

**Contractor Obligation Checklist
Montgomery County Public Schools
(Reference Guide)**

STEP One (required paperwork):

1. Complete all sections of [Form 235-40 Response Form for Required Background Checks](#). See instructions below:

Section 1: Company information – Do not leave blank → Contract/RFP/Bid# and Name
Section 2: Company's employees Name and Date of Birth
Section 3: Company's representative signature
Save as a PDF: 235-40 – Company Name – Date Sent
2. Complete the [Authorization to Release Results](#) form for each staff member.
Name of contractor: The company that was awarded the contract
Under sub-contractor: The company hired by the awarded contractor
Save as a PDF: Release-Last Name, First Name – Company Name
3. Submit all forms to contractorobligation@mcpsmd.org:
Email Subject line: **Contract/RFP/Bid# and company name**; indicate if you are working with the Procurement or Construction Department
4. Complete course: Online Preventing, Recognizing and Reporting Child Abuse and Neglect training module. **Volunteers and Contractor Training** (link changes yearly)

Do not complete step two until you have fully completed step one for all employees

STEP Two (Fingerprinting, Badging and Approval)

Montgomery County Public Schools (MCPS) collaborates with American Identity Solutions (AIS), for in-person background screening services. The MCPS Background Screening Office is located at 850 Hungerford Drive, Room 137, Rockville, Maryland. Appointments are required and can be made on the [MCPS fingerprinting appointment calendar link](#).

AIS offers additional options for fingerprinting services at their locations. Locations and appointment links can be found on the [AIS scheduling link](#).

Alternatively, you may choose a state-approved fingerprint agency. Information for state-approved alternate locations can be found on the [Maryland Department of Public Safety and Correctional Services webpage](#).

At all locations, you will be required to provide a valid photo identification, i.e. driver's license, passport, or green card.

Alternate locations will require one or both of the numbers below:

ORI number: MD920523Z

MCPS Agency Authorization number: 0000084571

Once fingerprinting is completed, report to 850 Hungerford Drive, Room 137, Rockville, MD, to complete the remainder of the background screening process. This process will include the completion of additional required paperwork. No appointment is necessary to submit paperwork.

For clarification on any submissions or inquiries, please contact:

Department of Procurement
45 W. Gude Drive, Ste 3100
Rockville, Maryland 20850
240-740-7600

Department of Design
and Construction
45 W. Gude Drive,
Ste 4300
Rockville, Maryland 20850
240-740-7722

Incomplete steps and documentation will cause delays in processing. Contractors are not permitted on the work site until approved and have received a contractor's ID badge.

CONTRACTOR FAQs

My company has been awarded a contract with MCPS what are my next steps?

The Department of Design and Construction or the Department of Procurement has approved me to proceed with a background check. If approved, please proceed.

If you have not been approved to move forward to be background checked please contact:

Department of Procurement: 240-740-7600

Department of Design and Construction: 240-740-7722

Have you submitted all forms below to the representative in Procurement or Construction?

- MCPS form [235-40](#)
- MCPS form [280-49](#) (If applicable)
- [Authorization to Release Background Check Form](#)
- [Preventing, Recognizing and Reporting Child Abuse and Neglect webinar](#)

Once your forms have been approved by the office above, you may schedule your fingerprinting appointment with the MCPS Background Screening Office: [Fingerprinting Appointment Scheduling Link](#)

Additional clarifying information on MCPS background screening and State background screening procedures is found [on our Background Screening](#) page.

After the Background Screening Office has received and reviewed your clearance, please take the following steps based on approval:

Approved - You have been approved for a Contractor's badge.

The badge will be mailed to your office, or you may pick up your badge at the fingerprinting office.

Pending Approval - Your clearance background must be reviewed and approved by the Department of Compliance and Investigation.

Once approved, your badge will be mailed to your office or can be picked up at the fingerprinting office.

You have Not Cleared - You are not permitted on MCPS property. This includes accompanying or being accompanied by another employee who has been cleared by your company or any other individual with access to any MCPS property.

Questions or Concerns? Contact the Department of Compliance and Investigation at 240-740-3215.