Equipment & Materials Processing Policy

The Maryland Clinical Simulation Resource Consortium (MCSRC) is a 5-Year Initiative housed at Montgomery College. MCSRC Faculty and Staff are Montgomery College employees. For five years MCSRC will provide Simulation Education programming (MCSRC Train the Trainer and MCSRC Simulation Education Workshops) to all Pre-licensure nursing programs and practice partners in Maryland state. Additionally, MCSRC will award at least $250,000, annually, in Equipment & Material to Maryland nursing schools only. Yearly Equipment & Material total payouts are subject to change depending on administrators of the grant.

Since MCSRC is housed at Montgomery College, Equipment & Materials awards are initiated and processed through Montgomery College Procurement and Finance Departments. The following is the order of processing:

1. MCSRC will visit ALL pre-licensure Nursing programs in Maryland State (up to 30) in order to assess simulation needs according to newly established MCSRC Program Assessment Survey for Simulation (P.A.S.S.) Assessment benchmark. Priority scheduling is for schools who’ve not received MCSRC Equipment & Material Awards. There have been ten awardee schools since consortium start and they will be at the end of priority visit listing. All schools will be ranked in response to P.A.S.S. MCSRC’s goal is to align ALL schools to meet simulation benchmark requirement and awards are non-competitive.

2. MCSRC will submit ranking to administrators of the grant (MHEC) with approximate financial data for payout of awards to schools. MCSRC will follow administrator lead in developing payout plan.

3. MCSRC Equipment & Material Awards will span three years, and awardee schools will be notified immediately of which year processing will take place for their school.

4. MCSRC Program Manager initiates purchases by requisition, providing detailed information about purchase and delivery. DELIVERIES ARE NOT MADE TO MONTGOMERY COLLEGE. Delivery is to schools who’ve been awarded Equipment & Materials by MCSRC. Delivery deadlines and Shipping details are provided at beginning of processing in requisition. THE PURCHASE ITEMS ARE NOT THE PROPERTY OF MCSRC OR MONTGOMERY COLLEGE.

5. Requisitions process through approvals and migrate to Procurement where bidding is initiated. Once bidding is complete and vendors for purchase have been selected, Purchase Orders are produced. MCSRC and Procurement manage the process and are in ongoing communication.

6. Vendors receive Purchase Orders and are in contact with schools for delivery.
7. Montgomery College Accounts Payable receives final invoices from vendors after Equipment & Materials have been delivered.

8. MCSRC confirms delivery of Equipment & Materials and provides final approval for payment to Accounts Payable.

9. MCSRC will complete site visit to current year awardee schools, confirming receipt and collecting Tracking information for recording purposes.

10. Schools who receive Equipment & Material Awards must continually complete yearly status updates each year consortium exist.