



Office of Purchasing  
10910 Clarksville Pike  
Ellicott City, Maryland 21042-6198  
(410) 313-6723, fax (410) 313-6789

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October 25, 2022

Mr. Doug Buschman  
The District of Columbia Approved Basketball Officials  
IAABO Board 12  
10606 Cavalier Drive  
Silver Spring, MD 20901

commissioner@board12.org

Re: Bid #004.23.B4, Winter Athletic Sports Referee Officials Services

Dear Mr. Buschman:

The Board of Education of Howard County, at its meeting on October 20, 2022 approved the recommendation for award of Bid #004.23.B4, Winter Athletic Sports Referee Officials Services. The following Sports Category as defined in the bid has been awarded to your firm:

- Basketball Officials Services

The contract period is for one year, commencing October 20, 2022 through October 19, 2023 and is renewable for five (5) additional one-year periods at the sole option of the school system, subject to satisfactory performance and available funding. According to the Terms and Conditions of the Bid Document the solicitation documents will become the contract and "All portions of the bid, including, but not limited to the General Condition, any addenda, amendments, modification, specifications, drawings, or any extraneous matter incorporated by reference, will be applicable to any contract(s) as a result of this solicitation.

At this time, according to the bid document, if you have not already done so please submit to the Howard County Public School System, Purchasing Department, Attn: Robert Gill, 10910 Clarksville Pike, Ellicott City, MD 21042 the following:

1. Certificate of Insurance and or sufficient Insurance documentation to satisfy the Insurance requirements as outlined in the solicitation. In the case where your officials do not fall under your organizations insurance policy you will need to provide documentation of the insurance coverage that your officials maintains under another organization. It is your organizations responsibility to confirm at any time that all of your Officials retain sufficient insurance coverage as outlines in the solicitation.

Mr. John Davis, (410) 313-6739, is the Howard County Public School System's Contract Manager for these services. Please contact Mr. Davis (or his designee) regarding scheduling and day to day contract administration. His office will issue a Purchase Order for services as needed and upon approval of your Insurance coverage by our Risk Management Department.

If you have any questions regarding the contents of this letter, please contact me at your convenience, 410-313-4584.

Sincerely,

Robert B. Gill, CPPO, CPPB  
Purchasing Specialist

cc: John Davis  
File