



Office of Procurement

Short Form Contract

Dear Mr./Ms. _____;

This letter is to confirm that you will provide Montgomery College with the following services:

Remuneration for the service is established at rate of \$_____. Rate shall include all associated expenses. Payment will be made within (30) days of completion of contracted services. Associated invoices shall be mailed the following address:

Montgomery College, Accounts Payable Dept. - 9221 Corporate Blvd., Rockville, Maryland 20850

Consultant agrees to indemnify and hold harmless the College, its trustees, employees, agents, and students, from any claim, damage, liability, injury, expense and loss arising out of Consultant's performance under this Agreement, except for injury of damage caused by the sole negligence of the College. This indemnification provision shall survive the termination and/or completion of this Agreement.

By signing this agreement, you assure the College that, in accordance with applicable law, it agrees not to discriminate against students or employees who are covered by this contract on the basis of age, sex, race, color, religious belief, national origin, status as a qualified individual with a disability or handicap, marital status or status as a disabled veteran or



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veteran of the Vietnam era. Consultant further agrees to post in conspicuous places notices setting forth the provisions of the non-discrimination clause and to take forth the provisions of the non-discrimination clause and to take affirmative action to implement the provisions of this section.

Consultant 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. You further agree to comply, at no additional expense, with all applicable Executive Orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations, including but not limited to the equal opportunity clause set forth in 41 CFR 60-250.4.

In the event of factors beyond the control of you or the College, which prevent service from being provided during the scheduled time, this contract shall be null and void. Service may be rescheduled by the College at a mutually convenient time.

If you agree to provide services referenced herein, and accept the above-referenced terms and conditions, please print name and address below, and sign. A fully executed copy of this letter will be provided to you.

Printed Name **Date**

Signature

Address



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I certify that funds are available for this contract in Account # _____
as of _____, 20____.

Administrator's Name/Signature

Title

Patrick Johnson
Director of Procurement