*Contact: [First and Last Name] [###-###-####]*

*[contact email]*

**-[X]-TOA. [CATEGORY OF WORK] OPTION/MODIFICATION**

***[Department, Office]***

***Recommendation:*** That the Board of Public Works approve the award of the following Task Orders/Purchase Orders under previously approved Master Contracts.

***Authority*:** State Finance and Procurement Article,

Annotated Code of Maryland, § 13-113; COMAR 21.05.13.06

***Procurement Method:*** Task Order/Purchase Order under Master Contract

***1.0 Master Contract:*** [Master Contract Title]

*Approved:* [Agenda Item and Meeting Date when Master was approved]

*Term:* [mm/dd/yyyy – mm/dd/yyyy of MASTER CONTRACT]

***1.1 Using Agency:***

***Description:***

***Option Description:***

***Award:***

***Original Term:***

***Option Term:***

***Original Amount*:**

***Option Amount:***

***Prior Options/Mods:***

***Total Contract Amount:***

***Percent -/- Change:***

***Overall Percent Change:***

***MBE/VSBE Participation*:**

***MBE/VSBE Compliance*:**

***Resident Business:***

***Fund Source*:**