

## Adopt-a-Field (AAF) Information

Montgomery County Public Schools (MCPS) Department of Facilities Management will consider applications from local organizations interested in the Adopt-a-Field (AAF) program at the field sites indicated below:

- Springbrook High School **Baseball & Softball fields (shared outfield), outside of school use meaning after 6 pm Monday-Friday and working around school schedules on Saturdays, all day Sundays**

If your organization is interested in participating in the program, please review the following documents:

- [Adopt-a-Field Application](#)
- [Adopt-a-Field Rating Sheet](#) – Rater Guidelines, which outlines the specific criteria and variables upon which applications will be rated and a selection made
- [MCPS maintenance requirements](#)
- [Policies related to pesticide use](#)
- [Parks Department maintenance requirements](#)

If you would like hard copies of these documents, you can obtain them at the CUPF main office, which is located at 255 Rockville Pike, Suite 201, Rockville, MD 20850.

Upon review of proposals submitted for adoption of MCPS fields, a selection committee comprised of MCPS staff and a representative of CUPF will review all proposals based on the criteria outlined and will make a selection. If necessary, in order to clarify responses, or to make a final selection from among fully responsive proposals, the selection committee might request interviews with one or more of the entities.

### **The following is the timeline for submission of proposals, their review and the awarding of agreements:**

**July 31, 2020 (by 5 PM) - Fully completed applications and supporting documents are submitted to the MCPS - REM Office at 45 W. Gude Drive, Suite 4000, Rockville, MD 20850.**

On or about **August 14, 2020** the AAF selection committees will potentially award AAF agreements to selected candidates. Field owners reserve the right to revise this schedule, defer awarding agreements or revise their choice to have fields adopted.

**In order to be considered fully responsive, you must submit the completed application and all supporting documents referenced in the application, together with two professional letters of reference in support of your overall application.**

For Questions about the award process, you may contact a member of the CUPF Field Team at 240-777-2711. For questions related to MCPS maintenance requirements, please contact Boyd Lawrence at 240-314-1071. For questions about the Springbrook High School facilities, please contact Dan Feher at **240-740-3737**.