

**MC**  
**MONTGOMERY**  
**COLLEGE**

Office of Procurement

October 30, 2018

John Kolm, CEO  
**Team Results USA**  
13724 Canal Vista Court  
Potomac, MD 20854

**RE: RFP No. 517-013, Professional Development Training Services (Contract Renewal Notice)**

Dear Mr. Kolm:

Thank you for your satisfactory performance under the above-referenced contract. In accordance with the terms of the contract, the College has elected to exercise its option to renew the contract for an additional one-year term. This letter constitutes the second year (first extension period) of a 5-year contract, to cover the period **July 1, 2018 through June 30, 2019**. All other specifications, pricing, and the terms and conditions of the original contract shall remain in effect during this contract period. Subsequent purchase order(s) will be issued upon request for services.

When providing services for the College, conditions of the contract require the Contractor to furnish the College a Certificate of Liability Insurance as evidence of the required coverage. Current certificates must be provided to the College throughout the contract term.

Please contact Cherree Adams at 240-567-5285 or by email: [cherree.adams@montgomerycollege.edu](mailto:cherree.adams@montgomerycollege.edu) if you have any questions regarding this renewal letter. Thank you for your continued interest in doing business with Montgomery College.

Sincerely,



Patrick Johnson  
Procurement Director

cc: Cherree Adams, Purchasing Manager  
Michael Mills, Vice President, Elite