



Request for Proposal (RFP)# 25-10

for

Employee Wellness Clinic Program

Issue Date: March 21, 2025

Proposal Due Date and Hour: April 23, 2025 3:00 p.m.

Last Day for written questions: April 11, 2025

Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

TABLE OF CONTENTS

Request for Proposal Number 25-10

Employee Wellness Clinic Program

| <u>Section #</u> | <u>Description</u> | <u>Page Number</u> |
|------------------|---|--------------------|
| I | Purpose..... | 4 |
| II | Background..... | 4 |
| III | Statement of Need | 4 |
| IV | Proposal Preparation and Submission Requirements..... | 6 |
| V | Evaluation and Award of Contract | 9 |
| VI | Pre-proposal Conference..... | 10 |
| VII | Reservation of Rights | 11 |
| VIII | Contract Administration..... | 11 |
| IX | Payment Procedures..... | 11 |
| X | Contract Period..... | 11 |

ATTACHMENT A: Terms and Conditions

ATTACHMENT B: Montgomery County Standard Contract (sample)

COUNTY OF MONTGOMERY, VIRGINIA
RFP # 25-10

ISSUE DATE: MARCH 21, 2025

Employee Wellness Clinic Program

(TO BE COMPLETED AND RETURNED)

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Jeff Groseclose, CPPB, VCO, VCA, Procurement Manager, Phone: (540) 382-5784; faxed to (540) 382-5783, or e-mail: mcpurchasing@montgomerycountyva.gov.

DUE DATE: Sealed Proposals will be received until **April 23, 2025** up to and including **3:00PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **Montgomery County Purchasing Department, 755 Roanoke Street, Suite 2C, Christiansburg, Virginia 24073-3179**. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

| | | | |
|--|------------|-------------------------------|----------------------------------|
| Full Legal Name (print) | | Federal Taxpayer Number (ID#) | Contractor's Registration N/A |
| Business Name / DBA Name / TA Name and Address | | Payment Address | Purchase Order Address |
| Contact Name/Title | | Signature (ink) | Date |
| Telephone Number | Fax Number | Toll Free Number | E-mail Address |

COUNTY OF MONTGOMERY
RFP# 25-10
Employee Wellness Clinic Program

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation for an Employee Wellness Clinic Program for the County of Montgomery, Virginia herein after referred to as “County.”

II BACKGROUND:

A. General Background

Montgomery County is located in the southwestern part of Virginia in the region known as the New River Valley. This region takes its name from the New River, the nation's oldest and the world's second oldest river, and includes the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford. The County has a land area of 393 square miles and lies in the broad picturesque area between the Appalachian Plateau and the Blue Ridge Mountains. Topography varies from gently rolling to steep mountainous terrain, with elevations varying from 1,300 to 3,700 feet above sea level. The majority of the County is at an elevation of 2,000 feet.

Today the Towns of [Blacksburg](#) and [Christiansburg](#), the County seat, are the population centers of the County and are located approximately 35 miles southwest of the City of Roanoke. Blacksburg is home to [Virginia Polytechnic Institute and State University](#) (Virginia Tech). Founded in 1872 as a land-grant college, Virginia Tech is the largest university in Virginia and one of the country's leading research institutions. The County had a 2020 population of 100,839. (This includes two incorporated towns, Blacksburg and Christiansburg, with a combined population of approximately 67,365.)

The County is governed by an elected seven-member Board of Supervisors who appoints a County Administrator.

B. Specific Background

Montgomery County, being self-insured for cost containment, currently has a successful on-site clinic operated by Marathon Health. The Clinic is currently staffed by a Nurse Practitioner 24 hours a week. The County has 526 eligible employees, including retirees (who are on our health plan). Current utilization is 98%, with 515 “clinic eligible” employees. 11 of the 515 are retirees. The average age of our employee population is 42. The County is self-insured and the carrier is currently Anthem. The PBM is CarelRx.

The County provides a clinic space that includes a waiting room and an exam room with office space.

III STATEMENT OF NEED:

The County needs the services of a Contractor that can provide the following:

- A. An employee onsite wellness clinic that can meet the needs of employees with a greater focus on controlling high risk and disease management for a greater return on investment. The County requires no less than 3 days per week, 52 weeks/year with coverage for vacations and training.

- B. Employee Wellness Clinic program includes an on-site Physician or Nurse Practitioner with current HIPAA knowledge, experience with episodic and chronic condition care, health risk assessments and appraisal forms, clinic supplies and equipment, high-risk and disease management, clinic management to include 24 hours/week for appointments and walk ins, lab and pathology services (outside service acceptable), data management and quarterly reporting and high risk follow up.
- C. With healthcare costs on the rise, the County continues to deploy strategies to reduce costs, and seeks a Contractor to provide winning health and wellness promotion strategies that have the most significant impact on the County's approach to a healthier bottom line. Through clinic practices to date, we have been able to maintain flat insurance cost for employees since 2008.
- D. Health Coach/Counselor/Dietician options outlined as an additional service to aid employees with mitigating health concerns through nutrition and exercise programs, implement best practices by monitoring and using measurement tools to maintain, improve and manage members with special needs and/or problems which may include but not limited to the following: exposure to known carcinogens or other extremely toxic materials, information on member's personal health risk, nutritional counseling.
- E. Awareness and Educational Training Services to provide behavior change programs and educational sessions to department members on a periodic basis to discuss areas of health concerns, new developments, improvements or recommendations, onsite activities and campaigns.
- F. Conduct onsite biometric screenings and procedures as much as possible such as cholesterol screening, cancer screening, flu shots, blood sugar, blood pressure, allergy shots and other such annual tests.
- G. Contractor to return messages by noon or no later than 24 hours after contact is made by member.
- H. Referrals to specialists i.e. EAP (depression, mental/emotional treatment), mammograms, and similar programs beyond the capacity of an onsite clinic.
- I. Provider will outline other preventative care screenings that can be conducted onsite or in conjunction with County resources (Parks & Recreation, etc.) such as weight management programs, nutrition education programs, and smoking cessation.
- J. Annual health risk assessments that check for cholesterol, fasting glucose, PSA testing for males over 40, and biometric screenings.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP to include:

- a. **One (1) original and four (4) paper copies of the entire proposal INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked.
- b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked.
- c. Should the proposal contain **proprietary information**, provide:
 - i. **One (1) redacted paper copy** of the entire proposal inclusive of all attachments. **All identified proprietary information should be blacked out.** This copy should be marked **“Redacted Copy”**
 - ii. **One (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS.** **All identified proprietary information should be blacked out.** This USB/Flash Drive should be marked **“Redacted Copy”**.
- d. Response shall be submitted to:

Jeff Groseclose, CPPB, Procurement Manager
Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073

Identify on outside of envelope: **Sealed RFP # 25-10**

RFP Due date and hour: **April 23, 2025, 3:00 P.M.**

- e. Offerors may choose to submit required electronic copies through the eVA Electronic Submission process by the date and time identified herein. Offerors must still submit required paper copies described above. In order to submit an electronic proposal, the offeror **must be properly registered with eVA.** Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Montgomery County will not be able to assist offerors with their submissions. Offerors must contact eVA with any questions or needs for assistance with submission. Upon successful submission, the offeror should receive confirmation of the submission through eVA. The County will not confirm receipt of the proposal. For a

tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. Montgomery County is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes, but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Offeror to ensure the proposal is submitted on time.

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Procurement Manger will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by a committee as designated by the County.
- c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page. the proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is

necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and as detailed as possible so that the County may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. The return of the RFP general information form and addenda, if any, signed and completed as required.
2. Discuss on-site clinical services offered that can meet the needs of County employees with a focus on controlling high risk and disease management, health risk assessment details, biometric wellness screenings, data management services description, lab and pathology services described and pricing provided, nurse coaching, employee follow-up and telephonic outreach services, coordination of care with employee's PCP, and data-driven reporting services.
3. Proposal should include clinic hours and availability of nurse practitioner/physician to employees.
4. Discuss your confidentiality and HIPAA compliance (including software programs for demographic reports and faxes.)
5. Provide a designated primary representative and a secondary point of contact assigned to the County that will meet and review reports quarterly for any resulting contract, along with a brief summary of credentials.
6. Discuss your solutions to effectively manage or prevent moderate-to-high risk conditions (such as Diabetes, Hypertension Lipid Disorders, Depression, High-Risk Pregnancy and Obesity) and expertise to move the County forward to the next level by strengthening our wellness/compliance programs for a higher ROI.
7. Discuss your ability to return calls or emails with-in 24 hours and provide regular feedback. Discuss your ability to access scheduling staff or scheduling systems and response time within 24 hours and provide regular feedback.
8. Discuss your ability to help us become an employer of choice by providing employees with convenient and reliable care and wellness services, proactive strategy to maintain or improve their health and productivity with established goals and action plans, and to increase engagement of "difficult to reach" groups and offsite/satellite locations.
9. Discuss your ability to provide services such as outreach programs, helping employee's schedule referral and wellness appointments with their primary care physician and/or specialist if necessary.
10. Provide pricing for each function provided and cost per employee. Discuss the estimated first

and second year cost per on-site participant.

11. Discuss your rate guarantee.
12. Discuss who will provide services. Provide a detailed history of credentials of each provider. Discuss backup services in absence of Nurse Practitioner, plus options for Dietitians, Health Coaches and other a la carte staff/programs.
13. Discuss minimum participation requirements (if any).
14. Discuss hours of onsite clinic operation space at Montgomery County. (Currently Tues-Thurs 8:30am-5pm)
15. Discuss how you see projected health plan cost savings and how this will be monitored and reported to the County.
16. Discuss Offerors number of years in this business and other success stories of health plan savings in Virginia or entities like Montgomery County.
17. Please provide four (4) recent references, similar to Montgomery County, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address and the name and phone number of the individual Montgomery County has your permission to contact.
18. Offeror may submit other information believed pertinent for consideration.
19. Any and all deviations from, or exceptions to, the specifications and requirements herein must be listed and prominently displayed in proposal materials and should be clearly stated by the offeror in a separate section titled "Exceptions".

V. EVALUATION AND AWARD OF CONTRACT:

A. Award of Contract: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Montgomery County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract tot that offeror. Montgomery County may cancel the Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.) Should Montgomery County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract

incorporating by reference all the requirements, terms, and conditions of the solicitation and the contractor’s proposal as negotiated. See Attachment B for sample contract form.

B. Evaluation Criteria: Proposals shall be evaluated by the County using the following criteria:

| | Evaluation Criteria | Weight |
|---|--|---------------|
| 1 | Method, plan, and approach to provide services | 30% |
| 2 | Qualifications and Relevant Experience | 25% |
| 3 | Capabilities, skills, and capacity | 20% |
| 4 | Financial Proposal | 20% |
| 5 | References | 5% |
| | TOTAL | 100% |

VI OPTIONAL PREPROPOSAL CONFERENCE: A pre-proposal conference will be held at **10:00 am on Thursday, April 10, 2025** at 755 Roanoke Street, Christiansburg, VA 24073 in **Multipurpose Room # 2 (MP2)**. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Potential offerors may also attend by teleconference.

Email mcpurchasing@montgomerycountyva.gov **no later than 5:00 pm on April 9, 2025** to pre-register for the conference and to receive instructions for attending in person or by teleconference. If you do not pre-register by this deadline, there is no guarantee you will receive instructions prior to the meeting to attend via teleconference.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring/have a copy of this solicitation with you during the conference. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

Potential offerors are encouraged to submit written questions before the conference so questions may be addressed during the meeting. **Written questions must be submitted by email to Jeff Groseclose at mcpurchasing@montgomerycountyva.gov no later than close of business on April 11, 2025.**

VII RESERVATION OF RIGHTS: Montgomery County reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

VIII CONTRACT ADMINISTRATION:

The Montgomery County Director of Human Resources, or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

IX PAYMENT PROCEDURES: The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered. Invoices shall be sent to:

Montgomery County Human Resources
Attn: Tonia Winn, Director of Human Resources
755 Roanoke Street, Suite 2D
Christiansburg, VA 24073-3180

X CONTRACT PERIOD: The term of this contract is for one year, or as negotiated. There will be an option for four (4) one-year year renewals, or as negotiated.

ATTACHMENT A TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

RFP General Terms and Conditions can be found by clicking on the link below.

<https://montgomerycountyvva.gov/1/departments-services/purchasing>

SPECIAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The County may acquire other goods and services that the supplier provides than those specifically solicited. The County reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services as negotiated under the same terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products components, accessories, subsystems, or related services that are newly introduced during the term of the contract. Such additional goods and services will be provided to the County at favored nations pricing. The exact pricing of these goods and services will be negotiated and determined at the time of procurement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **AUTHORIZED USERS:** Additional State agencies, institutions and/or other public bodies may be added or deleted to receive the goods or services resulting from this solicitation. Montgomery County Purchasing Department shall be notified by the contractor or the specific agency intending to use the contract to determine if a written modification to the contract is necessary. Such modifications, when/if required, shall name the specific agency added or deleted and the effective date.
4. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
5. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
6. **COUNTY CLOSINGS:** If the Montgomery County Purchasing Office is closed as a result of an act of God or an emergency situation the day proposals are due, proposals will be accepted up until the same time on the next scheduled business day the Montgomery County Purchasing Office is open. If the Montgomery County Purchasing Office is closed on the day of a scheduled pre-proposal conference, a written addendum will be issued to officially reschedule the conference.
7. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a

separate envelope or package, sealed and addressed as follows:

Montgomery County
Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Montgomery County Purchasing Department.

8. INSURANCE:

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - \$100,000.00

C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

E. Medical Malpractice - \$1,000,000 per occurrence per physician

The contractor agrees to be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

- 9. MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

10. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal received in response to this solicitation shall be valid for (120) days. At the end of the (120) days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
11. **SEVERAL LIABILITY:** Montgomery County will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
12. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Montgomery County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Montgomery County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
13. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

ATTACHMENT B
COUNTY OF MONTGOMERY
SAMPLE STANDARD CONTRACT
****SAMPLE ONLY, DO NOT COMPLETE OR SIGN****

Contract Number:

This contract entered into this ___ day of, 202__, by _____ hereinafter called the “Contractor” and the County of Montgomery, called the “County”.

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

SCOPE OF SERVICES: The Contractor shall provide the services to the County as set forth in the Contract Documents.

CONTRACT PERIOD: The initial contract period is _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: Payment to the County shall be made in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of signed Contract, the statement of need, general terms and conditions, special terms and conditions, specifications, and other data contained in this Request For Proposal Number, dated _____, together with all written modifications thereof, the proposal submitted by the Contractor dated _____ and the Contractor’s letter dated _____, all of which contract documents are incorporated herein.

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

CONTRACTOR:

COUNTY OF MONTGOMERY:

By: _____ By: _____

Title: _____ Title: _____