



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 Office of State Procurement (DGS OSP) and are submitted to the BPW on the DGS OSP Action Agenda.

GUIDELINES

- A. Prior to submission for BPW consideration, the complete and accurate submission must have been approved under the DGS OSP Award Review procedures.
- B. Submissions for the DGS OSP Action Agenda for BPW consideration will be submitted via email. There are two required approval processes, specific to the contract action*:
 1. All Information Technology contracts (new, modifications, and renewal options) are submitted by the agency to DoIT intake (doit.intake@maryland.gov). DoIT will review the package and once approved for enterprise-sake forward all documentation to DGS OSP Requisitions. An assigned DGS OSP procurement officer will review the documentation and when approved for procurement sanctity, forward the package to DGS OSP BPW for scheduling on the next available BPW meeting.
 2. Professional Services contracts (new, modifications and renewal options) are to be submitted to DGS.OSP-Requisitions@maryland.gov and the applicable DGS OSP Procurement Officer, if one has been involved in the procurement. Once the assigned DGS OSP Procurement Officer has reviewed and approved the submission, he/she will forward it to DGS OSP BPW, copying the agency contact(s), for placement on the next available BPW agenda.

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

- C. Emails will include a subject line containing the contract category of work, requesting agency, contract ID# and brief contract description. For example:
S MDOT 2021-078 Auditing and Consulting; or
IT-MOD DNR PB-12839-03 Reforestation Mapping Software.

- D. A complete and accurate submission must follow the guidelines from the [DGS OSP BPW Agenda Submission Checklist](#). 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 Agency Procurement Officer should be sure to follow the [BPW ADPICS Crosswalk guidelines](#) for all types of Procurement submittals.

- E. Submitting packages in accordance with the DGS OSP BPW submission schedule found on the [OSP-BPW and PAAR Submissions webpage](#) of the [procurement.maryland.gov](#) website does not guarantee that the agenda item will be placed on the agency's preferred BPW agenda date.

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

- F. The DGS OSP BPW staff will provide a formal acknowledgement of the BPW package submission.

TIPS AND NOTES

A. Agencies must:

1. Submit a complete and accurate 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 any re-solicitations or protests in the Agency Remarks field.
4. Proof-read agenda items for dates, mathematical calculations, spelling and grammar, as well as references to regulations, previously approved items, and backup documentation.
5. Include BPW item and meeting date information in ADPICS (notepad and 2363 screens).
6. Respond promptly to any requests for clarifications during the DGS OSP BPW agenda preparation process.
7. Review the draft agenda for accuracy. The draft agenda is provided by DGS OSP BPW as a Google doc before the BPW Liaison review.
8. Make updates to the draft agenda document as needed, including updating any backup documentation.
9. Review the published agenda for accuracy. (Available at [bpw.maryland.gov](#) two Fridays before the BPW meeting).
10. If corrections are needed, highlight any revisions made to an agenda item in YELLOW and send to DGS.OSP-BPW@maryland.gov.

B. Additional notes, unless otherwise instructed by DGS 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 (e.g. 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 (e.g. 22-1111-0101).
4. Dollar Amounts include two-digit cents (e.g. \$5,378,259.00).
5. MBE/VSBE Compliance percentages include three decimals (e.g. 29.060%).

- C. Agency procurement submission packages for other categories of work would follow the guidelines for Professional Services submissions.
- D. Any questions regarding these procedures should be directed to DGS.OSP-BPW@maryland.gov.

Version Number	Date	Reason for Change
2	November 4, 2022	Updates for clarification of processes and change in DGS OSP staff.