHMENT E  
MANDATORY INSURANCE REQUIREMENTS

**Aquatics** - Water Fitness / Private Lessons / Swim Coach / Diving / Scuba / Aqua Sports / Clinics  
**Camps** - Sports / Educational / Arts and Crafts / Music and Dance / Tiny Tots (programs for children under the age of 6) / Private Location programs  
**Sports**

Prior to the execution of the contract by the County, the proposed awardee must obtain at their own cost and expense the following insurance with an insurance company/companies licensed to do business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the proposed awardee/Contractor shall provide a copy of the insurance policies. The Contractor's insurance shall be primary.

Commercial General Liability or Professional

A minimum limit of liability of **one million dollars (\$1,000,000)**, combined single limit, for bodily injury and property damage coverage per occurrence including the following coverages:

- Contractual Liability
- Premises and Operations
- Independent Contractors
- Products and Completed Operations

Workers' Compensation/Employer's Liability - Waive if no employees

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***

Additional Insured

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods and services provided under this contract.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County Maryland (Contract #)  
Office of Procurement  
Rockville Center  
255 Rockville Pike, Suite 180  
Rockville, Maryland 20850-4166

OPEN SOLICITATION #1029633  
For  
RECREATION INSTRUCTOR SERVICES

ATTACHMENT F  
MANDATORY INSURANCE REQUIREMENTS

**Classes** - Fitness (Including Yoga, Boot Camp, Body Sculpting) / Martial Arts / Cooking / Arts and Crafts / Tiny Tots (programs for children under the age of 6) / Music and Dance / Therapeutic Recreation (for individuals with physical and/or mental disabilities) / Private Location programs

Prior to the execution of the contract by the County, the proposed awardee must obtain at their own cost and expense the following insurance with an insurance company/companies licensed to do business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the proposed awardee/Contractor shall provide a copy of the insurance policies. The Contractor's insurance shall be primary.

**Commercial General Liability or Professional**

A minimum limit of liability of **three hundred thousand dollars (\$300,000)**, combined single limit, for bodily injury and property damage coverage per occurrence including the following coverages:

- Contractual Liability
- Premises and Operations
- Independent Contractors
- Products and Completed Operations

**Workers' Compensation/Employer's Liability - Waive if no employees**

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***

**Additional Insured**

Montgomery County, Maryland, its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods and services provided under this contract.

**Policy Cancellation**

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

**Certificate Holder**

Montgomery County Maryland (Contract #)  
Office of Procurement  
Rockville Center  
255 Rockville Pike, Suite 180  
Rockville, Maryland 20850-4166

OPEN SOLICITATION #1029633  
 For  
 RECREATION INSTRUCTOR SERVICES

ATTACHMENT G  
 INSTRUCTOR INVOICES

INSTRUCTOR INVOICE FOR SERVICES RENDERED

BILL TO:  
 Montgomery County Recreation  
 4010 Randolph Road  
 Silver Spring, Maryland 20902

Season:   
 Full Pay  
 Half Pay  
 Midpoint Date:   
 MCR Supervisor   
 E-Mail/Fax

REMIT TO:  
 Contractor/Supplier Information

Name (as shown on contract):   
 Address:  City:  State:  Zip:   
 Telephone:  FAX:  Contact:   
 E-Mail:  Direct Deposit:  Yes  No

ACTIVITY NAME	COURSE NUMBER	LOCATION	DAY(S) OF WEEK	START TIME	END TIME	START DATE	END DATE

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MCRD OFFICE USE ONLY**

Class Income:  Supplier Number/Site:   
 Pay Basis:   ACH Purchasing Category (Lines):   
 Amount Due:  Fund:  715 Cost Center:  Account Code:  41584  
 Paid To Date:  Program Supervisor Approval:   
 Balance Due:  Management Services Approval:   
 Due Now:  Date Submitted to Management Services:

Print Form

OPEN SOLICITATION #1029633  
For  
RECREATION INSTRUCTOR SERVICES

**INSTRUCTOR INVOICE FOR SERVICES RENDERED**

**BILL TO:**  
Montgomery County Recreation  
4010 Randolph Road  
Silver Spring, Maryland 20902

Season:

Full Pay

Half Pay  
Midpoint Date:

MCR Supervisor:

E-Mail/Fax:

**REMIT TO:**  
Contractor/Supplier Information

Name (as shown on contract):

Address:  City:  State:  Zip:

Telephone:  FAX:  Contact:

E-Mail:  Direct Deposit:  Yes  No

ACTIVITY NAME	COURSE NUMBER	LOCATION	DAY(S) OF WEEK	START TIME	END TIME	START DATE	END DATE

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MCRD OFFICE USE ONLY**

Total Hours:

Pay Basis:

Amount Due:

Paid To Date:

Balance Due:

Due Now:

Supplier Number/Site:

ACH Purchasing Category (Lines):

Fund:  715 Cost Center:  Account Code:  41584

Program Supervisor Approval:

Management Services Approval:

Date Submitted to Management Services:

REV 02/12

Print Form