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PHYSICAL LOCATION
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Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

REQUEST FOR PROPOSAL

MANAGEMENT AND OPERATION OF THE COMMUNITY-BASED ADOLESCENT DAVIS TRANSITIONS ALTERNATIVE PROGRAM

RFP Date:	RFP No.	Questions Due By:	Return Proposal By:
August 11, 2026	52601-26P-001	August 18, 2026 5:00 PM CST sondracunningham@montgomerycountyal.gov	August 25, 2026 10:00 a.m. CST

Submit Proposal to:
Montgomery County Commission
Purchasing Department
Montgomery County Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, Alabama 36104

Please submit a sealed price quotation on the items listed herein. (**Faxed proposals will not be accepted.**) The proposals will be received at the Purchasing Department Office, 101 S. Lawrence Street, Montgomery, Alabama until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Award shall be made to the lowest responsible and responsive bidder(s) meeting specifications in this Request for Proposal (RFP) and determined to be in the best interest of Montgomery County, taking into consideration quality of work or commodities to be supplied, conformity with specifications, purpose for which required, transportation charges, and dates of delivery.

The Montgomery County Commission ("Montgomery County") reserves the right to award this proposal on an all or none basis; to refuse all bids; and to waive technicalities.

Questions regarding this RFP should be directed to Sondra Cunningham, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.


Regina Walker
Acting County Administrator

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1. PROPOSAL COVER LETTER

CONTRACTOR respectfully submits this proposal to Montgomery County for the management and operation of the Davis Transitions Community-Based Adolescent Alternative Program ("Program") under RFP No. 52601-26P-001.

CONTRACTOR understands that Montgomery County seeks a qualified provider to manage and operate a community day service and treatment program intended to reduce recidivism and commitments of juvenile offenders to the Alabama Department of Youth Services (DYS).

CONTRACTOR proposes to provide the management, staffing, coordination, administration, case management, treatment support, and Program operations necessary to operate the Program in accordance with the RFP, applicable laws and regulations, and the requirements established by Montgomery County and the Montgomery County Juvenile Court.

CONTRACTOR recognizes that the Program includes the transitions program, an aftercare component, and the parent project program. The proposed service model will emphasize structured programming, participant accountability, individualized service planning, family engagement, education, employment readiness, community involvement, and successful transition into the community.

CONTRACTOR acknowledges that this proposal is subject to the terms and conditions of the RFP and any resulting agreement. The final contractual obligations shall be governed by the executed contract and incorporated documents.

Respectfully submitted,

CONTRACTOR

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

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2. TECHNICAL PROPOSAL

2.1 Statement of Program Requirements

CONTRACTOR understands the Program to be a community-based alternative for male and female juvenile offenders ages twelve (12) through eighteen (18). The Program is intended to reduce recidivism and commitments to DYS through structured daily activities, counseling, case management, family services, educational support, community service, job readiness, job placement support, and aftercare.

The RFP anticipates approximately thirty-six (36) juvenile offenders per service and treatment cycle through the transition's component of the Program and up to twelve (12) parents through the parent project component of the Program, depending on enrollment.

CONTRACTOR understands that the Program must maintain the required DYS minimum licensing standards for community day services and treatments, and that Contractor must maintain complete participant and administrative records and provide individualized service plans consistent with court policies and applicable Medicaid requirements.

2.2 Proposed Approach

CONTRACTOR will operate the Program through a structured, participant-centered service model. Program management will focus on consistent daily operations, individualized case management, coordinated treatment and support services, family participation, educational engagement, community integration, and measurable participant progress to include:

- Participant intake, orientation, assessment, and individualized service planning.
- Structured daily programming and participant accountability.
- Case management and progress tracking.
- Individual, group, and family counseling or coordination of applicable treatment services.
- School monitoring and educational support.
- GED preparation, job readiness, job shadowing, and employment-related coordination.
- Community service and positive community-based activities.
- Parent project services and family engagement.
- Transportation assistance for participants with identified transportation barriers or special needs.
- Aftercare planning and follow-up following completion of the primary program.
- Coordination with the Juvenile Court, probation personnel, families, schools, and community resources.
- Urinalysis testing provided by a certified drug-testing professional

The proposed approach will be administered in a manner that supports reliable evaluation of services and participant outcomes.

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2.3 Proposed Management Plan

CONTRACTOR will establish clear management responsibility for program administration, staffing, participant services, documentation, facility operations, compliance, and performance monitoring.

Organizational Chart

Position/Function	Primary Responsibility
Program Director/Manager	Overall program administration, contract oversight, staffing, performance, and coordination.
Case Management	Intake, Individual Service Plans, progress monitoring, referrals, documentation, and aftercare.
Clinical/Treatment Services	Counseling/treatment services and clinical documentation as applicable.
Family/Parent Services	Parent Project coordination and family engagement.
Education/Career Services	School coordination, GED support, job readiness, job shadowing, and employment resources.
Operations/Support	Transportation, facility coordination, supplies, scheduling, and day-to-day support.

Note: Final positions, personnel names, qualifications, and staffing levels shall be provided by CONTRACTOR and must meet or exceed the applicable RFP requirements.

Operational Controls

- Written policies and procedures for daily program operations.
- Documented participant attendance and progress.
- Incident reporting and immediate notification of required unusual occurrences.
- Secure and confidential juvenile records management.
- Staff training and competency documentation.
- Financial and administrative recordkeeping.
- Coordination of audits, reviews, inspections, and program evaluations.
- Continuity-of-operations procedures for foreseeable emergencies.

2.4 Staffing and Key Personnel

CONTRACTOR will provide qualified personnel sufficient to operate the Program and meet the service requirements established by the RFP. Personnel qualifications, education, training, licenses, certifications, and relevant experience will be documented in the final proposal attachments.

Position	Minimum/Required Information to Submit
Program Director/Manager	Name, education, experience, qualifications, responsibilities

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Case Manager(s)	Name, education, experience, qualifications, responsibilities
Clinical/Qualified Staff	Name, credentials/licensure, experience, responsibilities
Parent/Family Services Staff	Name, experience, training, responsibilities
Education/Career Staff	Name, experience, responsibilities
Administrative/Support Staff	Name, experience, responsibilities

2.5 Provider Experience and Qualifications

CONTRACTOR will provide evidence of relevant organizational experience in the management or operation of community-based adolescent programs and related services to include.

- Organizational history and qualifications.
- Relevant adolescent or juvenile program experience.
- Case management and participant tracking experience.
- Family and parenting program experience.
- Experience coordinating educational, employment, and community resources.
- Experience working with courts, governmental agencies, or comparable referral systems.
- References for comparable services.
- Resumes and qualifications of key project personnel.

2.6 Compliance, Records, and Quality Assurance

CONTRACTOR will maintain compliance with applicable federal, state, and local requirements and the standards identified in the RFP. Program records will document participant services, progress, incidents, attendance, case management, expenditures, staff training, maintenance, and other required administrative activities. Contractor shall:

- Maintain required Medicaid provider status/number, where applicable.
- Maintain auditable clinical and program records.
- Protect confidential juvenile information.
- Maintain required insurance coverage.
- Comply with DYS standards and applicable Medicaid requirements.
- Provide required reports and documentation to authorized County and Juvenile Court personnel.
- Support periodic program reviews and evaluations.

2.7 Emergency and Contingency Plan

CONTRACTOR will maintain a written contingency plan addressing foreseeable events that could disrupt Program operations, including natural disasters, fires, employee shortages or strikes, data loss, data breaches, epidemics/outbreaks/pandemics, facility disruptions, medical emergencies, and security incidents to include.

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- Immediate notification and escalation procedures.
- Participant and staff safety procedures.
- Continuity of critical services.
- Emergency communication procedures.
- Data backup and recovery procedures.
- Alternative staffing and operational arrangements.
- Coordination with Montgomery County, Juvenile Court personnel, and emergency services as appropriate.

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3. BUSINESS PROPOSAL

The Business Proposal is intended to establish the total cost of the proposed Program and demonstrate that the technical approach and management plan can be delivered within the financial resources available under the RFP.

3.1 Cost Summary

Cost Category	Proposed Amount
Employee Labor & Fringe Benefits	\$ _____
Consultant Costs	\$ _____
Subcontracting Costs	\$ _____
Insurance	\$ _____
Supplies & Materials	\$ _____
Travel & Per Diem	\$ _____
Staff Training	\$ _____
Other Direct Costs	\$ _____
Overhead & Administrative	\$ _____
TOTAL PROPOSED COST	\$ _____

3.2 Detailed Cost Proposal

Program Component	Annual Cost	Monthly Equivalent	Notes
Davis Transitions – Overall Program	\$ _____	\$ _____	
Transitions Program	\$ _____	\$ _____	
Parent Project Program	\$ _____	\$ _____	
Aftercare Component	\$ _____	\$ _____	
TOTAL	\$ _____	\$ _____	

A detailed twelve-month budget should be attached and should identify the basis for each cost calculation.

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3.3 Budget Narrative

CONTRACTOR will provide a detailed budget narrative explaining the relationship between proposed costs and the technical approach. The narrative should identify the staffing assumptions, fringe benefit calculations, consultant or subcontractor costs, insurance, supplies, travel, training, direct costs, and administrative/overhead costs.

Where consultants or subcontractors are proposed, CONTRACTOR will identify the services, anticipated level of effort, pricing basis, and applicable qualifications. Where applicable, required subcontractor documentation will be included in the attachments.

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4. SIGNATURE PAGE

The undersigned certifies that he/she is authorized to submit this proposal on behalf of CONTRACTOR and that the information contained in this proposal is accurate to the best of the undersigned's knowledge.

CONTRACTOR agrees that, if selected, it will negotiate and execute a contract with Montgomery County Commission consistent with the RFP and the final negotiated terms.

AUTHORIZED REPRESENTATIVE	INFORMATION
Legal Name of Contractor	
Authorized Representative	
Title	
Address	
Telephone	
Email	
Federal ID No.	
Signature	
Date	

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5. REQUIRED ATTACHMENTS CHECKLIST

The following checklist is provided to organize the proposal package. Items should be completed or attached as applicable before submission. The RFP requires the proposal to include a Technical Proposal and Business Proposal and identifies specific information to be included in each.

- ☐ Proposal Cover Page
- ☐ Proposal Cover Letter
- ☐ Technical Proposal – Statement of Program Requirements
- ☐ Technical Proposal – Proposed Approach
- ☐ Technical Proposal – Proposed Management Plan
- ☐ Complete Organizational Chart
- ☐ Employee Categories
- ☐ Job Descriptions and Minimum Qualifications
- ☐ Emergency/Contingency Plan
- ☐ Provider Experience and Qualifications
- ☐ Key Project Personnel Resumes/CVs
- ☐ Professional Licenses/Certifications, as applicable
- ☐ Relevant Client/Agency References
- ☐ Affirmative Action Policy
- ☐ ADA Compliance Plan
- ☐ Subcontractor Information and Commitments, if applicable
- ☐ Subcontractor Qualifications/Credentials, if applicable
- ☐ Insurance Documentation/Certificate of Insurance, as required

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- ☐ Medicaid Provider Number/Documentation, as applicable
- ☐ Detailed Twelve-Month Budget
- ☐ Cost Proposal
- ☐ Budget Narrative
- ☐ Completed Vendor/Response Form
- ☐ Federal Identification Number
- ☐ Official Signature and Printed Name/Title
- ☐ Any additional forms or certifications required by Montgomery County

RFP COMPLIANCE NOTES

- The RFP requires proposals to be divided into Technical and Business Proposals.
- The Technical Proposal is evaluated on Statement of Program Requirements, Proposed Approach, Proposed Management Plan, and Provider Experience and Qualification.
- The Business Proposal must establish total cost and demonstrate linkage between financial resources and the proposed technical approach.
- Proposals relying on subcontractors must identify the subcontracted services and provide required commitments and qualification information.
- The successful Contractor is responsible for required insurance and applicable compliance obligations.
- Final submission should be checked against the current solicitation and any addenda before delivery.

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INSURANCE REQUIREMENTS

The successful Contractor shall procure and maintain, at its own expense, the insurance coverage required by Montgomery County for the duration of the resulting contract, including any renewal or extension periods. All insurance shall be maintained with insurers authorized to conduct business in the State of Alabama and shall be subject to review and approval by Montgomery County Risk Management.

1. Required Insurance Coverage

The successful Contractor shall maintain, at a minimum, the following insurance coverage as applicable to the services provided under this Contract:

A. Commercial General Liability Insurance

Coverage shall include bodily injury, personal injury, property damage, contractual liability, premises and operations, products and completed operations, and other liability arising from the Contractor's performance of the contract.

B. Automobile Liability Insurance

Coverage shall apply to owned, hired, and non-owned automobiles used in connection with the performance of the contract. This requirement shall apply to transportation provided by the Contractor, its employees, agents, or authorized subcontractors.

C. Workers' Compensation and Employers' Liability Insurance

Workers' Compensation coverage shall be maintained as required by the laws of the State of Alabama for all employees performing services under the contract. Employers' Liability coverage shall also be maintained as required by applicable law and County requirements.

D. Professional Liability/Errors and Omissions Insurance

The Contractor shall maintain Professional Liability or Errors and Omissions coverage for professional services provided under the contract, including applicable counseling, clinical, treatment, case management, or other professional services.

E. Abuse and Molestation/Sexual Abuse Liability Coverage

Because the Program serves juvenile participants, the Contractor shall maintain appropriate coverage for claims arising from actual or alleged abuse, molestation, sexual misconduct, sexual abuse, or related acts involving Program participants.

F. Cyber Liability/Privacy Coverage

Where the Contractor will maintain, transmit, or otherwise have access to confidential

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juvenile, participant, medical, treatment, educational, or other protected information electronically, the Contractor shall maintain appropriate Cyber Liability, Privacy Liability, or Network Security and Privacy coverage if required by Montgomery County Risk Management.

2. Insurance Limits

Minimum coverage limits, deductibles, self-insured retentions, and any additional insurance requirements shall be established by Montgomery County Risk Management and incorporated into the resulting contract.

Montgomery County reserves the right to require additional coverage or higher limits when reasonably necessary based upon the nature and scope of the services, applicable law, or identified risks associated with the contract.

3. Additional Insured

Where applicable, Montgomery County, its elected officials, officers, employees, agents, and representatives, shall be included as Additional Insureds on the Contractor's Commercial General Liability and Automobile Liability policies for liability arising from the Contractor's operations and services under the contract.

The Contractor shall provide evidence of Additional Insured status and applicable endorsements upon request.

4. Primary and Non-Contributory Coverage

To the extent permitted by the applicable insurance policies and law, the Contractor's insurance shall be primary and non-contributory with respect to insurance maintained by Montgomery County for claims arising from the Contractor's operations or performance under the contract.

5. Waiver of Subrogation

To the extent permitted by law and available under the applicable policies, the Contractor shall provide a waiver of subrogation in favor of Montgomery County for Workers' Compensation and other applicable insurance coverage as required by Montgomery County.

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6. Subcontractor Insurance

If subcontractors are authorized under the resulting contract, the Contractor shall require each subcontractor to maintain insurance appropriate to the services performed and consistent with the requirements established by Montgomery County Risk Management.

The Contractor shall remain responsible for the acts and omissions of its subcontractors and for ensuring compliance with applicable insurance requirements.

7. Certificate of Insurance

The successful Contractor shall provide Certificates of Insurance evidencing all required coverage to Montgomery County prior to execution of the resulting contract.

Certificates shall identify the Contractor as the named insured, identify the insurance carrier and policy numbers, state the applicable coverage limits and policy periods, and evidence any required Additional Insured status or other required endorsements.

All Certificates of Insurance shall be subject to review and approval by Montgomery County Risk Management.

8. Continuation of Coverage

The Contractor shall maintain all required insurance throughout the entire contract term. The Contractor shall not permit any required policy to lapse, expire, or be cancelled without obtaining replacement coverage acceptable to Montgomery County.

The Contractor shall promptly notify Montgomery County of any cancellation, nonrenewal, material reduction in coverage, or material change affecting required insurance.

9. Deductibles and Self-Insured Retentions

Any deductible or self-insured retention applicable to required insurance shall be disclosed to Montgomery County and shall be subject to review and approval by Montgomery County Risk Management.

The Contractor shall be responsible for all applicable deductibles and self-insured retentions associated with claims arising from the Contractor's operations or performance under the contract.

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10. Insurance Does Not Limit Contractor Responsibility

The insurance requirements contained herein shall not be construed as limiting the Contractor's liability or responsibility under the contract.

The Contractor shall remain responsible for claims, damages, losses, costs, and expenses arising from its acts, omissions, negligence, misconduct, or failure to perform its contractual obligations, to the extent provided by law.

11. Insurance as a Condition of Contract Execution

The successful Contractor shall provide all required Certificates of Insurance, endorsements, and other insurance documentation within the timeframe established by Montgomery County following notice of award and prior to execution of the resulting contract.

Failure to provide acceptable insurance documentation may result in withdrawal of the award and/or award to another responsive and responsible contractor.

No services shall commence under the resulting contract until Montgomery County has received and approved the required insurance documentation.

12. Risk Management Review

All insurance requirements shall be subject to final review and approval by Montgomery County Risk Management and, where applicable, Montgomery County's legal counsel.

The final insurance requirements, including coverage limits, endorsements, deductibles, and other applicable conditions, shall be incorporated into the resulting contract between the Contractor and Montgomery County.

RFP No. 52601-26P-001
Management and Operation of a Community-Based Adolescent Davis Transitions
Alternative Program

Montgomery County Commission
Purchasing Department

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MONTGOMERY COUNTY COMMISSION

REQUEST FOR PROPOSALS (RFP) GENERAL TERMS AND CONDITIONS

These General Terms and Conditions shall apply to all Requests for Proposals (RFPs) issued by the Montgomery County Commission unless otherwise specified in the solicitation.

1. PURPOSE

These terms govern the solicitation, evaluation, negotiation, and award process associated with Montgomery County's RFPs. Submission of a proposal constitutes acceptance of these requirements.

2. EXAMINATION OF SOLICITATION DOCUMENTS

Suppliers shall carefully examine all solicitation documents, specifications, attachments, drawings, and addenda.

Submission of a proposal shall constitute acknowledgment that the supplier has reviewed and understands the requirements of the solicitation.

3. QUESTIONS AND INTERPRETATIONS

Questions concerning the solicitation shall be submitted in writing to the individual identified in the solicitation.

Only written responses issued by Montgomery County through an addendum shall be considered binding.

Oral statements, interpretations, or representations shall not be binding upon Montgomery County.

4. ADDENDA

Montgomery County reserves the right to modify the solicitation through written addenda.

Suppliers shall acknowledge receipt of all addenda issued prior to the proposal due date.

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5. PROPOSAL PREPARATION COSTS

Montgomery County shall not be liable for any costs incurred by suppliers in the preparation, submission, presentation, negotiation, or revision of proposals.

All such costs shall be borne solely by the supplier.

6. PROPOSAL VALIDITY

Unless otherwise stated in the solicitation, proposals shall remain valid for a minimum of ninety (90) calendar days following the proposal's due date.

7. WITHDRAWAL OF PROPOSALS

A supplier may withdraw its proposal at any time prior to the submission deadline by submitting a written request.

After the proposal deadline, proposals may not be withdrawn except as permitted by law.

8. CONFIDENTIALITY AND PUBLIC RECORDS

Proposals submitted to Montgomery County become public records to the extent provided by Alabama law.

Suppliers claiming proprietary or confidential information shall clearly identify such information and provide legal justification supporting the claim.

Montgomery County shall make all determinations regarding disclosure requirements.

9. EVALUATION OF PROPOSALS

Montgomery County shall evaluate proposals based upon the criteria identified in the solicitation.

Montgomery County reserves the right to request clarifications, conduct interviews, require presentations, request demonstrations, and seek additional information from suppliers.

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(334) 832-1267

Cynthia Hill, Buyer II
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Jackie Weatherington, Buyer I
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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

10. NEGOTIATIONS

Montgomery County reserves the right to negotiate pricing, technical requirements, contract terms, delivery schedules, and other provisions with one or more suppliers.

Submission of a proposal does not create any contractual obligation on the part of Montgomery County.

11. BEST AND FINAL OFFERS

Montgomery County may request Best and Final Offers (BAFOs) from one or more suppliers at any stage of the evaluation process.

12. RIGHT TO REJECT

Montgomery County reserves the right to:

- A. Reject any or all proposals;
- B. Waive minor informalities, irregularities, or technical defects;
- C. Request clarification of proposal information;
- D. Conduct discussions and negotiations;
- E. Request additional information;
- F. Make multiple awards;
- G. Award by category, line item, phase, or combination thereof;
- H. Cancel the solicitation in whole or in part;
- I. Determine the proposal(s) most advantageous to Montgomery County.

13. AWARD OF CONTRACT

Award, if made, shall be made to the supplier whose proposal is determined to be most advantageous to Montgomery County, considering price and all evaluation factors identified in the solicitation.

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Montgomery County reserves the right to make no award.

14. CONTRACT EXECUTION

The successful supplier shall execute all required contract documents and provide all required certifications, insurance certificates, bonds, and other documentation within the timeframe established by Montgomery County.

Failure to provide required documentation may result in withdrawal of the award and award to another supplier.

15. COMPLIANCE WITH LAWS

Suppliers shall comply with all applicable federal, state, and local laws, regulations, ordinances, and licensing requirements.

16. ALABAMA REQUIREMENTS

Prior to award, suppliers may be required to provide:

- Disclosure Statement (*Ala. Code § 41-16-80 et seq.*)
- E-Verify Documentation
- W-9
- Debarment Certification
- Boycott of Israel Certification, if applicable
- Other certifications required by law or funding source

17. BONDS

Montgomery County reserves the right to require bid security, proposal security, performance bonds, payment bonds, maintenance bonds, or other financial assurances as identified in the solicitation documents.

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18. INSURANCE

The successful supplier shall provide insurance coverage in accordance with the solicitation requirements and any resulting contract.

19. NO GUARANTEE OF QUANTITIES

The issuance of a solicitation or award of a contract does not guarantee any minimum purchase quantity, expenditure level, or contract value unless expressly stated.

20. FUNDING AVAILABILITY

Any award shall be contingent upon the availability of funds and approval by the Montgomery County Commission where required.

21. PROHIBITION ON COLLUSION

By submitting a proposal, the supplier certifies that the proposal was developed independently and without collusion, consultation, communication, or agreement with any competitor regarding pricing, methods, factors, or any other aspect of the proposal.

22. CONFLICT OF INTEREST

Suppliers shall disclose any actual or potential conflict of interest involving the supplier, its principals, employees, subcontractors, or affiliates that may affect the procurement process or performance of any resulting contract.

23. RESERVATION OF RIGHTS

Montgomery County reserves all rights available under applicable law and expressly reserves any rights not specifically addressed in these General Terms and Conditions.

24. INCORPORATION BY REFERENCE

These General Terms and Conditions shall be incorporated into and become part of every RFP issued by Montgomery County unless expressly modified by the solicitation.