MONTGOMERY COUNTY VIRGINIA
EST. 1776

Request for Proposal (RFP)# 27-01

for

Rebrand for Destination Marketing Organization (DMO)

Issue Date: June 2, 2026

Proposal Due Date and Hour: July 1, 2026, 3:00 P.M.

Last Day for written questions: June 18, 2026

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

On behalf of

Blacksburg, Christiansburg, Montgomery County Regional Tourism

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COUNTY OF MONTGOMERY, VIRGINIA
RFP # 27-01
ISSUE DATE: JUNE 2, 2026
Rebrand for Destination Marketing Organization (DMO)

(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 **July 1, 2026** 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.

<table>
<tr><td colspan="2">Full Legal Name (print)</td><td>Federal Taxpayer Number (ID#)</td><td>Contractor's Registration
N/A</td></tr>
<tr><td colspan="2">Business Name / DBA Name / TA Name and Address</td><td>Payment Address</td><td>Purchase Order Address</td></tr>
<tr><td colspan="2">Contact Name/Title</td><td>Signature (ink)</td><td>Date</td></tr>
<tr><td>Telephone Number</td><td>Fax Number</td><td>Toll Free Number</td><td>E-mail Address</td></tr>
</table>

COUNTY OF MONTGOMERY
RFP# 27-01
Rebrand for Destination Marketing Organization (DMO)

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation with the County of Montgomery, Virginia, herein after referred to as the "County", for the design and delivered rebrand and refreshed brand identity for Montgomery County's Destination Marketing Organization (DMO), known as Blacksburg, Christiansburg, Montgomery County Regional Tourism, herein after referred to as "Tourism"..

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 town of Blacksburg has a daily population of over 50,000, including approximately 38,000 Virginia Tech students.

B. Specific Background

The County is the fiscal agent for Blacksburg, Christiansburg, Montgomery County Regional Tourism, herein also referred to as "Tourism". A Tourism Operating Board provides oversight of the tourism office and is comprised of the County Administrator, and the Town Managers for the Town of Blacksburg and the Town of Christiansburg. The Tourism Operating Board will have final acceptance authority of the work performed. The Board will be engaged periodically throughout the project for comment and assessment at appropriate stages. The Executive Director for Tourism will coordinate the completion of the project with the selected consultant and arrange all meetings with the Tourism Operating Board and Committees and any other public or stakeholder meetings that may be proposed.

The Tourism Office is specifically seeking the rebrand and refresh brand identity of our existing and original brand that was established in 2014.

Montgomery County and the Towns of Blacksburg and Christiansburg recognize the need to evolve their tourism brand to reflect shifting traveler expectations, emerging market trends, and the

region's continued growth since the current brand's adoption in 2014. Through the recently completed strategic planning process, stakeholders identified a strong desire for a refreshed, unified regional identity that more accurately represents the area's character and competitive positioning. As the destination prepares to invest in a new website and expanded marketing assets, establishing a modern, cohesive brand platform, encompassing visual identity, messaging, and positioning, is a critical first step to ensure consistency, strengthen market appeal, and effectively promote the region to leisure travelers, meeting planners, sporting events, and group tour audiences.

The rebrand should reflect the unique assets of the area which would best appeal to our target markets. The brand will be used in all future tourism marketing materials and activities of the Regional Tourism Office. The brand will help promote Blacksburg, Christiansburg, and Montgomery County as a tourism destination for leisure traveler, meetings, conferences, sporting events, and tour/travel groups. This project will aid marketing efforts of presenting the *individual localities* as a *single destination*. The rebranding effort will be followed closely by a planned website redesign, ensuring a cohesive and modern digital presence for the destination.

III <u>STATEMENT OF NEED</u>:

A. GENERAL INFORMATION AND REQUIREMENTS:

The County needs the services of a contractor that can design and deliver a rebrand and refreshed brand identity for Montgomery County's Destination Marketing Organization (DMO for the County, The Town of Blacksburg, and the Town of Christiansburg, as described in this Statement of Need.

The selected vendor shall develop and deliver a comprehensive tourism branding program that establishes a cohesive, modern identity for the Blacksburg, Christiansburg, and Montgomery County regional tourism program. Central to this effort is the creation of a unified brand and logo that equitably represents all three localities—ensuring no single jurisdiction is prioritized over another—while remaining clear, compelling, and easily recognizable to target audiences. The scope will include research and stakeholder engagement to inform brand development; creation of a complete visual identity system (logo, accompanying graphics, color palette, typography, and style guide); development of a strategic messaging framework (including voice, tone, positioning, and storytelling); design of branded templates and marketing collateral; and a comprehensive implementation plan outlining rollout, training, and long-term brand management. The final deliverables should position the region as a competitive, cohesive destination and provide the tools necessary for consistent and effective promotion across all platforms and partners. The rebranding effort will be conducted in tandem with a planned website redesign, ensuring a cohesive and modern digital presence for the destination.

B. CONTRACTOR REQUIREMENTS:

1. Demonstrated experience in destination marketing and tourism branding, including successful development of regional or multi-jurisdictional brands

2. Proven ability to create cohesive brand identities that equitably represent multiple stakeholders or communities
3. Strong portfolio showcasing logo design, visual identity systems, and brand platform development
4. Experience conducting market research and audience analysis using industry-accepted methodologies
5. Ability to facilitate stakeholder engagement sessions, workshops, and visioning meetings with diverse groups
6. Expertise in developing comprehensive messaging frameworks, including voice, tone, positioning, and storytelling
7. Proven capacity to deliver complete brand systems, including style guides and multi-platform applications (print, digital, signage, and merchandise)
8. Experience in website branding integration and alignment with digital user experience best practices
9. Ability to develop and execute brand rollout strategies, including public launch events and internal training
10. Strong project management skills, with the ability to meet deadlines, manage multiple deliverables, and communicate effectively throughout the process
11. Capacity to provide long-term brand management guidance and recommendations for sustained implementation and consistency
12. Coordinate brand development with the planned redesign and update of the tourism website to ensure alignment between visual identity, messaging, and user experience
13. Provide website design capabilities or collaborate with a qualified partner to support integration of the new brand into a modern, accessible, and user-friendly website
14. On-site, in person, presentations to various boards as required, including the following:
    a) Blacksburg Town Council
    b) Christiansburg Town Council
    c) Montgomery County Board of Supervisors
    d) Tourism Operating Board

C. **CONTRACTOR'S QUALIFICATIONS:**

1. Industry Knowledge
    a) Demonstrated experience in marketing for economic development, tourism, and/or chambers of commerce

b) Clear description of the offeror's approach to developing a comprehensive branding package

c) Demonstrated understanding of project goals, target audiences, and desired outcomes, including both organizational and place-based branding

d) Defined methodology for stakeholder engagement, research, and concept development

e) Approach to ADA-compliant and accessible design across digital and print platforms

2. Relevant Experience and Portfolio

    a) Portfolio highlighting a minimum of three (3) branding projects for economic development, tourism, or chambers of commerce

    b) Examples should include:

        i. Organizational branding (logo, messaging, style guides)

        ii. Place/community branding initiatives

    c) Demonstrated examples of successful brand rollouts and implementation

3. Website

    a) Demonstrated experience in website design and branding integration, or the ability to partner with a qualified firm to deliver a cohesive digital experience

    b) Understanding of user experience (UX), accessibility standards, and best practices for tourism-focused websites

4. Team Qualifications

    a) One-page resumes for all key staff and any subcontractors assigned to the project

    b) Outline of roles, responsibilities, and relevant experience for each team member

5. Work Plan and Timeline

    a) Detailed project timeline including major milestones, critical dates, and deliverable schedules

    b) Proposed approach to stakeholder engagement, concept development, approvals, and revision process

    c) Phased rollout plan for brand launch, including training and implementation guidance

6. Budget

    a) Lump-sum fee covering all labor, materials, deliverables, and expenses (including travel)

    b) Clear identification of any optional or additional costs

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS: 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 six (6) 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. O**ne (1) redacted** electronic copy in WORD format or searchable PDF (USP/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 # 27-01**

RFP Due date and hour: **July 1, 2026** at **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. <u>SPECIFIC REQUIREMENTS</u>: 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. Please provide three (3) recent references, similar to Blacksburg, Christiansburg Montgomery County Regional Tourism, for whom you have provided the type of services described herein. Include a brief description of the project, date(s) services were furnished, the client's name, address and the name and phone number of the individual Montgomery County has your permission to contact.

3. Discuss related experience, your industry knowledge, your research capability, your proposed plan and time frame, and all other aspects from Section III., Statement of Need.

4. The proposal should include a clear pricing schedule based on requirements of the RFP

5. Offeror may submit other information believed pertinent for consideration.

6. 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. <u>EVALUATION AND AWARD OF CONTRACT</u>:

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 Description	**Weight**
1	Qualifications and Experience to include demonstrated expertise and a proven track record in destination marketing, including relevant rebranding projects, industry knowledge, and the ability to deliver strategic, data-informed results for tourism organizations.	25
2	Method and Planning Process to include demonstrated ability of consultant to develop and implement a rebrand. Such process will foster consensus building between various stakeholder involved in the rebrand.	20
3	Familiarity with the Project to include knowledge of the project background, needs, goals, limitations, and special considerations.	20
4	Past Performance on Similar Projects to include success of previous projects in the way of project quality, budget, schedule and cost control.	15
5	Capability and Capacity to include sufficient available staff and equipment to complete the proposed work within the requested timeframe.	10
6	References including description of project.	10

VI **OPTIONAL PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held at **3:30 pm on Tuesday, June 16, 2026** 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 June 15, 2026** 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 June 18, 2026.**

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:**
Samantha Livesay, Executive Director of Tourism, or her 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 her 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 her 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 goods/services rendered. Invoices shall be sent to:

Blacksburg, Christiansburg, Montgomery County Regional Tourism
Attn: Samantha Livesay, Director
200 Clay Street, SW
Blacksburg, VA 24060

X **CONTRACT PERIOD:** The term of this contract is for one (1) year or as negotiated. There will be an option for four (4) one-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://montgomerycountyva.gov/1/departments-services/purchasing

SPECIAL TERMS AND CONDITIONS

1. **ACCESSIBILITY:**
   A. **Compliance Requirement**. All information and communications technology (ICT) purchased or upgraded pursuant to this Contract for use by any covered entity of the Montgomery County (County) shall comply with the Information Technology Access Act, §§ 2.2-3500 through § 2.2-3505 of the Code of Virginia.
   B. **Certification or Documentation**. For ICT delivered under this Contract that will be used by a covered entity of the County or made available to the public, Supplier must certify that the ICT conforms with "accessibility," as that term is defined in Virginia Code § 2.2-3501.

   If the supplier cannot certify full conformance of accessibility, the supplier must provide:

   1) a Supplier-paid and completed Accessibility Conformance Report (as that term is defined in Virginia Code § 2.2-3501) indicating the level of conformance with accessibility for the ICT being procured; and

   2) a Supplier-paid and completed Vendor Accessibility Roadmap (as that term is defined in Virginia Code § 2.2-3501) documenting any areas of nonconformance and including a timeline for each nonconforming area's completion.

   C. **No Waiver of Supplier Obligations**. Consistent with 28 C.F.R. § 35.201 and 36 C.F.R. Part 1194, Appendix A, § E202, the covered entity of the County may, in its sole discretion, procure non-accessible ICT, if such procurement does not result in individuals with disabilities being denied the benefit of any program, service, or activity. This discretion does not waive Supplier's obligations to comply with accessibility requirements and provide required certifications or documentation.
2. **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 negotiated and determined at the time of procurement.

3. **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.
4. **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.
5. **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.
6. **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.
4. **INDEPENDENT CONTRACTOR**: The contractor shall not be an employee of Montgomery County, but shall be an independent contractor.

   Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Montgomery County, or to otherwise act on behalf of Montgomery County, except as Montgomery County may expressly authorize in writing.
5. **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.

   <u>INSURANCE COVERAGES AND LIMITS REQUIRED</u>:

   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

   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.

6. **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.
7. **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.
8. **UNIQUE ENTITY INDENTIFIER:** Contractor agrees they are registered with Sam.gov or will register upon award. The contractor either has, or will obtain, a Unique Identity Identifier (UEI) number and agrees to provide the UEI number to the County upon award.

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

Contract Number:

Contract Title:

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: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____