

**Agency Delegated Approval Authority for all Commodity, Facilities Maintenance,
Construction/Construction Related Services, Services and Information Technology
Procurements From the Department of General Services (DGS) Office of State Procurement**

Intergovernmental Cooperative Purchasing

There is **no delegation to any agency for Intergovernmental Cooperative Purchasing** without prior approval of the DGS Office of State Procurement (OSP).

Small Procurements

DGS OSP has delegated \$50,000 of approval authority (small procurement limit) to all agencies for contracts other than Vehicle Leases. There is **no delegation to any agency for Vehicle Lease procurements**, including vehicle rentals, even for a few hours. (Individual agencies may have been granted more delegation authority for commodity purchases.)

Preference Provider Procurements

DGS OSP has also delegated up to \$200,000 to all agencies for awards to preferred providers (Maryland Correctional Enterprises, Blind Industries and Services of Maryland, Community Services Providers and Individual with Disability Owned Businesses) as defined in COMAR 21.11.05.

Facilities Maintenance, Construction and Construction Related Services up to \$200,000

DGS OSP has delegated awards up to \$200,000 to all agencies for facility maintenance contracts (e.g. janitorial, guard services, landscaping, and pest control). Additionally, DGS OSP has delegated awards up to \$200,000 to the Department of Public Safety and Correctional Services (DPSCS) only for construction and construction related services.

Services and Information Technology up to \$100,000

The following agencies have been delegated \$100,000 of approval authority for services and information technology contracts:

- Department of Transportation (MDOT);
 - Department of Human Services (DHS);
 - Maryland Department of Health (MDH); and,
 - Maryland Department of State Police (MDSP) - *for helicopter maintenance only.*
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In determining the value of a procurement for award purposes, the total value of the base contract period plus all potential option periods to a contract must be considered. Before conducting any procurement, agencies should obtain goods and services through an available Statewide contract.

All delegations are subject to any more restrictive limitations from the Board of Public Works (e.g., emergency procurements, one bid or proposal received situations and contract modifications).

Mandatory Reports

All Agencies that do not use Statewide FMIS for encumbrances or invoicing shall submit quarterly spend reports to the DGS Office of State Procurement (OSP) Compliance Unit on activity using DGS OSP managed contracts. The report shall be formatted in Excel Format and include: DGS BPO/PO number, vendor name, FEIN, and monthly spend amount (including credit card purchases). The Report due dates are as follows: October 31st, January 31st, April 30th and July 31st. (If the report due date falls on a holiday or weekend, the report is due on the next business day.)