

**DGS OSP & BPW APPROVAL AUTHORITY CHART FOR CONTRACTS APPROVED AFTER 10/01/2019  
FOR ALL CONTRACTS, MODIFICATIONS & OPTIONS**

<b>TYPE OF PROCUREMENT METHOD AND/OR RESULTS ACCORDING TO AMOUNT OF AWARD</b>	<b>MUST PLACE PROCUREMENT OPPORTUNITY NOTICE IN EMARYLANDMARKETPLACE ADVANTAGE (eMMA)?</b>	<b>DGS OSP APPROVAL REQUIRED?</b>	<b>MUST PLACE AWARD NOTICE IN eMMA?</b>	<b>BPW APPROVAL REQUIRED?</b>
<b>Small Procurement</b> (\$15,000 & under)	No <sup>1</sup>	No	No <sup>1</sup>	No
<b>Small Procurement</b> (\$15,001 - \$50,000) or (up to \$100,000 for Construction Contracts)	Yes	No	Yes	No
<b>Sole Source – IT &amp; Professional Services</b> (\$50,000 - \$100,000)	N/A	Yes <sup>2*</sup>	Yes	No
<b>Sole Source – IT &amp; Professional Services</b> (Over \$100,000)	N/A	Yes	Yes	Yes
<b>Single Bid/Offer Received -</b> (Only one bid/offer received for Competitive Sealed Bids/Proposals) (Over \$50,000)	Yes	Yes	Yes	Yes
<b>Multiple Bids/Offers Received – Competitive</b> Sealed Bids/Proposals (\$50,000 - \$200,000)	Yes	Yes <sup>2*</sup>	Yes	No
<b>All Methods, including any secondary competition, i.e. TORFPs, PORFPs, RFRs</b> (Over \$200,000) <sup>3</sup>	Yes	Yes	Yes	Yes

<sup>1</sup> Not required but may advertise on eMMA for procurement (“Quick Quotes”) and contract tracking purposes. (If you post the solicitation, you should post the award to close out the project in eMMA.)

<sup>2</sup> DGS OSP has delegated up to \$100,000 of approval authority to certain agencies for certain procurements (these do not require DGS OSP approval), but must be reported on DGS OSP’s PAAR. PAAR = Procurement Agency Activity Report. For PAAR instructions, see the procurement.maryland.gov website on the OSP-BPW Submissions web page.

<sup>3</sup> To calculate the value of a contract for approval purposes use the **cumulative** value of the base contract amount plus the amount for all renewal options.

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<b>TYPE OF PROCUREMENT METHOD AND/OR RESULTS ACCORDING TO AMOUNT OF AWARD</b>	<b>MUST PLACE PROCUREMENT OPPORTUNITY NOTICE IN eMARYLANDMARKETPLACE?</b>	<b>DGS OSP APPROVAL REQUIRED?</b>	<b>MUST PLACE AWARD NOTICE IN eMARYLANDMARKETPLACE?</b>	<b>BPW APPROVAL REQUIRED?</b>
<b>Contract Modifications</b> (If amount of total modification or any cost component exceeds \$50,000)	N/A	Yes <sup>4</sup> *	No	Yes <sup>5</sup> *
<b>Options</b> (\$50,000 - \$200,000)	N/A	Yes <sup>6</sup> *	No	No <sup>7</sup>
<b>Options</b> (over \$200,000)	N/A	Yes	No	Yes
<b>Preference Provider Purchases &amp; Facilities Maintenance Contracts</b> (Up to \$200,000)	N/A	No <sup>8</sup> *	Yes	No
<b>Intergovernmental Cooperative Purchasing</b> (\$50,000 - \$200,000)	Yes, if named <sup>9</sup>	Yes	Yes	No
<b>Emergency Contracts</b> (over \$50,000)	No	No <sup>10</sup>	Yes	Yes

\* Any procurement action (contract/option) over \$50,000 approved by an agency under its delegation from DGS OSP must be reported on a DGS OSP PAAR. (See Footnotes 2 and 3.)

- <sup>4</sup> DGS OSP approval is required for modifications less than \$50,000 if the cumulative value of all prior agency approvals (contracts/mods/options) exceeds an agency's delegation level from DGS OSP, which in general is the \$50,000 small procurement authority level.
- <sup>5</sup> BPW approval is needed for a modification of any amount when the combined value of the modification plus the amount of the base contract and any other modification(s) or option(s) would result in a total contract value over \$200,000 and the BPW has never previously approved this contract. For Task Order Agreement modifications (from secondary competition), BPW approval is only required for modifications over \$200,000.
- <sup>6</sup> If a contract that was approved by the BPW included the projected value of all options the BPW does not need to approve exercising any of the options that do not exceed \$200,000. However, DGS OSP approval is still required for any option that cumulatively (with the value of the original contract and all mods & options to date) exceeds an agency's delegation level from DGS OSP.
- <sup>7</sup> If a contract has not previously been approved by the BPW because the value of the base contract and all available renewal options was not expected to exceed \$200,000, but due to circumstances the approval of a particular renewal option would now cause the total contract value to exceed \$200,000, that option must receive BPW approval.
- <sup>8</sup> DGS OSP has delegated to all agencies the authority to approve Preference Provider Purchases and Facilities Maintenance Contracts that do not exceed \$200,000.
- <sup>9</sup> If a Maryland State agency is named in the solicitation as participating in the resulting contract.
- <sup>10</sup> Must send report of emergency action to DGS OSP at the same time as the submission of the item to the BPW for the BPW Secretary's Agenda.