

Contractor Obligation Checklist

(Reference Guide)

STEP #1 (required paperwork)

1. Complete all sections of the [MCPS form 235-40 Response Form for Required Background Checks](#)
 - 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:** This is the company that “won” the Contract
 - Under sub-contractor:** This is the company hired by contractor
 - Save as a PDF:** RLS – 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 Procurement or Construction Dept**

***Do not complete step 2 until you have completed step 1 for all employees**

STEP #2 (Fingerprinting, Badging and Approval)

1. **Complete:** Online Preventing, Recognizing and Reporting Child Abuse and Neglect training module. If applicable upload their *Certificate of COVID-19 Vaccination*
 - <https://mcpsmd.catalog.instructure.com/browse/public/volunteers> (link changes yearly)
2. **Fingerprinting and Badging only @ 45 W. Gude Drive, Suite LLC14, Rockville, MD** [Click here](#)
3. **Can I go somewhere else?**
 - Yes, please note you will need to return to MCPS Fingerprinting Office, 45 W. Gude Drive, Ste. LLC14 to be badged. NO EXCEPTIONS!!
 - A list of State approved fingerprint agencies and their locations can be found at the following site: <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>
4. Make a fingerprinting appointment at your preferred location.
 - Bring a valid photo identification such as a driver's license, passport, or green card
 - Important:** provide the following information:
 - ORI# MD004455Y
 - MCPS Agency Authorization #0000084571
 - For Child Care - B Full Background
 - Reason: Adam Walsh Act

***DO NOT send photographs of your documentation.** If you are unable to send the paperwork by email, submit the paperwork in person to one of the following offices.

Procurement Unit
45 W. Gude Drive #3100
Rockville, MD 20850

Division of Construction
45 W. Gude Drive #4300
Rockville, MD 20850

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.

CONTRACTORS OBLIGATION

