



Department of General Services
Office of State Procurement



Award Review and OSP BPW Checklist (*NEW*)

Contract ID/Title: _____

Submitter & Agency: _____

I. REQUIRED DOCUMENTATION

1. Award recommendation letter. At a minimum, the letter shall provide the following:
 - a. Release date and closing date;
 - b. Number of proposals received;
 - c. Number of proposals that met minimum qualifications;
 - d. Number of firms found not susceptible and why;
 - e. Technical ranking;
 - f. Financial ranking;
 - g. Overall ranking;
 - h. Justification of recommended Offeror/Bidder.
2. Copy of contract signed by the contractor *only* and approved by an AAG for legal form and sufficiency. Contract should clearly indicate period of performance and the not-to-exceed amount.
3. Copy of eMaryland Marketplace Advantage (eMMA) solicitation advertisement; a list of vendors solicited through eMMA and a list of vendors directly solicited. List of vendors directly solicited should include address (city and state) with MD residence noted and MBE/VSBE status. *If the solicitation was advertised only on eMMA, indicate the total number of vendors that received the eMMA-only notice.
4. Copy of Bid/Proposal Affidavit properly completed and signed by contractor.
5. Copy of Contract Affidavit properly completed and signed by the contractor.
6. Copy of Living Wage Affidavit properly completed and signed by the contractor.
7. Copy of final pricing sheets (Financial Proposal for Sealed Proposals or Bid Sheets for Competitive Sealed Bids) for all offerors/bidders.
8. *For Competitive Sealed Proposals*, provide a statement of the dates of notification to unsuccessful offerors and debriefing dates.
9. Complete ADPICS BPO with correct approval paths (*including DGS OSP approval and BPW approval, if applicable). Provide all Crosswalk information and properly completed MBE screens (PCHL 2345).
10. MD Tax clearance number, obtained from Comptroller of Maryland's Office.



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II. AS APPLICABLE:

11. *If the contract includes MBE Participation*, the Certified MBE Utilization and Fair Solicitation Affidavit and the MBE Participation Schedule.
12. *If an MBE waiver was granted*, a copy of the signed waiver document issued by the agency.
13. *If the original MBE subcontracting participation goal was less than 25%*, a copy of the PRG documents.
14. *If the contract is designated as an eligible contract for the DHR Welfare to Work Hiring Agreement*, a copy of the Hiring Agreement signed by the contractor.
15. *If the contract includes no renewal options and will be needed beyond the term of the contract*, provide a procurement plan for a future replacement contract.
16. *If a single bid or proposal was received*, provide a copy of the written determination that acceptance of the single bid/proposal is appropriate. Include an explanation of why there was poor response to the solicitation. Include a price justification explaining why the pricing is fair and reasonable. (*reference to being fair and reasonable is to be made in the action agenda item) Reference rate comparisons with recent, similar awards; comparisons with intergovernmental contracts, application of the Consumer Price Index inflation rate, etc.
17. *If a protest was received*, provide a copy of the protest letter, the procurement officer's response to the protest, and if appealed, the Maryland State Board of Contract Appeals Decision.
18. *If the contract is retroactive*, provide a retro letter justifying the request for approval signed by the Secretary/Agency Head.
19. *If BPW approval is required*, an action agenda item (Word document).

Submit the Award Review package to DGS.OSP-Requisitions@maryland.gov.

Use the subject line convention: AWARD REVIEW [category] [agency] [contract ID and Title]

i.e. AWARD REVIEW S DBM TRV-001-219 Statewide Travel Services

Upon approval by the assigned DGS OSP Procurement Officer, the award package will be forwarded to DGS.OSP-BPW@maryland.gov for BPW meeting scheduling. The submitting agency contact will be copied on the submission.