

****The MODIFICATION template mirrors this version replacing the word "OPTION" with "MODIFICATION" throughout.**

Contact: (2 spaces) [First and Last Name] (2 spaces) [###-###-####]
[contact email]

-[X]-OPT. [CATEGORY OF WORK] OPTION
[Department, Office]

Possible Acronyms and respective Categories: CGL – Capital Grants and Loans, AE – Architecture/Engineering, C - Construction, S - Services, IT – Information Technology, M – Maintenance, RP – Real Property, LL – Landlord Lease, LT – Tenant Lease, GM – General Miscellaneous (sometimes General Obligation Bond Proceeds), E - Equipment, EP – Energy Performance

Contract ID: [Contract Name; Contract Number]

ADPICS No.: [#####]

**remember the mods and options require CO numbers*

Contract Approved: [Agenda Item #, BPW Meeting Date]*

**If the item was not previously approved by BPW because it was exercised under Delegated Authority, note what agency authority did so and the date of approval.*

e.g. DGS 14-C, 11/15/2019

Contract Description: [Enter the description provided on the original agenda item approved by BPW. If the contract was exercised under Delegated Authority, provide a brief description of what is provided per the scope of work of this contract.]

Option Description: Exercise the [Enter option #] of [Enter # of total potential options].

e.g. Exercise the second and final renewal option.

e.g.2 Exercise the third of five renewal options.

Awards: [Enter the Contractor's full legal name; City, ST]
(*if MBE or SBE, note here*)

e.g. Best Cookies Around, LLC; Baltimore, MD
(*Minority Business Enterprise, Small Business Enterprise*)

Contract Term: [Enter inclusive dates and length of renewal options]

e.g. 12/01/2019– 11/30/2021 (with one 1-yr renewal option)

Option Term: [Enter starting and expiration date of renewal option term only.]

e.g. 12/01/2021 – 11/30/2022 (1-year)

Original Amount: \$[Enter amount of base contract awarded.]

e.g. \$1,000,000

Option Amount: \$[Enter the amount of current renewal option request.]

e.g. \$ 850,000 (1-year)

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-[X]. [CATEGORY OF WORK] OPTION (cont'd) *Same as 1st page.

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Prior Options/Mods: \$[Enter all prior actions taken since original award of this contract]

Format to read the amount of action, type of action, when it was approved, by whom and if it did go to BPW – provide item # and meeting date.

e.g. \$ 25,000 (Mod. #1: Additional delivery of services; Delegated Authority – DGS, 03/27/2020)

Total Contract Amount: \$[Enter total contract amount.]

This amount is inclusive of original award, this agenda action, and all previously exercised renewal options and modifications.

e.g. \$1,875,000

Percent +/- Change (this item): [xx]%

This percentage is the current action amount over the original amount.

e.g. 1.3%

Total Percent +/- Change: [xx]%

This percentage is a cumulative calculation of the new contract amount over the original award amount. This accounts for all modifications and renewal options that have occurred since initial award AND the action as it appears on this action agenda item

e.g. 11.8%

Procurement Method: [Enter the procurement method used]

This should match the originally approved award/solicitation method. Potential options include: Competitive Sealed Proposals, Competitive Sealed Bidding, Sole Source, Multi-Step Competitive Sealed Bidding, Maryland Architectural and Engineering Services Act.

e.g. Competitive Sealed Bidding
(Small Business Reserve, Single Bid Received)

Living Wage Eligible: [Yes or No (reason)]

This field should be deleted when not applicable.

MBE/VSBE Participation: [Enter the MBE goal]% / [Enter the VSBE goal]%

These are the goals established by PRG prior to solicitation. If no goal was established, do not list 0%. List "N/A".

e.g. 15% / N/A

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-[X]. **[CATEGORY OF WORK] OPTION** (cont'd) *Same as 1st page.

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MBE/VSBE Compliance: [Enter MBE compliance]% / [Enter VSBE compliance]%
Compliance is calculated as dollars paid to MBE or VSBE subcontractors by the prime over dollars paid to the prime contractor by the State. This is reflected in percentages of the actual dollars paid to date. By looking at both the previous 'participation' field and this field, we can determine if the goal is being met, being exceeded, or lacking. IF the goal is met or being exceeded, no additional comments are necessary. IF the goal is lacking, the Agency Remarks must provide reasoning and an action plan to correct the failure to meet the compliance to date.
**If the awarded contract is an MBE or VSBE, the agency can claim '100%' for the given goal and add a notation below this field reflecting the contractor's certification.*

e.g. 100% / N/A

**The prime contractor is a certified MBE and has subcontracted with two certified MBEs to accomplish 100% MBE participation.*

Performance Security: [Enter the type of any performance security required, i.e., Performance Bond, and the amount of the security required. If no security requirements exist, indicate "None".]

Hiring Agreement Eligible: [Yes]
Indicate if the contract has been designated an eligible contract for a DHR Welfare to Work Hiring Agreement. If not so designated, this field is deleted.

Requesting Agency Remarks:

Contract information:

Provide a more in-depth narrative of the services being provided, locations involved, benefits created by approving these actions and the regularity to which the services are to be rendered. Other key points to include are who is affected by this contract and potential issues created by not renewing this contract.

If this is the final renewal option, state how these services will continue in the future or if they are not necessary beyond the expiration of this contract.

If a new procurement is underway, include a statement as to the status of the procurement – has it been advertised? When is it expected to be awarded?

Confirm that the contractor has performed at a satisfactory degree and the State is confident in their abilities.

MBE and VSBE:

State whether the MBE/VSBE participation goals are being met. If the goals are lacking, provide a statement regarding the contractor's corrective action plan to meet the compliance goal.

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Fund Source: [Enter percentage and fund source.]
Text options include: Federal, General, MCCBL with corresponding language reference, Special, with appropriate type of State funds.
e.g. 80% Federal, 80% Special (Group Cookie Fee)

Approp. Code: [Enter applicable agency appropriation code.]
If there are multiple appropriation codes, separate them with a comma and single space.

Resident Business: [Yes or No]
If there are multiple contractors, list Yes or No, then each applicable contractor.

BOARD OF PUBLIC WORKS ACTION <i>(tab twice)</i>		THIS ITEM WAS:	
APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
	WITH DISCUSSION	WITHOUT DISCUSSION	