

SUBMITTED BY: _____ DATE: _____ REVIEWED BY: _____ THIS SUBMISSION REQUIRES APPROVAL BY (check one): CONTRACT/SOLICITATION #: _____ REQUESTING AGENCY: _____ DGS OSP BPW (emergencies only) BOTH PREFERRED BPW MEETING DATE: _____ EMERGENCY (EM)	NEW AWARD (SOLICITATION)	MODIFICATIONS (MODS) / CHANGE ORDERS & RENEWALS	INTER-GOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA)	SOLE SOURCE (SS) & SINGLE BIDS	EMERGENCY (EM)	PREFERRED PROVIDER (PPR)	OSP Procurement Officer Review - Internal Only
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**CHECK ONE BOX ONLY!!!**

**REQUIRED DOCUMENTS**



	<p><b>Action Agenda Item</b> (in WORD format)          The following information/line numbers are REQUIRED fields within the Action Agenda Item:          -Be sure to indicate if the awardee is SBR/MBE/VSBE          -5, 8, 10, 16, 18, 20, and 22</p> <p><b>Remarks Section on the Action Agenda</b> should indicate the reason why the State requires the service/product and make sure that it tells the history of the procurement, including:</p> <ol style="list-style-type: none"> <li>1. Solicitation dates,</li> <li>2. # of offers/proposals received,</li> <li>3. # of offers/proposals that met all requirements,</li> <li>4. # of offers/proposals not eligible and why,</li> <li>5. Technical, Financial &amp; Overall Rankings</li> <li>6. Reasons why an incumbent did not bid</li> <li>7. Bid/Offer Confirmation if bids/offers have more than a 25% difference</li> <li>8. Any past failed efforts to obtain competition</li> </ol>						
1	<b>Procurement Officer's Determinations (POD)/Award Recommendation</b> (Provide Justification for Sole Sources and Singles bids ; signed by P.O. and relevant parties)	█	█	█	█	█	█
2	<b>Notice of Intent to Exercise Renewal</b>	█	█	█	█	█	█
3	<b>Extension Letter: Request to Extend Beyond the Contract Expiration</b> (signed by Secretary/Agency head or designee, to include legal sufficiency)	█	█	█	█	█	█
4	<b>If Seeking Retroactive Approval - Request to Ratify Void/Voidable Contract</b> (Provide Retro Action Letter signed by Secretary/Agency head)	█	█	█	█	█	█
5	<b>If Protested Received</b> (Provide documentation to include: protest + agency response + MSBCA documents, if applicable)	█	█	█	█	█	█
6	<b>DHS Hiring Agreement *</b> (If Applicable)	█	█	█	█	█	█
7	<b>Procurement Review Group (PRG) Documentation</b> (If goal less than 25% total)	█	█	█	█	█	█
8	<b>Small Business Reserve Waiver</b> (Proof of email request to GOSBA+72 hour response time)	█	█	█	█	█	█
9	<b>MBE/DBE/VSBE Participation Schedule * (Forms D/E)</b> (all that apply) (Should correspond to overall Participation Goals)	█	█	█	█	█	█
10	<b>MBE/DBE/VSBE Waiver</b> (all that apply)	█	█	█	█	█	█
11	<b>MBE/DBE/VSBE Compliance *</b> (Total # of payments made to contractor, total # made to MBE/VSBE/DBE-sub and %)	█	█	█	█	█	█
12	<b>MBE/DBE/VSBE Corrective Action Plan (Signed)</b> (If NOT in Compliance)	█	█	█	█	█	█
13	<b>MD Works Waiver</b> (If applicable) As per COMAR 21.11.05.07	█	█	█	█	█	█
14	<b>Fully Executed Participating Agreement (PA) with DGS Chief Procurement Officer (CPO) Approval/Authorization</b>	█	█	█	█	█	█
15	<b>Statement of Work (SOW)</b> (If no contract included, otherwise, should be referenced as part of the contract)	█	█	█	█	█	█
16	<b>Contract</b> (w/vendor signature, AAG signature/memo for Legal Sufficiency and all applicable Affidavits*)	█	█	█	█	█	█
17	<b>Fund Certification *</b> (Fund Source)	█	█	█	█	█	█
18	<b>Pricing &amp; Selection Committee Determination</b>	█	█	█	█	█	█
19	<b>Financial Offers/Proposals/Bids *</b> (ALL Offers/BAFOs/Bids/Quotes)	█	█	█	█	█	█
20	<b>FMIS Screenshots</b> (2342-Approval Path, 9100-Notepad, 2345-MBE Screens)	█	█	█	█	█	█
21	<b>eMaryland Marketplace Advantage (eMMA) Solicitation Advertisement *</b> (BPM No.)	█	█	█	█	█	█
22	<b>State Department of Assessments and Taxation (SDAT) Evidence of Good Standing</b> (SDAT Website)	█	█	█	█	█	█
23	<b>MD Tax Clearance Number *</b> (obtained from Comptroller of Maryland's Office)	█	█	█	█	█	█
24	<b>Verification of Debarment Status</b> (BPW Debarment List or SAM.gov)	█	█	█	█	█	█
25	<b>List of all solicited bidders/offers</b> (eMMA Solicitation list is ok but also include any Direct Solicitation list as well, if applicable)	█	█	█	█	█	█
26	<b>Living Wage Affidavit*</b> (For Facilities/Maintenance (FM/M) & Professional Services (S) Contracts over \$100K)	█	█	█	█	█	█
27	<b>Corporate Diversity Addendum*</b> (If Applicable) (Form & Affidavit)	█	█	█	█	█	█
28	<b>Bid/Proposal Affidavit*</b>	█	█	█	█	█	█
29	<b>Contract Affidavit*</b>	█	█	█	█	█	█
30	<b>Future Procurement Plan</b> (If contract is needed beyond current available terms)	█	█	█	█	█	█
31	<b>If Novation</b> , (Provide a copy of the Fully Executed Novation Agreements/Documentation)	█	█	█	█	█	█

█ = Action Agenda Required Back-Up Information as per BPW Advisory 2006-1