

Montgomery County Public Schools

Requests for Proposals

RFP No. 6104.1.1

for

**Before and After School Childcare
at Montgomery County Public Schools – Multiple Locations**

RFP MUST BE MAILED OR HAND DELIVERED TO

Montgomery County Public Schools
Division of Procurement
45 West Gude Drive, Suite 3100
Rockville, MD 20850

DUE DATE

2:00 p.m. on April 1, 2025

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Montgomery County Public Schools

March 11, 2025

RFP Number: 6104.1.1

Title: Before and After School Childcare at Montgomery
County Public Schools – Multiple Locations

Due Date: 2:00 p.m. April 1, 2025

Prospective Applicant:

Montgomery County Public Schools Office of Facilities Management seeks proposals from pre-qualified organizations, businesses, or individuals who are interested to provide before and after school childcare services at Multiple Locations. Only applications from vendors who have been pre-qualified and approved by the Board of Education last month, in February, for the previous Request for Qualifications 6104.1 Before and After School Childcare for Montgomery County Public Schools will be considered for:

Before and After School Childcare at Montgomery County Public Schools – Multiple Locations

to begin in August 2025 for the 2025–2026 school year, and for a duration of six school years with a permit issued by Community Use of Public Facilities.

Proposals for the above site must be received by 2:00 p.m. on April 1, 2025. Applicants may request a Microsoft Word version to assist in the preparation of their response and the Microsoft Word version is also available with the solicitation documents. The request can be sent via e-mail to Ms. Stephanie Dorah, Procurement Division, at Stephanie_J_Dorah@mcpsmd.org. Submit one (1) original proposal, one (1) electronic copy on a flash drive, and one (1) redacted copy to the following location:

Montgomery County Public Schools
Division of Procurement
45 West Gude Drive, Suite 3100
Rockville, Maryland 20850

Successful applicants will receive a permit from the Community Use of Public Facilities (CUPF) for the 2025–2026 school year. The permit will be renewed annually without a scheduled rebid for six (6) additional years. Please contact Ms. Stephanie Dorah, Division of Procurement for additional information at 240-740-7538. We look forward to your participation.

Sincerely,



Adnan Mamoon, Deputy Chief
Office of Facilities Management

Copy to:

Ms. Gonzalez
Ms. Dorah

Office of Finance
Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, MD 20850

Request For Proposals No. 6104.1.1
Before and After Childcare for Montgomery County Public Schools – Multiple Locations

1.0. INTENT

Through this Request for Proposal (RFP), Montgomery County Public Schools (MCPS) is seeking multiple pre-qualified agencies, organizations, companies, or corporations interested to provide before and after school childcare services at Multiple Locations for the 2025–2026 school year, starting in August 2025, with the opportunity to extend services for six additional school years.

The successful applicants will receive a permit from the Community Use of Public Facilities (CUPF) for the next school year. The permit will be renewed annually without a scheduled rebid for six (6) additional years except as noted below.

If no responsible or responsive proposal is received for a specific location, the Request for Proposal shall be re-advertised in an additional twenty-one (21) day increments until a responsive and responsible proposal is received and accepted. All proposals received will be reviewed and rated by a selection committee (“Selection Committee”) comprised of MCPS, and PTSA staff. Following issuance of a Notice of Intent to Award to a proposed tenant, lease approval will be contingent upon feedback received from the surrounding community and authorization by the Board of Education.

2.0 INTRODUCTION

MCPS is the 15th largest school system in the United States, and the largest in the state of Maryland. During the 2023–2024 school year, MCPS served more than 160,000 students from 157 countries speaking 167 languages. With a Fiscal Year (FY) 2025 Operating Budget of approximately \$3.32 billion, MCPS employs more than 25,400 employees. Among the 211 schools that MCPS operates, 45 are National Blue Ribbon schools. Three Montgomery County Public Schools (MCPS) have been recognized as the top schools in Maryland as ranked by Niche, a national school and college search platform. In the latest rankings, an additional 18 MCPS schools—across elementary, middle, and high school levels—also placed in the top 10 for the 2025 Best Public Schools in Maryland. Overall, MCPS was recognized as the second Best School District in Maryland and the second Best School District for Athletes in Maryland.

MCPS is governed by the Montgomery County Board of Education (Board) established by the authority of the laws of the State of Maryland. The Board, under its authority creates and adopts policies and regulations necessary for operating the school system.

Community Use of Public Facilities (CUPF) was created as an independent office by Montgomery County Government in 1978 to administer and coordinate the after-hours use of Montgomery County Public Schools and later County buildings by the community. The enabling legislation

(Section 7, Maryland Education Article) established an Interagency Coordinating Board (ICB), comprised of key MCPS and county officials, as well as citizen representatives, to formulate community use policies. CUPF has been given the authority to administer the before and after school childcare provider permitting process as authorized by Board of Education Resolution 19-13 and Executive Regulation 6-17AM, Before and After School Childcare Programs in Public Schools. There are approximately 121 before and after school licensed childcare programs in Montgomery County Public Schools.

3.0 QUALIFICATIONS

Only those applicants who successfully responded to the Requests for Qualifications (RFQ) No. 6104.1 for Before and After School Childcare for Montgomery County Public Schools and meet the qualification criteria will receive and be included in the RFP for before and after school childcare services. For additional qualifications information regarding the RFQ, please visit

http://procurement.montgomeryschoolsmd.org/home/Bid_Record/3107.

4.0 SCOPE OF SERVICES

The applicant will be expected to obtain a permit from CUPF. Additional hours or services may be provided pursuant to the terms and conditions of this RFP and the CUPF permit. The term of the childcare permit will be six (6) years. If the provider is in good standing after the initial permit they will be eligible to reapply to a new RFP if MCPS decides to extend the childcare program.

The scope of services will vary for each location and is outlined in **Attachment A**.

Multipurpose room floor plans for the proposed premises to be permitted by the Applicant are provided in **Attachment B**.

5.0 DEVIATIONS

MCPS expects the Applicant to obtain a license from CUPF for each location that has terms and conditions, except and unless modified by MCPS or CUPF. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the license agreement template. Lacking any response to the contrary, MCPS will infer that the Applicant agrees to the specifications of this RFP and each term and condition of the license agreement template. In particular, the insurance provisions set forth in Section 16 of the license agreement are non-negotiable.

6.0 INSTRUCTIONS

Each applicant must submit a response using **Attachment D - Bid Proposal Form** for each school location. It is anticipated that applicants will not be selected for more than one third (1/3) of the schools in **Attachment A**. This is a mandatory submission. All applicants must address the following statements and submit a unique response for each location to which they are applying. Provide your response to the statements using Attachment D. Do not rank/select more school locations than your capacity. (i.e. if you can only serve 7 schools then only rank 1 through 7, if

you can only service one school then rank only 1, if you have capacity to service all 23 locations, then rank 1 through 23).

Applicant Information

Provide the Applicant's organizational name, primary contact name, mailing address, phone numbers, email, and web address.

Program Activities and Services

Describe any special program activities, methodology, and innovations that will be provided by the program for this school location.

Floor Plan Layout

Provide a space utilization concept with the proposed space layout. Include expected number of staff, visitors, and if applicable, children to be accommodated within the space at this school location. (The floor plan layout can be submitted as an attachment)

Program Implementation and Services

Provide a plan as to how the program will conduct active outreach to the school community and what criteria will be used for registration at this school location.

School Closures

Describe how the applicant will address school closures based on the approved school calendar at this school location. In addition, describe how the applicant will address emergency closures or delays.

Tuition

Provide tuition rates and any financial aid offered for this school location.

7.0 PRICING

This will be based on CUPF licensing fee schedule.

8.0 EVALUATION CRITERIA

1. Proposals will be evaluated based on the criteria as provided under **Attachment D** by the selection committee comprised of, but not limited to MCPS, MCAAP/MCBOA and PTSA staff or members.
2. All selection committee members will sign a statement to disclose possible conflicts of interests, such as any relationships they have with any of the applicants before receiving the applications. Raters will also be asked to affirm to their ability to provide a fair and objective assessment and agree not to disclose possible proprietary information.
3. During February 2025, MCPS staff initiated a survey for parents from the elementary schools listed in **Attachment A** associated with this request for proposals. The intent of

the survey was to gather parent preferences for programs and services provided by extended day childcare providers. The survey results will be used by the selection committee when weighing the criteria listed below. The survey results are included in **Attachment C.**

Individual rater points will be awarded based on for the following criteria:

<u>Application Rating Area</u>	<u>Max. Points Awarded</u>
• Program Activities and Services	2
• Floor Plan Layout	2
• Program Implementation and Services	2
• School Closures	2
• Tuition	2
	<u>10</u>

4. All raters must use the rating form provided (no exceptions). The scores of all the raters will be added together. The top ranked applicants will be scheduled for an interview. A minimum of three providers must be interviewed. If fewer than three applications are received, all applicants will be interviewed.
5. During the interview, the childcare selection committee will ask each applicant the same set of pre-determined questions developed by the committee. Additional questions may only be asked to clarify information previously provided in the interview.

The rating points for the review of applications and interview will be combined. The applicant with the highest combined rating will be offered the opportunity to provide services. Upon choosing a childcare provider, the childcare selection committee will notify CUPF of the selected childcare provider for the school. Committee members may also review surveys or other feedback collected by the principal within the past six months. If only one provider is interested in a site, the application will be reviewed by the committee to determine if all the requirements/qualifications are met. If so, the selection committee may direct CUPF to issue the sole applicant a permit for the site.

9.0 SELECTION OF THE APPLICANT(S)

MCPS reserves the right to ask clarifying questions about submitted proposals. Applicants also may ask questions related to this RFP prior to submitting their responses. See Section 12.0, Schedule of Events. Only proposals received by the deadline will be considered. Proposals will be screened down to a number of finalists for each location. All Applicants are advised that in the event of receipt of an adequate number of proposals, which, in the opinion of MCPS require no clarification and/or supplementary information, such proposals may be evaluated without further discussions. Therefore, proposals should be submitted initially on the most complete and favorable terms and conditions. Should proposals submitted require additional clarification and/or supplementary information, Applicants should be prepared to submit such additional clarification

and/or supplementary information, in a timely manner, when requested. If only one Applicant submits a proposal for a particular location, the proposal must be reviewed by the selection committee to determine if all of the requirements and qualifications are met.

MCPS may invite the finalists to make an oral presentation at a time and date to be announced. See Section 12.0 Schedule of Events. All respondents will receive written notification regarding the intent to award. Should the selected Applicant not be able to a license with CUPF, MCPS is entitled to terminate the award with the selected Applicant, and select another Applicant and/or advertise the available space for additional twenty-one (21) day increments until a responsive and responsible proposal is accepted. This solicitation does not commit MCPS to award any contract or pay any costs incurred in the preparation of a response. MCPS reserves the right to reject any and all responses in accordance with the best interests of MCPS.

10.0 SUBMISSION GUIDELINES

Each Applicant must submit a complete proposal for each location for which it wishes to be considered, including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Applicants may refer to the Procurement website (<https://procurement.montgomeryschoolsmd.org/home/Bids>) for a Microsoft Word version to help them prepare their response.

One original copy, as well as one electronic version on a flash drive and one redacted copy of responses must be sent by mail, courier or hand-delivery and shall be in binders with tabs identifying each section. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes of proposals will be accepted. Proposals are to be received no later than 2:00 p.m., on Monday, April 1, 2025. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools
Division of Procurement
45 W. Gude Drive, Suite 3100
Rockville, MD 20850

Please refer to the MCPS Procurement website (<https://procurement.montgomeryschoolsmd.org/home/Bids>) to get download an electronic MS Word copy of the RFP.

Please note that the Board or MCPS shall not be responsible nor be liable for any costs incurred by the Applicant in the preparation and submission of their proposals and pricing. Submissions will become the property of MCPS.

11.0 PROJECT CONTACT

The MCPS project contact for this proposed procurement is:

Montgomery County Public Schools
Office of Facilities Management
Attn: Carina Gonzalez
45 West Gude Drive, Suite 4000
Rockville, MD 20850
Phone: 240-740-7700
Carina_J_Gonzalez@mcpsmd.org

All prospective organizations are cautioned that information related to the proposed procurement only may be obtained from Mrs. McIntosh-Davis or designated MCPS Division of Procurement personnel. Once the program is selected, CUPF will be the point of contact with Applicants, who will be authorized to: serve as liaison between MCPS and the Applicant; give direction to the Applicant to ensure satisfactory and complete performance; monitor and inspect the Applicant's performance to ensure acceptable timeliness and quality; serve as records custodian for this contract; accept or reject the Applicant's performance; furnish timely written notice of the Applicant's performance failures. 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 MCPS' contractual rights. No such changes shall be made without the written authorization of the director of the Division of Procurement. The project contact may be changed at any time; but notification of the change, including the name and address of the successor project officer, will be provided to the contractor in writing.

Any attempt to solicit information from other sources within the MCPS system may be cause for rejection of the Applicant's proposal. Do not contact the individual schools for any information regarding this solicitation. Doing so may be cause for rejection of the Applicant's proposal.

12.0 SCHEDULE OF EVENTS

The anticipated schedule for activities related to this RFP is as follows:

RFP issued:	March 11, 2025
Questions due:	March 19, 2025
Responses posted:	March 25, 2025
Proposals due:	April 1, 2025 at 2:00 p.m.
Anticipated Notice of Intent To Award date:	June 30, 2025

All dates are subject to change at the discretion of MCPS.

13.0 ADDENDA/ERRATA

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the Applicant's responsibility to check the MCPS' Procurement website or contact Procurement at 240-740-7600 or Stephanie_J_Dorah@mcpsmd.org to verify whether addenda/errata have been issued. In the event that MCPS issues addenda/errata, all terms and conditions will remain in effect unless they are specifically and explicitly changed by the addenda/errata. Applicants must acknowledge receipt of such addenda/errata, prior to the hour and date specified in this RFP or any addenda/errata for receipt of proposals, by returning one signed copy of each of the addenda/errata with its proposal. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

14.0 eMARYLAND MARKETPLACE ADVANTAGE (EMMA)

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at www.eMarylandMarketplace.com, regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

15.0 INQUIRIES

Inquiries regarding this solicitation must be submitted in writing, to Ms. Stephanie Dorah, MCPS, Division of Procurement, 45 W. Gude Drive, Suite 3100, Rockville, MD 20850, or email, Stephanie_J_Dorah@mcpsmd.org. Questions are due by close of business March 19, 2025. Responses will be posted on eMaryland Marketplace and on MCPS' Procurement website on March 25, 2025. The Board will not be responsible for any oral or telephone explanation or interpretation by any agent or employee of MCPS. Any binding information given to an Applicant in response to a request will be furnished to all Applicants as addenda/errata, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the uninformed Applicants. Only such addenda/errata, when issued by MCPS, will be considered binding on MCPS.

Contact by Applicants with any other MCPS employee regarding this solicitation until the contract is awarded by MCPS will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its RFP response. The MCPS Procurement website address is www.montgomeryschoolsmd.org/departments/procurement/

16.0 PROVIDER OBLIGATIONS

Permitting Requirements

The selected provider must:

1. Guarantee their program will be operational no later than the first day of school. Providers are responsible for ensuring that all licensing and insurance requirements are met before the start of the school year. This includes:

Completing and submitting licensing paperwork required by the Maryland State Department of Education (MSDE) Child Care Licensing Region 5 Office no later than July 14, 2025. Additional information regarding MSDE licensing is available by calling 240-314-1400 or visiting the following website:

<https://earlychildhood.marylandpublicschools.org/node/736>

2. Submit a CUPF facility use request form for the 2025 - 2026 school year to include a deposit of the estimated first month's payment to CUPF by August 11, 2025
 - a. Submit a Certification of General Liability Insurance naming Montgomery County and the Board of Education as additional insured with the facility applications. See attached sample. Failure to provide this insurance will make the selection offer null and void.
3. Comply with ICB use and fee policies to include:
 - a. Signing an ICB Facility Use License Agreement (FULA).
 - b. Providing timely information to CUPF regarding changes to facility use permits.
 - c. Adhering to the payment schedule outlined in the permit issued by CUPF. Monthly payments will be due no later than the last day of the previous month. Delinquent payments may result in cancellation of the permit with 30 days' notice.
 - d. Paying the applicable rates when scheduling classes and activities offered by a for-profit entity (such as karate, gymnastics, art classes, etc.). Activities which allow participation by students other than those enrolled in the before and after-school program will require a separate application/permit, and will not be covered by the childcare fee schedule.
4. Comply with applicable Montgomery County Public School policies such as those regarding use of heat producing appliances. Reimburse schools directly for any use of their office equipment such as fax and copier machines, or other supplies. Enrollment of students from other schools requires prior authorization by the principal.
5. Maintain a current roster and waitlist to provide to the principal upon request. You may also be asked to meet with the principal or his/her designee on periodic basis, provide copies of parent surveys and/or discuss/address various concerns (ex. supervision of children, staffing, etc.).

ICB Fees

For information on school use fees and policies, please visit <http://www.montgomerycountymd.gov/cupf>.

Providers will be designated as to which fee or fees apply based on the following:

- Non-Profit Status
- For-Profit Status

Before and after school childcare fees apply only during the school year and do not apply to programs open to students not enrolled in the before and after school program or summer break.

Site Specific Requirements

Site specific requirements identified by the school are provided in [Attachment A](#).

Note: Applicants, their staff or customers should not contact the principal, school staff or selection committee members regarding this process without permission from MCPS Director of Procurement. If your organization is the current provider at an advertised site, do not solicit your services outside of this process in an attempt to influence the decision of the school's selection committee. If you need additional information about the site, please e-mail Carina_J_Gonzalez@mcpsmd.org.

Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities

I. Prohibition against assigning registered sex offenders and individuals convicted of sexual offenses, child sexual abuse, and other crimes of violence to MCPS contracts:

Maryland Law requires that any person who enters into a contract with a county board of education "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. Under § 11-722 of the Criminal Procedure Article of the Maryland Code, an employer who violates this requirement is guilty of a misdemeanor and, if convicted, may be subject to up to five years imprisonment and/or a \$5000 fine.

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

- a) A sexual offense in the third or fourth degree under § 3-307 or § 3-308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;
- b) Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or
- c) A crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes

described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.

Upon execution of a lease, Applicant is required to submit a letter to confirm that its direct employees and those of any subcontractors and/or independent contractors assigned to perform work in the building meet this obligation. Additionally, the Provider must confirm that it continues to meet this obligation on an annual basis and/or when there are changes in the work-force that the Provider and/or its subcontractors use to operate its child care program in the building. The term “work-force” includes all of the Applicant’s direct employees, subcontractors and their employees, and/or independent contractors and their employees that the Provider uses to operate its child care program in the building.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the lease.

II. Required criminal background check process for certain individuals in the contractor’s workforce:

1. Provider shall comply with Maryland laws regarding required criminal background checks. § 5-561 of the Family Law Article of the Maryland Code requires that any local school system or child care center, and any contractor or subcontractor of a local school system or child care center, ensure that any individuals in its work-force undergo a criminal background check, including fingerprinting, if the individuals will work in a school or child care facility in circumstances where they have direct, unsupervised, and uncontrolled access to children. Upon the execution of a license, Provider shall:
 - a) Implement the background check process in accordance with Maryland law and MSDE child care licensing requirements as set forth in Code of Maryland Regulations 13A.16.06;
 - b) Comply with any determination by MSDE to prohibit the employment of an individual based on the criminal background check;
 - c) Ensure that all individuals in the Applicant’s work-force receive training on recognizing, reporting, and preventing child abuse and neglect in accordance with Code of Maryland Regulations 13A.16.06.02; and
 - d) Provide all individuals in Applicant’s work-force with an identification badge to be worn at all times in the building.

The badging process will be at the Applicant’s expense.

Violation of this provision is a material breach of the lease for which MCPS may take appropriate action up to and including termination of the lease.

17.0 BID PROTESTS

Any bid protests, including appeals, will be governed by the applicable MCPS Division of Procurement Regulations. The burden of production of all relevant evidence, data, and documents and the burden of persuasion to support the protest is on the Applicant making the protest.

18.0 TREATMENT OF TECHNICAL DATA IN PROPOSAL

The proposal submitted in response to this request may contain technical data which the Applicant does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of any such technical data, subject to the provisions of the Maryland Public Information Act, may be so restricted:

Provided, that Applicant marks the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend: "Technical data contained in pages __ of this proposal shall not be used or disclosed, except for evaluation purposes."

Provided, that if a contract is awarded to this Applicant as a result of or in connection with the submission of this proposal, MCPS shall have the right to use or disclose these technical data to the extent provided in the contract.

This restriction does not limit the right of MCPS to use or disclose technical data obtained from another source without restriction.

MCPS assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed, if marked in accordance with the instructions in Section 19.0.

19.0 PROPRIETARY AND CONFIDENTIAL INFORMATION

Applicants are notified that MCPS and selection committee members have unlimited data rights regarding proposals submitted in response to this solicitation. Unlimited data rights means that MCPS and selection committee members have the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, or perform publicly and display publicly any information submitted by the Applicants in response to this or any solicitation issued by MCPS. However, MCPS will exempt information that is confidential commercial or financial information of an Applicant, as defined by the Maryland Public Information Act, State Government Article, Section 10-617, from disclosure. It is the responsibility of the Applicant to clearly identify each part of its proposal that 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 that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential. As a condition for MCPS keeping the information confidential, the Applicant must agree to defend and hold MCPS harmless

if any information is inadvertently released. Each Applicant must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

20.0 UNNECESSARILY ELABORATE BROCHURES

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the Applicant's lack of cost consciousness. Elaborate art work and expensive visual and other presentation aids are neither necessary nor wanted.

ATTACHMENT A

Scope of Services

School	Address	Room(s)	Square Footage
Barnsley, Lucy V. Elementary School	14516 Nadine Dr, Rockville 20853	Multipurpose, (Additional space to be determined)	4,455
Belmont Elementary School	19528 Olney Mill Rd, Olney 20832	Multipurpose, (Additional space to be determined)	3,016
Brookhaven Elementary School	4610 Renn St, Rockville 20853	Multipurpose, (Additional space to be determined)	2,400
Burnt Mills Elementary School	415 Prelude Dr, Silver Spring 20901	Multipurpose, (Additional space to be determined)	3,407
Burtonsville Elementary School**	15516 Old Columbia Pike, Burtonsville 20866	Multipurpose, (Additional space to be determined)	3,004
Candlewood Elementary School	7210 Osprey Dr, Rockville 20855	Multipurpose, (Additional space to be determined)	3,235
Carson, Rachel Elementary School	100 Tschiffely Square Rd, Gaithersburg 20878	Multipurpose, (Additional space to be determined)	3,414
Clearspring Elementary School	9930 Moyer Rd, Damascus 20872	Multipurpose, (Additional space to be determined)	4,018
Fallsmead Elementary School	1800 Greenplace Terr, Rockville 20850	Multipurpose, (Additional space to be determined)	3,233
Flower Valley Elementary School	4615 Sunflower Dr, Rockville 20853	Multipurpose, (Additional space to be determined)	3115
Galway Elementary School	12612 Galway Dr, Silver Spring 20904	Multipurpose, (Additional space to be determined)	3605
Glen Haven Elementary School	10900 Inwood Ave, Silver Spring 20902	Multipurpose, (Additional space to be determined)	3015
Goshen Elementary School	8701 Warfield Rd, Gaithersburg 20882	Multipurpose, (Additional space to be determined)	3962
Greencastle Elementary School	13611 Robey Rd, Silver Spring 20904	Multipurpose, (Additional space to be determined)	3244

Laytonsville Elementary School	21401 Laytonsville Rd, Gaithersburg 20882	Multipurpose, (Additional space to be determined)	2443
McNair, Dr. Ronald E. Elementary School	13881 Hopkins Rd, Germantown 20874	Multipurpose, (Additional space to be determined)	4008
Olney Elementary School	3401 Queen Mary Dr, Olney 20832	Multipurpose, (Additional space to be determined)	3010
Pine Crest Elementary School	201 Woodmoor Dr, Silver Spring 20901	Multipurpose, (Additional space to be determined)	2239
Rolling Terrace Elementary School	705 Bayfield St, Takoma Park 20912	Multipurpose, (Additional space to be determined)	3045
Sequoyah Elementary School	17301 Bowie Mill Rd, Derwood 20855	Multipurpose, (Additional space to be determined)	2425
Shriver, Sargent Elementary School	12518 Greenly Dr, Silver Spring 20906	Multipurpose, (Additional space to be determined)	3224
Stone Mill Elementary School	14323 Stonebridge View Dr, North Potomac 20878	Multipurpose, (Additional space to be determined)	3129
Travilah E Elementary School	13801 DuFief Mill Rd, North Potomac 20878	Multipurpose, (Additional space to be determined)	3062

****** The approved Burtonsville Elementary School replacement project will relocate the school to a new site. The replacement school has an anticipated completion date of August 2026. Below is the information for the replacement school.

School	Address	Room(s)	Square Footage
Burtonsville Elementary School REPLACEMENT	14709 Saddle Creek Dr, Burtonsville, MD 20866	Multipurpose, (Additional space to be determined)	3635

ATTACHMENT B

Multipurpose Room Floor Plans

(Add link here)

Attachment C

Parent Survey Results for Each School Location

Attachment D
Bid Proposal Form