



DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>GENERAL ORDER</h1> <h2>100.13</h2>	
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Originating From	Issue Date	Revision Date	Attachments
Administration	11/11/2002	N/A	N/A

SUBJECT: Agreements with Private Training Vendors



APPLICABILITY: All Personnel

POLICY:

To establish procedures for any agreements between private training or consulting vendors who are not under a requirements or contractual agreement with the County, and wish to enter into agreements with Howard County, Maryland through the Howard County Department of Fire and Rescue Services (DFRS) for classroom space, equipment use, technical assistance, etc. in return for training or a service at reduced or no fee to DFRS members.

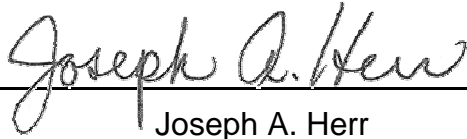
- 1 The intent is not to circumvent the requirements contract. Where applicable, DFRS members shall use vendors listed in the current requirements contract. Should DFRS enter into an agreement with a vendor that is not in conflict with the current requirements contract, the DFRS representative shall follow procedures below:
 - 1.1 Notify the Fire Chief for a tentative verbal approval.
 - 1.2 Draft a Memorandum of Agreement (MOA) between DFRS and the vendor.
 - 1.3 The MOA should contain the following:
 - 1.3.1 Company name, address and telephone number
 - 1.3.2 Company contact person and telephone number
 - 1.3.3 Description of services
 - 1.3.4 Dates and times
 - 1.3.5 Liability statement when involving classrooms or equipment
 - 1.3.6 Signature space for the vendor and the Fire Chief
 - 1.3.7 Dignity statement and other required County clauses
 - 1.4 Forward to the Office of Law for review.
 - 1.5 When approved by the Office of Law, forward to the Fire Chief and Vendor for final signatures.

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1.6 Original copy to be on file in the Office of the Fire Chief.

Approved:



Joseph A. Herr
Fire Chief