

Adopt-a-Field (AAF) Information

Montgomery County Public Schools (MCPS) Department of Facilities Management will consider applications from local organizations interested in the Adopt-a-Field (AAF) program at the field sites indicated below:

- Gaithersburg High School Baseball & Softball fields (shared outfield), outside of school use meaning after 6 pm Monday-Friday and working around school schedules on Saturdays, all day Sundays
- Agreement will commence in May 2023 and extend until October 31, 2026.

If your organization is interested in participating in the program, please review the following documents:

- [Adopt-a-Field Application](#)
- [Adopt-a-Field Rating Sheet](#) – Rater Guidelines, which outlines the specific criteria and variables upon which applications will be rated and a selection made
- [MCPS maintenance requirements](#)
- [Policies related to pesticide use](#)
- [Parks Department maintenance requirements](#)

Upon review of proposals submitted for adoption of MCPS fields, a selection committee comprised of MCPS staff and a representative of CUPF will review all proposals based on the criteria outlined and will make a selection. If necessary, in order to clarify responses, or to make a final selection from among fully responsive proposals, the selection committee might request interviews with one or more of the entities.

The following is the timeline for submission of proposals, their review and the awarding of agreements:

April 21, 2023 (by 5 PM) - Fully completed applications and supporting documents are submitted to the MCPS - REM Office at 45 W. Gude Drive, Suite 4000, Rockville, MD 20850.

On or about May 5, 2023 the AAF selection committee will potentially award an AAF agreement to the selected candidate. Field owners reserve the right to revise this schedule, defer awarding agreements or revise their choice to have fields adopted.

In order to be considered fully responsive, you must submit the completed application and all supporting documents referenced in the application, together with two professional letters of reference in support of your overall application.

For Questions about the award process, you may contact Boyd Lawrence, REM Specialist, at 240-314-1071. For questions related to MCPS maintenance requirements, please contact Greg Kellner, Facilities Manager, at 240-314-1039. For questions about the Gaithersburg High School facilities, please contact Joseph Collins at 301-284-4545.