

OSP Requisitions

Beginning October 1st, all requisitions submitted to the Office of State Procurement (OSP) will be received through a central email address. This will replace any and all processes for how the control agencies were previously receiving requisitions from using agencies.

The new e-mail address for submitting requisitions to OSP will be:

DGS.OSP-Requisitions@maryland.gov

Upon receipt, OSP Program Managers and Supervisors will analyze requisitions. If any information is missing, agencies will be advised of the necessary submittals. Complete requisition packages will be assigned to an OSP Procurement Officer, based upon workload. This means that you may not always interface with the personnel you are currently accustomed to working with. Our goal will be to assign your transaction in a manner that allows us to serve you as quickly and efficiently as possible.

The documents that you currently submit to DGS/DBM/DOIT procurement offices should be attached to your requisition emails, whenever possible. As we move forward, we will continue to analyze ways in which we can streamline and unify the documentation processes. Your continued feedback is welcomed in guiding this effort.

Furthermore, the process outlined above is only a temporary means of unifying the way that using agencies communicate with OSP. Future releases of eMMA will eventually enable OSP to accept requisitions and conduct the entire procurement process from within the system.

We appreciate your cooperation, patience and support as we work to provide you with an optimal customer service experience.

Questions:

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