



Montgomery College

Office of Procurement
900 Hungerford Drive, Suite 110
Rockville, MD 20850

REQUEST FOR BID

409-016

Printing Services for Customized Playing Cards

All bid responses MUST BE RECEIVED in the Procurement Office BY 3:00 PM local time on **March 9, 2009**.

Bids will not be accepted via facsimile or electronic mail.

Prices must remain firm for: 120 Days after bid opening date, but prior to contract award.

Bid Bond Requirements: NONE

Performance, Labor and
Material Bond
requirements: NONE

Pre-bid / Pre-proposal
conference: NONE

Minority vendors are encouraged to respond to this bid solicitation.

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No bid/proposal will be accepted after the date and time stated above.

Dr. Janet Wormack, CPPO
Director of Procurement

NOTE: Prospective Bidders who have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name, mailing address, and e-mail address so that amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.

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SECTION 1 – BID INFORMATION

1.1 Intent

Montgomery College is seeking a qualified Contractor to provide printing, production, packaging, and delivery services for Customized Playing Cards, in accordance with the terms, conditions and specifications listed herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

1.2 Bid Due Date

All responses to this Request for Bid are due in the Montgomery College Procurement Office, 900 Hungerford Drive, Room 110, Rockville, Maryland 20850 by 3:00 p.m. on **March 9, 2009**, and must be clearly identified and marked as pertaining to this request (in a sealed envelope showing the Bidder's name, the Bid Number, and the Bid Due Date). No facsimile or email transmissions will be accepted. **No responses will be accepted after this date and time.** In the event that the College is closed on the bid opening date due to an emergency, the bid will be opened at the stated time on the next open business day, unless the Bidder is notified otherwise.

1.3 Contact Information

For purchasing or technical questions about this solicitation, please contact Sena Wiles, Purchasing Agent, at 240-567-5286 (telephone), 240-567-6397 (fax), or sena.wiles@montgomerycollege.edu (e-mail). The College will not be bound by oral explanations for specifications or language contained in this solicitation. All inquiries and questions must be submitted in writing and received by March 3, 2009.

1.4 Award

An award will be made in the best interest of the College to the most responsible, responsive Bidder with the lowest price who can meet the terms, conditions, and specifications of this solicitation. The evaluation for award will be made on the basis of payment to the supplier in NET 30 DAYS from the date an acceptable invoice is received by Montgomery College. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award.

1.5 Pricing

All pricing is FOB Destination. The prices offered on the Price Proposal must include all charges and costs, including pickup and delivery of all materials, such as page proofs, disks, artwork, etc. and shipment of the finished product, incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Bidder's omission.

In addition, all Bidders must hold their bid prices for 120 days after bid opening date, but prior to contract award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-bid the contract or to award the contract to the next lowest Bidder.

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SECTION 1 – BID INFORMATION

1.6 Contract Term

The term of this contract will be from date of award through completion of the work.

1.7 Additional Orders and Purchases

The Contractor agrees that the College may place additional orders not to exceed the scope of this solicitation under the same terms and conditions for a period not to exceed 120 days from the date of contract award.

1.8 References

All references must include the company and contact names, address, and telephone number. Cited references must be able to confirm, without reservation, the Bidder's ability to provide the level of services mandated in this solicitation. The College reserves the right to reject a bid based on an unsatisfactory reference. The College also reserves the right to request additional references or contact any site using the Bidder's services.

1.9 Billing

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing will be returned. Contractors doing business with the College for the first time must submit their IRS W-9 Form upon award of the contract. The College is state and federal tax exempt.

Each line item must describe the services and state their costs. In addition:

1.9.1 The College's purchase order number, job name, and job number; the Contractor's job number; the quantities; and the unit/total pricing must be on all invoices.

1.9.2 All invoices must be sent to Montgomery College, Accounts Payable Office, 900 Hungerford Drive, Suite 230, Rockville, MD 20850.

1.10 Ownership of Documents and Information

All disks, plates, photos, etc., which are prepared by the successful Contractor and form a part of its services, are the property of Montgomery College and shall be returned to the College upon completion of the job or upon termination of this contract. The successful Contractor is responsible for the protection and/or replacement of any original documents in its possession. All original documents must be returned to the College upon completion of the contract. All editorial materials, including but not limited to original copy, artwork, diskettes, cartridges, photographs, proofs, corrected proofs, CD-ROMs, DVD-ROMs, and negatives, etc., are the property of the College and must be returned following the completion of the contract, and any College data electronically stored on Contractor media or system shall be deleted upon completion of the contract. Original artwork, photographs, and copy may not be altered by the Contractor without written approval of the College.

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In the event the Contractor is unable to continue operation of the services required, for whatever reason, the College requires that the Contractor provide on appropriate media all data and information proprietary to Montgomery College. This information must not be made available to any third parties without the express written consent of Montgomery College.

1.11 Bid Evaluation

Bids submitted in response to this solicitation will be evaluated as follows:

- 1.11.1 Bidder is responsible – Bidder demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsiveness:
 - 1.11.1.1 Bidder has the equipment, ability, and experience to perform the work as stated in the specifications listed in this bid.
 - 1.11.1.2 Bidder is financially stable.
- 1.11.2 Bidder is responsive – Bidder follows bid submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:
 - 1.11.2.1 Bidder has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this bid.
 - 1.11.2.2 Bidder has provided all documentation and samples requested in the Scope of Work and Specifications.

1.12 Bid Rejection

The College reserves the right to reject any or all offers received as a result of this bid. Offers may be rejected for any of the following reasons if Bidder fails to:

- 1.12.1 Meet the mandatory specifications and requirements.
- 1.12.2 Respond in a timely fashion to a request for additional information, data, etc.
- 1.12.3 Supply appropriate and favorable client references.
- 1.12.4 Complete the Price Proposal page.
- 1.12.5 Sign the bid.
- 1.12.6 Demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.12.7 Provide samples and/or demonstration materials that are representative of the quality level sought by the College.

1.13 Subcontractors

No portion of the work shall be subcontracted **without** prior written consent of the College. In the event the Contractor desires to subcontract part of the work specified herein, the Contractor shall furnish the company name, contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s). The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract. The College reserves the right to reject any proposed subcontractor.

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SECTION 1 – BID INFORMATION

1.14 Required Submittal List

- Price Proposal (Section 4)
- Minimum Requirements (Attachment A)
- References (Attachment B)
- Contractor Information Form (Attachment C)
- Sample playing card work products, which will become the property of the College and will not be returned
- Sample of the specialty card stock to be used, which will become the property of the College and will not be returned

1.15 Failure to Submit

Failure to provide any of the items noted in Section 1.14 may deem a bid proposal non-responsive.

1.16 Notice to Cure

The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

1.17 Tobacco Policy

Montgomery College is a tobacco-free institution. Use of tobacco products is prohibited in all indoor and outdoor College-owned facilities and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College. This use prohibition extends to the Contractor's employees, agents, subcontractors, and vendors.

1.18 Debarment

Submission of a signed proposal in response to this solicitation is certification that a Bidder (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any County, State, or Federal department or agency. Submission is also agreement that the College will be notified of any change in this status.

1.19 Terms and Conditions

Bidders shall also refer to, understand, and agree to Attachment E, Terms and Conditions, of this bid document.

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SECTION 2 – SCOPE OF WORK AND SPECIFICATIONS

2.1 Background

Montgomery College is Maryland's oldest community college. Campuses are located in Germantown, Rockville, and Takoma Park/Silver Spring and are complemented by smaller off-campus sites to serve students and College operations throughout Montgomery County. The Office of Institutional Advancement oversees production of various publications and supports College units by fostering internal and external communications, including the print and Web creation and dissemination of various publications.

2.2 Scope

This Request for Bid is for printing, production, packaging, and delivery services for Customized Decks of Playing Cards for the Office of Admissions and Enrollment Management.

The College will provide all content for this publication, including text, artwork, and photos, but the Contractor must have the capability to make changes to publication (content) files if required.

2.3 Press Location

Bidders must indicate on Attachment A, Minimum Requirements, the location of facilities to be used in providing all services for the Customized Playing Cards.

2.4 Inspection of Operations

The College reserves the right to inspect Bidder's printing facility prior to the award of the contract. In addition, the College reserves the right to conduct any test or inspection it may deem advisable to assure the product conforms to the specifications contained herein.

2.5 Contract Administration

- 2.5.1 Upon contract award, all work must be scheduled and coordinated with Contract Administrator, Keven Waters, Production Manager, Office of Institutional Advancement, who will authorize all production phases of the product and is responsible for production and design issues. Only the Contract Administrator may approve alterations and associated charges prior to completion of each phase, if any; otherwise, the Contractor will absorb the associated costs.
- 2.5.2 Any omission or failure to reject inferior or defective work or materials shall not be construed to be an acceptance of any such work or material. If any defective work or material is found, the Contractor shall reprint, at its own expense, the defective material at no additional charge to the College.
- 2.5.3 Poor quality publications, as determined by the Contract Administrator, shall be returned to the Contractor, which will reprint the defective publications at no additional charge and to the satisfaction of and approval by the Contract Administrator.

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2.6 Customer Service Requirements

The Contractor must respond to all telephone calls and e-mails within 24 business hours. Adherence to all deadlines is expected and required. The Contractor will be responsible for all costs incurred due to missed deadlines and unnecessary delays.

2.7 Technology Requirements

The output to film/plates and printing of all work must be of the highest quality, with clear, sharp printing, full and uniform ink coverage with no offsetting, banding, or dust specks, and tight color registration. Bindery work must be of the highest quality with accurate registration and collating, crisp trimming, letterpress scoring and folding, and accurate stitching. The College shall be the sole judge of the quality of work produced.

The Contractor must:

- 2.7.1 Have the capability of accepting the latest industry standard version of Quark Xpress, InDesign, PhotoShop, Illustrator, and Adobe Acrobat documents created on both IBM and MAC platforms for high resolution PostScript output, minimum 1200 DPI, maximum page size 22" x 17".
- 2.7.2 Be able to import and export Microsoft Word and ASCII files for use in Quark Xpress and InDesign.
- 2.7.3 Own or have access to Adobe Type Font Library.
- 2.7.4 Be able to scan and color balance photos submitted by the College for optimum half-tone or color photo output.
- 2.7.5 Be able to perform online corrections from its facility.
- 2.7.6 The Contractor must return the original disk, if applicable, updated with final corrections, to the College after printing.

2.8 Production Requirements

The Contractor must provide all equipment, materials, and services necessary for producing, packaging, and shipping the product requested in this solicitation.

- 2.8.1 Upon award of the contract and receipt of the files, the successful Bidder must verify that the copy conforms to the stated specifications upon which the bid is based. Deviations or discrepancies within the contract that may or will result in additional costs that are above the base price must be brought to the attention of the Procurement Office within 48 hours of receipt of the contract, or payment will be based upon the prices in the Bidder's Price Proposal.
- 2.8.2 The College may request a meeting, to be held at the College, with the successful Bidder prior to the start of the contract to review the requirements of the contract.
- 2.8.3 The required product delivery date is **20 business days** after approval of the final digital proof.
- 2.8.4 The Contractor will be responsible for any film, plate making, make-ready, press running, and normal finishing operations of collating, stitching, and trimming. scanning and color balancing of all original photographs and artwork for optimum half-tone and color results will be the responsibility of the Contractor.

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- 2.8.5 Additional proofs required due to Contractor's error shall be furnished to the College at no additional charge.
- 2.8.6 Samples (10) of the completed job must accompany a delivery slip and returned artwork and be delivered to the Montgomery College Office of Institutional Advancement, attention Jennifer Baugh, Creative Services Director, 40 West Gude Drive, Suite 230, Rockville, MD 20850.
- 2.8.7 The College will accept 1% of overruns.
- 2.8.8 Adherence to all deadlines is expected and required. The Contractor will be responsible for all costs incurred due to missed deadlines.

2.9 Packaging Requirements

- 2.9.1 The successful Bidder shall package in suitable cartons and legibly label all containers with the College recipient's name, purchase order number, product title, and quantity. The maximum weight per container or box shall not exceed 50 pounds.

2.10 Delivery Requirements

- 2.10.1 The required product delivery date is 20 business days after approval of the final digital proof.
- 2.10.2 All pickups and deliveries of files, proofs, and printed materials are the sole responsibility of the Contractor. The Contractor is responsible for picking up artwork from the Office of Institutional Advancement, 900 Hungerford Drive, Suite 200, Rockville, MD 20850, and for picking up and delivering materials at each stage of the contract.
- 2.10.3 The Contractor shall deliver as indicated in Section 2.11. All charges for delivery service must be included in the pricing on the Price Proposal. The College will not pay separate pickup and delivery service charges.

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2.11 Job Specifications: CUSTOMIZED PLAYING CARDS

- 2.11.1 **Job Name:** Customized Playing Cards (College-Prep Cards, 52 Ways to Prepare for College)
- 2.11.2 **Description:** Customized Playing Cards
- 2.11.3 **Job Number:** 09-163-ADM-5
- 2.11.4 **Quantity:** 10,000 decks of playing cards
- 2.11.5 **Paper:** Specialty Card Stock (sample required with bid proposal)
- 2.11.6 **Card Size:** 3.5" x 2.5"
- 2.11.7 **Artwork:** · One side of card is common art; other side of cards with different images
· See Attachment G for sample of card content and artwork consisting of 52 different items
- 2.11.8 **Inks:** · 4 color + flood gloss aqueous / 4 color + flood gloss aqueous (cards)
· 4 color + flood gloss aqueous / 0 (box)
- 2.11.9 **Bleeds:** Yes
- 2.11.10 **Bindery:** Collate cards into sets, round corner, cello wrap each deck, place in box and cello wrap each box
- 2.11.11 **Composition:** Files e-mailed or uploaded to FTP site (if needed)
- 2.11.12 **Proofs:** Composite high resolution proof, one digital low resolution proof
- 2.11.13 **Delivery:** Montgomery College, Central Receiving, 51 Mannakee Street, Rockville, MD 20850, **divided, packaged, and marked as follows***. Reference the purchase order number on the packaging and on the invoice.
* **2,500 decks of cards attention: Cathy Kwolek, G-SA-137**
* **2,500 decks of cards attention: Camille Scott, T-ST-147**
* **5,000 decks of cards attention: Maria Davidson, R-SV-107**
- 2.11.14 **Packaging:** · Suitable packaging in cartons
· Original art (including disk, if applicable) and 10 samples with a delivery slip to Jennifer Baugh, Creative Services Director, Office of Institutional Advancement, 40 West Gude Drive, Suite 230, MD 20850.
- 2.11.15 **Contact for Production/Design Issues:** Keven Waters

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SECTION 3 – MINIMUM REQUIREMENTS

3.1 Minimum Requirements

Bidders must meet the minimum requirements listed in Attachment A and must complete and return Attachment A to demonstrate their compliance. Failure to return Attachment A with the bid response will cause the response to be deemed non-responsive. The College will consider adherence to specifications, price, quality of samples and work products, past performance to the College, and references from other customers in its evaluation of Bidders' proposals.

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SECTION 4 – PRICE PROPOSAL

ITEM	DESCRIPTION	QUANTITY	PRICE PER DECK	TOTAL PRICE
1	Customized 52-Card Deck of Playing Cards	10,000	_____	_____
2	Set-Up Fee			_____
3	Freight Cost			_____
GRAND TOTAL				\$ _____

Delivery Date: 20 business days after receipt of approved final digital proof.

An aggregate award will be made in the best interest of the College to the most responsible, responsive Bidder with the lowest price who can meet the terms, conditions, and specifications of this solicitation.

Note to Bidder: Submitted price must be inclusive of all costs associated with all requirements listed herein.

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name

Name

Title

Authorized Signature and Date

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ATTACHMENT A – MINIMUM REQUIREMENTS

Bidder must check (✓) either Box B or Box C below to indicate compliance or noncompliance with the Minimum Requirements listed in Box A.

	MINIMUM REQUIREMENTS	BIDDER COMPLIES	BIDDER DOES NOT COMPLY
	(A)	(B)	(C)
1	Bidder has the personnel, facilities, equipment, software, materials, and processes required to perform the requirements specified in this bid.		
2	Bidder has a minimum of ten (10) years of printing business experience. The printing business experience MUST include 4-color process printing.		
3	Bidder has a minimum of five (5) years of experience producing playing cards similar to those required by this bid.		
4	Bidder has attached the samples required by this bid in Section 1.14.		
5	Bidder has or has access to an FTP site.		
Location of Bidder's facilities for production, printing, packaging, and shipping the Playing Cards:			

The undersigned hereby acknowledges that he/she has made a complete and total review of the above and all specifications contained in this bid document and is authorized to sign as the firm's official representative. Bidder hereby states that all Minimum Requirements compliance indications are true and correct.

Company Name

Signature

Title

Printed Name

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ATTACHMENT B – REFERENCES

REFERENCE 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Service Dates	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Service Dates	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone Number	
Service Dates	

Please note: References listed must be able to confirm the Bidder's ability to provide the services requested in this bid document.

References submitted by: _____
Company Name

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ATTACHMENT C – CONTRACTOR INFORMATION FORM

B.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

B.2 Minority Contractor: Yes ☐ No ☐

If yes, please specify minority classification

B.3 Price adjustment (is ☐ is not ☐) necessary for other public agencies as listed.

B.4 Please list any exceptions taken to any terms and conditions listed in the bid. Please note any exceptions taken may affect the award of a contract or purchase order.

B.5 Please provide the following information:

Company Name		Years in Business	
		Years in Printing Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

Company Name	Name
Title	Authorized Signature and Date

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ATTACHMENT D – NO BID RESPONSE FORM

Please be advised that our company does not wish to submit a bid in response to the above-captioned bid for the following reason(s):

☐

Too busy at this time

☐

Not engaged in this type of work

☐

Project is too large or small

☐

Cannot meet mandatory specifications (Please specify below)

☐

Other (Please specify)

Company Name

Name

Street Address

Authorized Signature and Date

City, State, Zip Code

Title

Please return to:	Montgomery Community College Office of Procurement 900 Hungerford Drive, Room 110 Rockville, Maryland 20850
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ATTACHMENT E – TERMS AND CONDITIONS

ACCEPTANCE PERIOD

The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor's performance must be consistent with the specifications contained herein and the Contractor's bid. Failure to satisfy the "acceptance trial period of performance" may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor's services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

ADDENDA The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

AUDIT Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

BEHAVIOR OF CONTRACTOR EMPLOYEES The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be non substantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

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BIDDING INSTRUMENTS Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

CANCELLATION Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

COMPLIANCE WITH LAWS Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

CONFLICT OF INTEREST No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

CONTINGENT FEES Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project.

The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

CONTRACT DEADLINES The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

CONTRACTOR IDENTIFICATION Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

CONTRACT TERMINATION The contract may be terminated for any of the following reasons:

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Failure of the Contractor to meet the mandatory requirements as described in this bid.
Failure of the Contractor to meet required deadlines.
Failure of the Contractor to resolve problems in a timely manner.
Lack of College funding.

CONTRACTORS This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

DELIVERY OF BIDS Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. **NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED.** Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 900 Hungerford Drive, Suite 110, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, Room 110, 900 Hungerford Drive, Rockville, Maryland 20850.

ERRORS IN BIDS Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

FAILURE TO DELIVER If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

INSPECTION OF PREMISES If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of

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his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

INSURANCE If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

MARYLAND PUBLIC INFORMATION ACT Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

MINORITY PARTICIPATION Pursuant to Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

NON-ASSIGNMENT AND SUBCONTRACTING Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

NON-COLLUSION Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

NON-DISCRIMINATION Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

NON-DISCRIMINATION POLICY The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

NON-VISUAL ACCESS The bidder or offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in

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a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The bidder or offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase “equivalent access” means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.”

NOTICE TO CURE The College reserves the right to cancel the contract if the Contractor’s performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF BID Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by “Notice of Intent to Award” and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder’s place of business prior to award of contract to determine Bidder responsibility.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

RECORD RETENTION If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

REFERENCES Bidder must provide at least three references from former or current clients who can confirm the Bidder’s experience with projects that are similar in size or scope. All reference information must include the company’s name and address and the contact’s name and telephone number. The references provided must be able to confirm, without reservation, the Bidder’s ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

REJECTIONS AND CANCELLATIONS Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

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RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No.____" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

SIGNATURE Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

TERMINATION FOR DEFAULT If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland as listed below:

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- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

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ATTACHMENT F – METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS CHIEF PURCHASING OFFICERS COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

<u>YES</u> <u>NO</u> JURISDICTION	<u>YES</u> <u>NO</u> JURISDICTION
<u> </u> Alexandria, Virginia	<u> </u> Alexandria Public Schools
<u> </u> Alexandria Sanitation Authority	<u> </u> Arlington County, Virginia
<u> </u> Arlington County Public Schools	<u> </u> Bladensburg, Maryland
<u> </u> Bowie, Maryland	<u> </u> Charles County Public Schools
<u> </u> College Park, Maryland	<u> </u> Culpeper County, Virginia
<u> </u> District of Columbia	<u> </u> District of Columbia Courts
<u> </u> District of Columbia Public Schools	<u> </u> District of Columbia Water & Sewer Auth.
<u> </u> Fairfax, Virginia	<u> </u> Fairfax County, Virginia
<u> </u> Fairfax County Water Authority	<u> </u> Falls Church, Virginia
<u> </u> Fauquier County Schools & Government, Virginia	<u> </u> Frederick, Maryland
<u> </u> Frederick County, Maryland	<u> </u> Gaithersburg, Maryland
<u> </u> Greenbelt, Maryland	<u> </u> Herndon, Virginia
<u> </u> Leesburg, Virginia	<u> </u> Loudoun County, Virginia
<u> </u> Loudoun County Public Schools	<u> </u> Loudoun County Sanitation Authority
<u> </u> Manassas, Virginia	<u> </u> City of Manassas Public Schools
<u> </u> Manassas Park, Virginia	<u> </u> Maryland-National Capital Park & Planning Comm.
<u> </u> Maryland Department of Transportation	<u> </u> Metropolitan Washington Airports Authority
<u> </u> Metropolitan Washington Council of Governments	<u> </u> Montgomery College
<u> </u> Montgomery County, Maryland	<u> </u> Montgomery County Public Schools
<u> </u> Northern Virginia Community College	<u> </u> OmniRide
<u> </u> Potomac & Rappahannock Trans. Commission	<u> </u> Prince George's County, Maryland
<u> </u> Prince George's Public Schools	<u> </u> Prince William County, Virginia
<u> </u> Prince William County Public Schools	<u> </u> Prince William County Service Authority
<u> </u> Rockville, Maryland	<u> </u> Spotsylvania County Schools
<u> </u> Stafford County, Virginia	<u> </u> Takoma Park, Maryland
<u> </u> Upper Occoquan Service Authority	<u> </u> Vienna, Virginia
<u> </u> Virginia Railway Express	<u> </u> Washington Metropolitan Area Transit Authority
<u> </u> Washington Suburban Sanitary Commission	<u> </u> Winchester, Virginia
<u> </u> Winchester Public Schools	
Vendor Name:	Revised 2/20/09

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ATTACHMENT G – SAMPLE CARD CONTENT AND ARTWORK

College-Prep Cards

52 ways to prepare
for college



Montgomery College

endless possibilities

www.montgomerycollege.edu

General Information: 301-279-5000

Financial Aid: 301-279-5100

Counseling: 301-279-5063/5085

Assessment Center: 301-251-7459

Disability Support Services: 301-279-5058

**Campuses at Germantown, Rockville,
and Takoma Park/Silver Spring, Maryland**

Under provisions of the Americans
with Disabilities Act, this material is available
in alternative formats by contacting the
Disability Support Services Office
at 301-279-5058 or TTY 301-294-9672
for the deaf and hard of hearing.

Produced by Office of Communications 10/06



Montgomery College

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Montgomery College

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Before High School

Read regularly—newspapers, novels, magazines, textbooks, poems, cereal boxes—anything. Look up unfamiliar words in the dictionary. Students with strong reading habits do well on the verbal part of the SAT or ACT.



Montgomery College

endless possibilities

Before High School

Start saving for college now!

Check out tuition prices at in-state and out-of-state schools, then compare Montgomery College tuition (www.montgomerycollege.edu/admissions/Registration/TuitionInfo.htm).



Montgomery College

endless possibilities

Before High School

Challenge yourself.

Take classes that stretch your abilities. Colleges look at your grades, but also at how difficult your courses are. If you pursue advanced courses, such as AP, you may be able to get college credit.



Montgomery College

endless possibilities

Before High School

Explore careers online.

As a Montgomery County public school student, you can access two Internet-based college planning guides free of charge in your high school career centers. Ask about MyRoad.com and Bridges.com.



Montgomery College

endless possibilities

Before High School

**Get involved in school—
or community-based activities.**

Extracurricular activities like clubs, sports, and volunteering help you develop outside interests, meet new people, and learn about yourself and the world along the way.



Montgomery College

endless possibilities

High School, every year

Summer pay goes a long way.

During the summer or school year, you can put money away for your future from a part-time job. It may be tempting to spend on “short-term” items, but a college education will last a lifetime!



Montgomery College

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High School, every year

Keep saving money for college.

Although a job can seem like an extra burden, so is struggling with high loan repayments after college. The more money you put away now, the better off you will be later.



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High School, every year

Take challenging classes.

When choosing high school courses, follow these standards for college-bound students:

English: 4 years

Mathematics: 3 years

Science: 3 years

Social Studies: 3 years

Foreign Language: 2 years

Round out your knowledge with computer science and arts-based classes.



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High School, every year

Study while you wait.

Five or ten minutes waiting for the bus or the orthodontist can add up. Try memorizing vocabulary or equations, or do some short reading.



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High School, every year

Look for a mentor.

If you don't find support at home, look for other adults who can lend their enthusiasm and help make sure you succeed. You might look to a counselor, a teacher, or someone else you trust.



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High School, every year

Confront personal roadblocks.

If you have a problem that's really getting in the way of schoolwork, try to sort it out. Talk to friends or look for an adult—parent, coach, nurse, counselor—who can offer advice.



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High School, every year

Read for 30 minutes a day.

Magazines, novels, newspaper articles—the more you read, the better prepared you will be for the PSAT/NMSQT and SAT tests.



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High School, every year

Broaden your horizons.

Find school or community-based activities (work or volunteer) that you enjoy. They may lead you toward career interests.



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High School, every year

Update your portfolio.

Collect proof of your achievements during high school. Be creative—a portfolio might include awards, game tapes, newspaper clippings, artwork, etc.



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High School, every year

Use your summer wisely.

Work, volunteer, and/or take a summer course (away or at a local college)—and keep reading.



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High School, every year

**Check out Montgomery College's
early placement program.**

The credits earned through this program may be applied to a degree program at Montgomery College or transferred to another institution.

[www.montgomerycollege.](http://www.montgomerycollege.edu/admissions/Others/earlyplacementprogram.htm)

[edu/admissions/Others/](http://www.montgomerycollege.edu/admissions/Others/earlyplacementprogram.htm)

[earlyplacementprogram.htm.](http://www.montgomerycollege.edu/admissions/Others/earlyplacementprogram.htm)



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High School, 9th grade

Research colleges and career options.

For a start, visit www.studentaid.ed.gov (register with MyFSA). The sooner you know what you want to do with your life, the sooner you can make plans and decisions.



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High School, 9th grade

Start an academic portfolio.

Collect your report cards, awards, and honors for a portfolio of your best work (athletic game tapes, newspaper clippings, awards, artwork, photographs)—anything that shows college admissions staff what you can offer.



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High School, 10th grade

Use class time effectively.

Before class, do all reading assignments. Attend every class and pay attention. Take notes and review them after class while they are fresh in your mind.



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High School, 10th grade

Meet with your school counselor or mentor.

Talk about your future goals and interests, including college options that best fit your interests. Find out specific entrance requirements and costs.



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High School, 10th grade

Ask a college graduate.

Wondering what college is really like? Talk to different people who attended college. Ask a career planner at a local college, or a trusted teacher. Do Web research.



Montgomery College

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High School, 10th grade

Take practice tests.

By taking a practice Preliminary SAT (PSAT), or the PLAN exam, also known as the “pre-ACT,” you’ll find out what to expect on test day—and what to work on for the SAT.



Montgomery College

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High School, 10th grade

Find out about AP classes.

Ask your teachers and counselors if Advanced Placement (AP) classes are offered in your school (for 11th and 12th grade). Colleges often accept these course credits, so you can save money and time later.



Montgomery College

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High School, 11th grade— all year

Keep challenging yourself.

If you expect to go to college later,
expect to study now. No one can do
it for you.



Montgomery College

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High School, 11th grade— all year

**Prepare a resume or summary
of your high school experience.**

Include activities both in and out of school. Include number of hours and a description of what you did. List your employer, dates of employment, and the number of hours worked.



Montgomery College

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High School, 11th grade— all year

**Attend college fairs and
presentations.**

Visit a Montgomery College campus,
and talk to students and College
representatives. Take notes. Collect
information to read at home.



Montgomery College

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High School, 11th grade— all year

Investigate financial aid.

Check your school's scholarship postings, Montgomery College's financial aid Web pages, and your library for directories of special scholarships. Federal student aid opportunities are available online at www.studentaid.ed.gov.



Montgomery College

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High School, 11th grade—fall

Take the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT).

Even if you took it for practice last year, you must take the test in 11th grade to qualify for scholarships and programs associated with the National Merit Program.



Montgomery College

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High School, 11th grade–spring

Register for and take exams for college admission (SAT, ACT, TOEFL).

Many colleges accept the SAT I and/or SAT II: Subject Test, while others accept the ACT. Check test requirements for special programs (i.e., Montgomery Scholars honors program).



Montgomery College

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High School, 11th grade— spring

Be a good sport.

Make sure you file with the NCAA (National Collegiate Athletic Association) Clearinghouse if you want to play for a Division I or II team. On the SAT or ACT form, enter “9999” as one of the college choices to have test scores sent to the Clearinghouse.



Montgomery College

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High School—summer before 12th grade

Sharpen your pencil.

Narrow down the list of colleges you are interested in attending. If you can, visit any of these schools.



Montgomery College

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High School—summer before 12th grade

Beat the rush.

Consider applying for a particular college's early decision or early action program. Investigate program deadlines and requirements.



Montgomery College

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High school—summer before 12th grade

Polish your presentation.

Begin preparing for the application process: draft application essays; collect writing samples; assemble portfolios or audition tapes.



Montgomery College

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High school—summer before 12th grade

Just “due” it.

For each college you apply to,
prepare a folder and staple an index
card on the outside of the folder with
key deadline dates noted for FAFSA,
college profile, applications, and
institutional aid.



Montgomery College

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High School–summer before 12th grade

Meet the coach.

If you plan to play sports in college, contact the coaches at the schools to which you are applying; ask about intercollegiate and intramural sports programs and athletic scholarships.



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High School, 12th grade–fall

Tie up loose ends.

Are you on track to graduate and fulfill college admission requirements? Learn your school's transcript procedure. Seek letters of recommendation, if needed. Meet with your school counselor.



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High School, 12th grade–fall

Look for the FAFSA (Free Application for Federal Student Aid) to arrive at your school's career center in late November; if appropriate, have your parents complete and file the form after January 1.



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High School, 12th grade— all year

Keep up the good work.

Second-semester grades can affect scholarship eligibility. Update your portfolio with your recent achievements and work hard all year.



Montgomery College

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High School, 12th grade— all year

Lead the way.

Seek leadership roles and stay involved in your extracurricular activities.



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High School, 12th grade—fall

Take time for testing.

Check with the colleges you are interested in to see what tests they require. If you haven't done so already, register for and take exams such as the SAT I, SAT II: Subject Test, or ACT for college admission.



Montgomery College

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High School, 12th grade–fall

Stay on top of your team.

Well before your application deadlines, ask your counselor and teachers to submit required documents (e.g., transcript, letters of recommendation) to the colleges to which you're applying.



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High School, 12th grade–fall

Apply to the colleges of your choice.

Prepare your application carefully.
Follow the instructions, and **PAY
CLOSE ATTENTION TO DEADLINES!**
Have a friend, counselor, teacher, or
parent proofread everything before
you seal and send.



Montgomery College

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High School, 12th grade–fall

Focus on financials.

To apply for federal student aid, you need to get a PIN at www.pin.ed.gov to complete your application and access your information online. One of your parents must also get a PIN.



Montgomery College

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High School, 12th grade— winter

**Ask your parents to complete tax
forms early.**

If not completed, you can provide
estimated information on your
federal student aid application, but
remember to make any necessary
changes later.



Montgomery College

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High School, 12th grade— winter

**Apply for financial aid early—
and online.**

As soon after January 1 as possible,
complete and submit your Free
Application for Federal Student Aid
(FAFSA) (and any other financial aid
applications required).

Online: www.fafsa.ed.gov

Phone: 1-800-4-FED-AID

1-800-433-3243

TTY: 800-730-8913



Montgomery College

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High School, 12th grade— winter

What's after FAFSA?

After you submit your application, you should receive your Student Aid Report (SAR) within one to four weeks. Quickly make any necessary corrections and submit them to the FAFSA processor.



Montgomery College

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High School, 12th grade— winter

**Check additional sources of
financial aid (nonfederal).**

If the schools you are applying to require it, complete the CSS Profile. Many private colleges and universities use this information to award nonfederal student aid funds.



Montgomery College

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High School, 12th grade— winter

Apply for scholarships.

Complete scholarship applications.

Apply for as many as you can—you
may be eligible for more than you think.



Montgomery College

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High School, 12th grade— winter

Look for loopholes.

Your parents can check their eligibility for the Hope Credit, Lifetime Learning Credit, or other tax benefits.



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High School, 12th grade— spring

Visit college campuses.

If you can't get there by bus, car, or plane, go online for a virtual campus tour. The Maryland Higher Education Commission Web site, www.mhec.state.md.us, provides a link to all Maryland colleges and universities.



Montgomery College

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High School, 12th grade— spring

Compare award packages.

Look for higher percentages of grant aid than loan aid. Also, look for low interest rates and no repayment options on loans. Check out *The Student Guide*, published by the U.S. Department of Education at <http://studentaid.ed.gov/students/publications/studentguide/index.html>



Montgomery College

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High School, 12th grade–spring

Make your final decision.

When you decide which school you want to attend, notify that school of your commitment and submit any required financial deposit. Many schools require this notification and deposit by May 1.



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