



## Policies and Procedures



### Agency Submission to DGS OSP for BPW Agenda

#### **BACKGROUND**

The Board of Public Works (BPW) [Advisory 2006-1 Action Agendas](#) outlines certain information that procurement agencies must submit to the BPW to facilitate its review of contract award recommendations. BPW [Advisory 1995-1 Contract Modifications](#) guides procurement agencies on BPW policy concerning review, approval and reporting of contract modifications and renewal options, per the regulations in [COMAR 21.02.01.05](#). Agencies request BPW approval for contracts/mods/options that exceed the delegated authority amount, see [DGS OSP & BPW Approval Authority Chart](#), through Items presented on the appropriate Action Agenda. The BPW meets to review and approve (or disapprove) the award of these procurement actions.

#### **POLICY**

Professional Services and Information Technology contract actions that require BPW approval must first be approved by the Department of General Services (DGS) Office of State Procurement (OSP) and are submitted to the BPW on the DGS OSP Action Agenda.

#### **GUIDELINES**

- A. Prior to submission for BPW consideration, the submission must have been approved under the OSP Award Review procedures, except for the exercise of an option with no other changes.
- B. Submissions for the DGS and/or OSP agenda for BPW consideration will be submitted via email. There are three required approval processes, specific to the contract action\*:
  1. All Information Technology contracts (new, modifications, renewal options and ) are submitted by the agency to DoIT intake ([doit.intake@maryland.gov](mailto:doit.intake@maryland.gov)). DoIT will review the package and once approved for enterprise-sake forward all documentation to OSP Requisitions. An assigned OSP procurement officer will review the documentation and when approved for procurement sanctity, forward the package to OSP BPW for scheduling on the next available BPW meeting.
  2. Professional Services contracts (new, modifications and modified/altered renewal options) are to be submitted to [DGS.OSP-Requisitions@maryland.gov](mailto:DGS.OSP-Requisitions@maryland.gov) and the applicable OSP Procurement Officer, if one has been involved in the procurement. Once the assigned OSP Procurement Officer has reviewed and approved the submission, he/she will forward it to OSP BPW, copying the agency contact(s), for placement on the next available BPW agenda.
  3. Professional Services contracts ('clean' renewal options) are to be submitted directly to [DGS.OSP-BPW@maryland.gov](mailto:DGS.OSP-BPW@maryland.gov) for scheduling on the next available BPW agenda.

\* Emergency procurement actions are to be submitted directly by the procuring agency to the Office of BPW, copying OSP BPW (see [BPW Advisory 2009-2, Emergency Procurement Reports](#)).

C. Emails will include a subject containing the contract category of work, requesting agency, contract ID# and brief contract description.

I.E. S MDOT 1987-25 Real Estate;  
IT DNR PB-12839-03 Reforestation Mapping Software;  
C-MOD DGS J0B4587B2258 Storage Bldg 2

D. The submission must follow the guidelines from the [OSP BPW Award Checklist for New Contract Awards](#) or the [OSP BPW Award Checklist for Options and Modifications](#) when initially submitting. When preparing the BPW agenda item, the applicable templates that should be used are available for download online:

1. [New Contract](#)
2. [Renewal Option](#)
3. [Modification](#)
4. [Secondary Competition from Master Contract](#)

The Procurement Officer should be sure to follow the [BPW ADPICS Crosswalk guidelines](#) for all types of Procurement submittals.

E. The OSP BPW staff will strictly adhere to the OSP BPW submission schedule found on the [OSP BPW Submission tab](#) of the [procurement.maryland.gov](http://procurement.maryland.gov) website.

NOTE: OSP Procurement Officers must approve procurement packets prior to consideration for BPW agenda scheduling. Sufficient time is required to review the contract action package and approval may be delayed while OSP Procurement Officers work to obtain necessary details, clarifications, and documentation.

F. The OSP BPW staff will provide a formal acknowledgement including the BPW meeting date for when a contract agenda is scheduled.

### **TIPS AND NOTES**

A. Agencies must:

1. Submit a complete package (per the DGS OSP BPW checklist referenced above) by the established deadline.
2. Use provided templates, naming conventions, and checklists.
3. Disclose details pertaining to bid re-solicitation and bid protests in the Agency Remarks field.
4. Proof agenda items for spelling and grammar; as well as, references to regulations and previously approved items).
5. Highlight any revisions made to an agenda item in YELLOW.
6. Include BPW item and meeting date information in ADPICS (notepad and 2363 screens).
7. Review the published agenda for accuracy. (available at [bpw.maryland.gov](http://bpw.maryland.gov) two Fridays before the BPW meeting).

B. Additional notes, unless otherwise instructed by OSP BPW:

1. Term fields are reflected as mm/dd/yyyy – mm/dd/yyyy.
2. Prior Mods/Options field should outline what action took place, how much funding was added/reduced, how the action was approved (i.e. 5-S, 01/01/2012).
3. Tax Clearance numbers appear on NEW items and consist of 10 digits, starting with the calendar year in which the tax clearance was granted (i.e. 21-1111-0101).

C. Questions should be directed to Samantha Buchanan, Manager, OSP Reporting Unit by email to [Samantha.buchanan@maryland.gov](mailto:Samantha.buchanan@maryland.gov).