



Request for Proposal (RFP)# 23-07

Revenue Recovery for Emergency Medical Services

Issue Date: April 11, 2023

Last Day for written questions: April 21, 2023

Proposal Due Date and Hour: May 9, 2023 3:00 p.m.

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

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Revenue Recovery for Emergency Medical Services

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ATTACHMENT A: Terms and Conditions

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COUNTY OF MONTGOMERY, VIRGINIA
RFP # 23-07

ISSUE DATE: APRIL 11, 2023

Revenue Recovery for Emergency Medical Services

(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. Questions should be submitted prior to the close of business on April 21, 2023.

DUE DATE: Sealed Proposals will be received until **May 9, 2023**, 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# 23-07

Revenue Recovery for Emergency Medical Services

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation with a qualified contractor for a term Contract for Revenue Recovery for Emergency Medical Services (EMS) for the County of Montgomery County, Virginia herein after referred to as “County”. This is a joint procurement effort with the Town of Blacksburg. The intent is for any awarded contract to be used immediately by Montgomery County and the Town of Blacksburg for EMS calls run by Montgomery County Fire-EMS (MCFEMS) and Blacksburg Volunteer Rescue Squad with the possibility of adding other EMS entities within Montgomery County at a later time. The Town of Blacksburg may decide to cooperatively enter in to a separate contract with the successful offeror based on the terms and conditions of a contract awarded as a result of this solicitation.

II BACKGROUND:

A. General Background

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

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

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

B. Specific Background

Montgomery County Fire-EMS was established April 24, 2022 to fill a growing need for emergency services in our communities. In our first year MCFEMS has grown to one of the largest departments in the county. Montgomery County Fire-EMS currently has 37 paid staff members (12 FT and 25 PT) to include command staff, EMTs, and Paramedics. The paid EMT's and paramedics were hired to support volunteers with answering calls in areas of the County where the volunteer agencies need assistance.

The Montgomery County Department of Fire-EMS provides various types of emergency services to the County's citizens and visitors. This includes provisions for emergency medical response,

specialty rescue, emergency management, and hazardous material responses for the Town of Blacksburg, Town of Christiansburg and rural Montgomery County. Montgomery County does not currently have revenue recovery. This will be a new initiative.

Montgomery County Fire-EMS Call Volume:

MCFEMS has averaged 133 calls per month and expects approximately 1600 calls in our first 12 months of operations. That number is anticipated to increase in subsequent years. Approximately 55% of calls (approximately 825 annually) result in a patient being transported with 52% of those patients (approximately 430 annually) receiving advanced life support (ALS). MCFEMS averages 14.4 miles per patient transport

Based on data collected from Lewis-Gale Hospital Montgomery which is located in Blacksburg, VA, the payee breakdown is:

- Medicare – 58%
- Medicaid – 16%
- Private Insurance – 25%
- Charity (self-pay) – 1%

Blacksburg Volunteer Rescue Call Volume:

The Blacksburg Volunteer Rescue Squad is a 501(c)(3) non-profit organization that provides pre-hospital emergency medical and technical rescue services to the Town of Blacksburg and portions of Montgomery County, VA. In 2022, Blacksburg Rescue responded to 3,714 calls for service, 65% (2,414) of which resulted in the patient being transported to a hospital. Approximately 26% (619) of those patients were treated at the advanced life support (ALS) level.

III STATEMENT OF NEED:

The County needs the services of a qualified Contractor to provide Revenue Recovery for Emergency Medical Services for Montgomery County Fire-EMS (MCFEMS) and other EMS entities within the County.

A. SPECIFICATIONS AND REQUIREMENTS:

1. The contractor will be responsible for providing a fully comprehensive and automated medical billing and collection system, training, technical support, and administrative support to the County and other EMS (Emergency Medical Services) entities within the County that may institute revenue recovery now or in the future. Montgomery County Fire-EMS (MCFEMS) provides pre-hospital medical evaluation, treatment and transportation to citizens and visitors to Montgomery County and the surrounding area.
2. The contractor will be responsible for providing a comprehensive medical billing and collections system offering solutions that meet the current standards and continuously changing requirements of Medicare, Medicaid, TRICARE, and private/commercial insurance companies.

3. The responding proposal should list and detail services which will meet the functional requirements as set forth in this section. The collection on accounts does not include instituting legal action on behalf of Montgomery County or other EMS entities within the County that may join in this contract now or in the future.
4. The County intends that services and data input be of the highest quality by industry standards for accuracy and completeness and can be acquired economically and timely. It is expected that all services function efficiently and be fully functional and responsive to the needs of the various patients, responsible parties, insurance providers and Montgomery County. The contractor will perform all activities, services and deliverables under the general direction and guidance of the Contract Administrator
5. Contractor shall prepare and submit accurate insurance claims electronically to include Medicare, Medicaid, Anthem, TRICARE and other applicable carriers including commercial and private insurances.
6. The contractor shall notify the County within 30 days each time the Medicare Part B Ambulance Fee Schedule is updated and provide the most up-to-date rates.
7. The contractor must provide the County with a SSAE 18 audit from a reputable firm annually.
8. The contractor must be able to provide a cloud-based reconciliation tool for deposits and EFTs that is available 24/7
9. The contractor must provide cloud-based software allowing for the review of holistic KPI's as it relates to billing and individual crew metrics that drive those KPIs.
10. The contractor must show in-depth knowledge and experience of Virginia specific payers and Virginia state requirements.
11. ESO is the currently used Electronic patient Care Report (ePCR) system and it is required for the billing company to integrate with this system. MCFEMS and Blacksburg Volunteer Rescue Squad each have separate ESO accounts.
12. Descriptions of the processes contained in this RFP do not supersede any regulatory requirements in effect at the same time of billing, and shall be modified as necessary, with notice to the owner, to maintain compliance.
13. All contract services must be performed in compliance with all applicable laws and regulations, including, but not limited to, the requirements of the Social Security Act, the Fair Debt Collection Act, and the Health Insurance Portability and Accountability Act (HIPPA).

14. The contractor will provide all labor, materials and equipment for verification of patient information. The contractor will gather missing patient information by, but not limited to:
 - a. Searching the Medicare, Medicaid, TRICARE, and commercial/private insurance provider's databases for previous patient information
 - b. Searching the vendor's billing database
 - c. Contacting the medical facility, patient, family member or responsible party contact
 - d. When contact is made with the responsible party, the contractor will verify and correct all patient information.
15. Montgomery County Fire-EMS requires new employee training by the contractor on an annual basis. MCFEMS will provide similar services to existing employees as required throughout the year. The contractor shall also provide ongoing training for any changes in the billing process originally implemented.
16. The Contractor shall communicate frequently via phone or email with MCFEMS and other County Departments as required regarding but not limited to the following:
 - a. Unbillable claims due to mail returns, missing information, etc.
 - b. Policy changes to Medicare, Medicaid, TRICARE, commercial insurance carriers or other entities
 - c. Difficulties with collections from Medicare, Medicaid, TRICARE, commercial insurance carriers or other entities
 - d. Questions regarding account posting, etc.
17. The Owner plans to subscribe to a "soft billing" attempt to all patients. A policy will be developed with the help of the contractor.
18. The contractor shall send refund documentation to MCFEMS on a monthly basis. MCFEMS will review and process these refund requests, The Contractor shall include as part of the documentation an itemized statement for each account showing the billing(s) and collection(s) that resulted in an overpayment. MCFEMS will process the refunds per County policies and procedures. After the refund checks are issued, the County will be responsible for submitting the paperwork to the Contractor for posting to the individual accounts. The refunds will result in a reduction to the deposits and to the commission owed to the Contractor.
19. The contractor may not pursue collection by civil means. Account settlements will be negotiated and transacted only after authorization by the County.
20. The contractor's communication to clients must clearly differentiate between an invoice and a request for missing information.
21. The contractor will provide a designated Customer Service Representative and phone number who will provide patient account information no less than Monday through Friday, 8:00 a.m. through 5:00 p.m. EST., excluding all County Holidays.

22. The contractor must be able to complete the billing process using the information provided in each electronic patient care record (EPCR) to include the date of the call for service, the patient's name, date of birth, patient's address, and the destination to which they were transported. Offerors should propose other required data points for consideration.
23. The contractor shall notify the County within 30 days each time the Medicare Part B Ambulance Fee Schedule is updated and provide the most up-to-date rates.
24. The contractor shall have or obtain the ability to have access to Carilion Health Care Systems "Careport" and HCA Virginia Health System which allows the contractor to obtain patient care reporting directly from Carilion and HCA Virginia Health System for the purpose of ambulance billing.
25. The contractor will be required to attend up to three (3) public informational meetings. These meetings may include presentations to the public, the Montgomery County Board of Supervisors, and/or Town Council for the Town of Blacksburg.

B. EXCEPTIONS:

Any and all deviations from, or exceptions to, the above specifications and requirements must be listed and prominently displayed in proposal materials and should be clearly stated by the offeror on a separate section titled "Exceptions".

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 **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 # 23-07**

RFP Due date/Opening date and hour: **May 9, 2023, 3:00 P.M.**

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

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

public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

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

1. The return of the RFP general information form and addenda, if any, signed and completed as required.
2. The offeror shall provide a proposal based on the Statement of Need above, including your method for providing service and a pricing/fee structure for all services proposed.
3. The proposal shall clearly describe the offeror's expertise, qualifications, and any specialties in their response.
4. The proposal should include a list of minimum data points that will be required to be included in each EPCR in order to complete the billing process.
5. Please provide a minimum of 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.

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(s) which, in its opinion, has made the best proposal, and shall award the contract to that offeror(s). Montgomery County reserves the right to award more than one contract as a result of this solicitation. 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:

Each proposal will be evaluated on the following criteria:

| | <u>EVALUATION CRITERIA</u> | <u>WEIGHT</u> |
|----|--|---------------|
| 1. | Qualifications and experience | 40 |
| 2. | Method and plan for providing services | 40 |
| 3. | Cost of Services | 15 |
| 4. | References | 5 |

VI OPTIONAL PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held at **2:30 pm on Wednesday, April 19, 2023** at 755 Roanoke Street, Christiansburg, VA 24073 in Multipurpose Room #2 (MP2). The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Potential offerors may also attend by teleconference.

Email mcpurchasing@montgomerycountyva.gov no later than 5:00 pm on April 18, 2023 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.

VII CONTRACT ADMINISTRATION:

Michael Geary, Director of Montgomery County Fire-EMS, 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 their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

VIII PAYMENT PROCEDURES: Payment for services will be made within 30 days of invoice date or receipt of goods or services, whichever is later. The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered.

Invoices shall be sent to:

By email: invoices@mcfems.org

By mail:

Montgomery County Fire-EMS
Attn: Administration
755 Roanoke Street, Suite 2E
Christiansburg, VA 24073

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

X PRICING SCHEDULE:

The proposal should include a clear pricing schedule that explains any costs, fees, shared revenue, etc. based on the services described above.

ATTACHMENT A

TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

https://montgomerycountyvva.gov/docs/default-source/purchasing-solicitations/rfp_terms_and_conditions.pdf?sfvrsn=ecfd231d_2

SPECIAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The County may acquire other goods and services that the supplier provides than those specifically solicited. The County reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services as negotiated under the same terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products components, accessories, subsystems, or related services that are newly introduced during the term of the contract. Such additional goods and services will be provided to the County at favored nations pricing. The exact pricing of these goods and services will be negotiated and determined at the time of procurement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **AUTHORIZED USERS:** Additional State agencies, institutions and/or other public bodies may be added or deleted to receive the goods or services resulting from this solicitation. Montgomery County Purchasing Department shall be notified by the contractor or the specific agency intending to use the contract to determine if a written modification to the contract is necessary. Such modifications, when/if required, shall name the specific agency added or deleted and the effective date.
4. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
5. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
6. **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 proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00

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.
8. **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.
9. **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.

**ATTACHMENT B
COUNTY OF MONTGOMERY
STANDARD CONTRACT**

Contract Number:

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

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

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

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

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid 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:

By: _____

Title: _____

COUNTY OF MONTGOMERY:

By: _____

Title: _____