

## 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:** The company that was awarded the contract

**Under sub-contractor:** The company hired by the awarded contractor

**Save as a PDF:** RLS – Last Name, First Name – Company Name

3. **Submit all forms to** [contractorobligation@mcpsmd.org](mailto:contractorobligation@mcpsmd.org):

Email Subject line: **Contract/RFP/Bid# and company name; indicate if you are working with Procurement or Construction Dept**

4. **Complete: Online Preventing, Recognizing and Reporting Child Abuse and Neglect training module applicable upload.**

<https://mcpsmd.catalog.instructure.com/browse/public/volunteers> (link changes yearly)

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

### STEP 2 (Fingerprinting, Badging and Approval)

- **Fingerprinting and Badging @ 45 W. Gude Drive, Suite LLC14, Rockville, MD** [Click here](#)
- **Can I go to another location to be fingerprinted?**
  - Make a fingerprinting appointment at your preferred location.
  - A list of State approved fingerprint agencies and their locations can be found at the [dpscs.state.md.us/publicservs/fingerprint.shtml](https://dpscs.state.md.us/publicservs/fingerprint.shtml)
  - Bring a valid photo identification i.e. driver's license, passport, or green card
- **Please be advised** you will need to return to MCPS Fingerprinting Office, 45 W. Gude Drive, Ste. LLC14 to complete paperwork & badging. **NO EXCEPTIONS!!**

Important: provide the following information to the fingerprinting technician if needed

- ORI number: MD920523Z
- MCPS Agency Authorization number: 0000084571

For clarification on any submissions or inquires please contact

**Division of Procurement**  
45 W. Gude Drive, Ste 3100  
Rockville, MD 20850  
240-740-7600

**Division of Design and Construction**  
45 W. Gude Drive, Ste 4300  
Rockville, MD 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 FAQ

### **My company has been awarded a contract with MCPS what are my next steps.**

The Division of Design and Construction or the Procurement Office 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:

Procurement Office **240-740-7600**

Division of Design and Construction **240-740-7722**

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

- **MCPS 235-40**
- **MCPS 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 Background Screening Office**

**[Fingerprinting Appointment Scheduling Link](#)**

- Following your fingerprinting appointment you will complete all paperwork required to receive a contractors Badge.

**Please report to**

**MCPS-Background Screening Office**

**45 W. Gude Drive, LLC 14 Rockville, MD 20850**

**Office -240-770-4670**

**Hours of Operation 8am-3:30pm Monday - Friday**

### **Next process following your fingerprinting review**

- The Background Screening Office has received and reviewed your Clearances.
- **Approved** - You have been approved for a Contractors Badge.

**The badge will be mailed to your office or you may pick your Badge up 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 an MCPS establishment. This includes; **accompanying or being accompanied with another employee that has been cleared with your company or any other individual access MCPS property.**

**Questions or Concerns - Contact the Department of Compliance and Investigation at 740-2888.**