

Larry Hogan
Governor

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Lt Governor



Ellington E. Churchill, Jr.
Secretary

Nelson E. Reichart
Deputy Secretary

OFFICE OF STATE PROCUREMENT

**INTEROFFICE MEMORANDUM
AND
PROCUREMENT OFFICER'S DETERMINATION**

DATE: 10/26/22

TO: Michael Zimmerman, CPO

FROM: Mike Myers, Associate Director

SUBJECT: Request to Review and Approve Intergovernmental Cooperative Purchasing Agreement

Items: Mailing and Shipping Software and Solutions

Cost: IDIQ

RE: Intergovernmental Cooperative Purchasing Agreement (**ICPA**): NASPO Valuepoint contract BPM003137 and State of Maryland BPO 001B3600105.

In accordance with COMAR 21.05.09.05, your approval is requested to issue an indefinite delivery indefinite quantity contract to Quadient, Inc., based on NASPO Valuepoint Cooperative Purchasing Agreement No. BPM003137.

In accordance with COMAR 21.05.09.03B: "A primary procurement unit may purchase its requirements from another government entity's contract if that contract is an Intergovernmental cooperative purchasing agreement and is available for use by the primary Procurement unit." Before using another entity's ICPA, however, procurement officers need to obtain approval of the primary procurement unit head pursuant to COMAR 21.05.09.05 after making a determination pursuant to COMAR 21.05.09.04. This memorandum both lays out my determination for using the ICPA and provides a means for you to approve the use of the ICPA.

Maryland currently has a need for the mailing and shipping software and solutions offered under the ICPA. The ICPA was awarded on 5/15/22 to Quadient, Inc. and was approved for a two (2) year term until 5/14/24 with three (3) one-year options available. Awarding this ICPA will provide a contract for all agencies in the State of Maryland.



The process to directly solicit contracts for mailing and shipping software and solutions would take the State a significantly longer period of time than participating in the ICPA (which resulted from a competitive sealed proposal process conducted by NASPO Valuepoint). Additionally, participating in the ICPA fosters administrative efficiencies and provides cost benefits to the State. The prices offered under the ICPA, based on market research, are fair and reasonable. Moreover, participating in the ICPA is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.

If you approve the State's use of the ICPA, the State will enter into IDIQ requirements type contract. All State and Local agencies would have the ability to place orders against the awarded contract. Thus, the value of the contract will be determined by task orders. Maryland would renew the contract based on NASPO Valuepoint's decision to exercise the available option on the ICPA; however, the State would conduct its own market research before deciding to extend the contract.

Therefore, based on COMAR 21.05.09.05, your approval is requested to issue an indefinite delivery indefinite quantity (IDIQ) contract based on NASPO Valuepoint Master Agreement No. BPM003137 to Quadient, Inc.

Determination Reviewed/Approved By:

Approved: Mike Myers 10/26/22
Procurement Officer Date

CPO: A. L. Z...
Chief Procurement Officer Date

Reviewed for Legal Sufficiency: Valerie H... 11/9/2022
Office of the Attorney General Date

Not all signatures are required in all instances. Only statutorily required signatures will be utilized.






POD NASPO Quadient

Final Audit Report

2022-10-26

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