



Department of General Services
Office of State Procurement



Award Review and OSP BPW Checklist
(OPTION/MOD)

Contract ID/Title: _____

Submitter & Agency: _____

I. REQUIRED DOCUMENTATION

1. A copy of the notification to contractor of intent to exercise the renewal, contingent upon DGS/BPW approval OR a copy of the modification (or letter) , signed by the contractor and approved by the AAG (*except MDOT MTA*).
2. Properly executed BPW entered into ADPICS with correct approval paths including OSP (and BPW approval, as applicable). Complete all Crosswalk information and MBE screen (PHCL 2345).
3. Copy of Comptroller's Control Number for Maryland Tax Clearance ID.
4. A statement explaining why the renewal option/modification is recommended, in lieu of a new procurement, to obtain better pricing through competition. Justify why it is in the State's best interest to exercise the option in terms of quality of services, good pricing, or any other applicable factors.

II. AS APPLICABLE

5. The justification for any RETROACTIVE LETTER, signed by the Agency Head. **(All retroactive actions require BPW approval.)**
6. *If the option being exercised is the last renewal option on the contract and the service activity is still needed*, submit an updated plan for re-procuring with a timeline
7. *If a name change, assignment or novation has occurred*, provide a copy of the name change modification or the novation agreement/modification that transfers the contract to a successor.
8. *If the original contract contains an MBE participation goal*, provide a compliance document showing the goal and as of the submission of the request for approval of the renewal:
 - i. The total payments made to the contractor(s),
 - ii. The total payments made to the MBE subcontractor(s), *and*
 - iii. The percentage of the payments made to the subcontractor(s) compared to the payments made to the contractor(s).
9. *If the Contractor is not in compliance with its MBE participation goal commitment*, provide a signed Corrective Action Plan on Contractor Letterhead explaining why its MBE compliance has remained so low during the base term of the contract and how it intends to come closer into MBE compliance during the renewal term of the contract.



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CONTINUED...

10. *If the original contract contains a VSBE participation goal, provide a compliance document showing the goal and as of the submission of the request for approval of the renewal:*
 - i. The total payments made to the contractor(s),
 - ii. The total payments made to the VSBE subcontractor(s), **and**
 - iii. The percentage of the payments made to the subcontractor(s) compared to the payments made to the contractor(s).
11. *If the Contractor is not in compliance with its VSBE participation goal commitment, provide a signed Corrective Action Plan on Contractor Letterhead explaining why its VSBE compliance has remained so low during the base term of the contract and how it intends to come closer into MBE compliance during the renewal term of the contract.*
12. *If the contract is being extended (whether for time-only or also requesting additional funds) beyond the previously disclosed contract term, provide EXTENSION LETTER signed by agency head or designee, explaining why the extension is necessary and the possible consequences of not approving the extension, thus letting the current contract expire.*
13. *If BPW approval is required, an action agenda item (Word document). Reference procurement.maryland.gov for OSP BPW templates.*

Complete Award Review packages (including the outlined backup documentation) are submitted as follows:

'Clean' renewal options exceeding \$200,000 (thus, requiring BPW approval) are sent directly to DGS.OSP-BPW@maryland.gov for BPW meeting scheduling.

'Clean' renewal options **not** requiring BPW approval are sent to: DGS.OSP-Requisitions@maryland.gov for approval.

Modifications and modifications to renewal options are sent to DGS.OSP-Requisitions@maryland.gov.

Use the subject line convention: AWARD REVIEW [category of work] [agency] [contract ID and Title]
i.e. AWARD REVIEW S DBM TRV-001-219 Statewide Travel Services

NOTE: 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; as necessary. The submitting agency contact will be copied on the submission.