



Request for Proposal (RFP)# 27-05

for

Department of Economic Development
Website Redesign

Issue Date: August 13, 2026

Proposal Due Date and Hour: September 17, 2026, 3:00 p.m.

Last Day for written questions: August 31, 2026

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

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Department of Economic Development Website Redesign

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COUNTY OF MONTGOMERY, VIRGINIA
RFP # 27-05

ISSUE DATE: AUGUST 13, 2026

Department of Economic Development Website Redesign

(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 **September 17, 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.

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# 27-05

Department of Economic Development Website Redesign

I. PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation, with a qualified vendor to provide a full website redesign for the Department of Economic Development for the County of Montgomery County, Virginia herein after referred to as “County.”

II. BACKGROUND:

A. General Background

The Montgomery County Department of Economic Development (MCDED) is a local government agency serving the county residents by carrying out the Board of Supervisor’s vision and policies for economic development in Montgomery County. MCDED’s mission is to improve the quality of life throughout Montgomery County by encouraging positive economic growth that creates meaningful career opportunities for county residents, expands the commercial tax base to support the delivery of vital public services, and protects our enviable quality of life.

Montgomery County is home to approximately 100,000 residents and encompasses two of the Virginia’s largest towns, Blacksburg and Christiansburg. Montgomery County is a high-tech community strategically located on the Interstate 81 corridor. Montgomery County’s target industries include; advanced manufacturing, IT & software development, life sciences and biotechnology, and aerospace and unmanned systems.

The county benefits from a robust ecosystem of higher education institutions that support workforce development and innovation. These include Virginia Tech, New River Community College, and the Edward Via College of Osteopathic Medicine. In addition, there are several other high-quality educational institutions within close proximity to Montgomery County, including Radford University, Roanoke Higher Education Center, and Virginia Tech Carilion School of Medicine.

Montgomery County also offers an exceptional quality of life and is known for its abundance of outdoor recreation offerings, including cycling and walking the Huckleberry Trail; hiking and exploring Pandapos Pond in the Jefferson National Forest; and floating and fishing on the New River. Montgomery County stands out for its economic opportunity, high-quality education, and beautiful natural setting, making it an attractive place to live, work, and do business.

B. Specific Background

The current website is available at <https://yesmontgomeryva.org/home>.

In 2023, MCDED completed a rebranding initiative that included a new logo, tagline, visual identity, and updated marketing materials. The redesigned website shall be consistent with MCDED's established brand standards and visual identity. The selected vendor will be provided with the department's style guide and updated media library for use throughout the project.

The existing website has not undergone a comprehensive redesign since 2012. As a result, much of the content is text-heavy and no longer reflects current best practices for user experience, accessibility, or digital engagement. A key objective of this project is to evaluate the existing site structure and content, identify outdated or redundant information, streamline navigation, and recommend the removal or consolidation of pages that no longer provide value to users.

The current website is hosted on the Sitefinity content management system (CMS). The County will soon be transitioning to the CivicPlus CMS platform. This transition is tentatively scheduled to begin on September 7, 2026, with a go-live date of December 18, 2026.

III. STATEMENT OF NEED: The County needs the services of a qualified Contractor that can deliver a full website redesign for Montgomery County's Department of Economic Development according to the specifications and requirements herein:

A. GENERAL REQUIREMENTS:

1. The redesigned website should be modern, intuitive, visually engaging, and strategically aligned with MCDED's mission. It should effectively showcase Montgomery County's competitive advantages, targeted industries, available sites and buildings, and overall value proposition to businesses, site selectors, developers, and other key stakeholders.
2. The selected vendor shall design and develop the new website within the CivicPlus environment and assist with the migration of approved content, as appropriate.

B. KEY FEATURES & FUNCTIONALITY REQUIREMENTS:

1. Robust search within website
2. A visually appealing and user-friendly design that aligns with our established Economic Development branding
3. Designed and created within CivicPlus (other platforms or tools only as pre-approved by MCDED), allowing for the site to be easily updated and managed by internal staff
4. Adheres to the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA to meet obligations under Title II of the Americans with Disabilities Act (ADA) for state and local governments' web content and mobile apps shall comply with the Information Technology Access Act, §§ 2.2-3500 through § 2.2-3505 of the Code of Virginia.
5. The ability to integrate with external tools such as GIS tools (ArcGIS) and analytics tools (Monsido)
6. Social media integration
7. Strong mobile presence and functionality
8. Search engine optimization so that all meta, tag, and header information can be edited

9. Demographic data in infographic format

10. Post-launch technical support and ongoing maintenance options

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 five (5) 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 # 27-05**

RFP Due date and hour: **September 17, 2026, 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. Offerors can find contact information for eVA Customer Care at: <https://eva.virginia.gov/get-help-customer-care.html>. 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 Manager 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. Please provide three (3) 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.
3. Overview of your organization, experience, and why you are the best fit for this project.
4. Overview of staff to be dedicated to this project
5. Explanation of methodology and approach to meet the objectives outlined in the Statement of Need including timeline and key phases.
6. The proposal should include a clear pricing schedule, detailed breakdown of costs, and any ongoing support or maintenance fees.
7. Offeror may submit other information believed pertinent for consideration.
8. 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.

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

<u>EVALUATION CRITERIA</u>	<u>WEIGHT</u>
1. Qualifications and Experience	25
2. Method and plan for providing services	25
3. Capability and Capacity	25
4. Cost of Goods/Services	20
5. References	5

VI. OPTIONAL PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held at **10:00 am on Thursday, August 27, 2026** at the Montgomery County Government Center, located 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 August 26, 2026** to pre-register for the conference and to request 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 August 31, 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:

Brian Hamilton, Director of Economic Development, or his 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:

Montgomery County Economic Development
Attn: Brian Hamilton, Executive Director
755 Roanoke Street, Suite 2H
Christiansburg, VA 24073-3180

X. CONTRACT PERIOD: The term of this contract is from award until completion of the services required by the contract. There will be an option for four (4) one (1) year renewals or as negotiated.

XI. CONTRACT PARTICIPATION/COOPERATIVE PURCHASING: As allowed by the Virginia Public Procurement Act, Code of Virginia Section 2.2-4304, as amended, it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any state agency, institution as allowed by the Code Section above, and/or other public body may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Montgomery County in writing of any such entities accessing the contract as a participating entity. No

modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing, and payments without direct administration from Montgomery County. Montgomery County shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Montgomery County is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as needed.

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. **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. **DEBARMENT STATUS:** By submitting their proposals, Offerors certify that they are not currently suspended or debarred by the Commonwealth of Virginia, the Federal Government, or any state or local government, nor are they an agent of any person or entity that is currently so debarred.
7. **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.
7. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all coverage will be provided by 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.

MINIMUM INSURANCE COVERAGES AND LIMITS:

- A. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract
- B. Employer's Liability - \$100,000.
- C. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage, independent contractor's liability, and Owner's and Contractor's protective liability. Montgomery County, Virginia shall be added as an additional insured to the policy by an endorsement.
- D. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not

owned by the County is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle.)

Profession/Service

Professional Liability/Errors & Omissions

Limits

\$1,000,000 per occurrence, \$5,000,000 aggregate

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. **UNIQUE ENTITY IDENTIFIER:** 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
SAMPLE 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: _____