



# Policies and Procedures

## DGS OSP Requisition Submission Process

### **PURPOSE**

To provide procedures for Executive Branch agencies to submit requisitions through the Department of General Services Office of State Procurement (DGS OSP).

### **AUTHORITY**

Code of Maryland Regulations (COMAR) Title 21 State Procurement Regulations  
[COMAR 21.02.01.03](#)

### **RELATED POLICIES**

[Delegation Policy](#)

[Procurement Review Group \(PRG\) Policy](#)

### **POLICY**

All requisition submission packages for Agency procurements under DGS OSP authority must go through one of the email addresses specified below. Requisitions submitted to individual DGS OSP Procurement Officers will not be considered.

### **PROCEDURE**

1. All requisition submission packages for Agency procurements under DGS OSP authority are emailed to [DGS.OSP-Requisitions@maryland.gov](mailto:DGS.OSP-Requisitions@maryland.gov), except for the following categories:
  - A. **Information Technology (IT)** requests are submitted to [doit.intake@maryland.gov](mailto:doit.intake@maryland.gov)
    - i. **ALL** IT projects *must* be submitted through the Department of Information Technology (DoIT) Intake for approval prior to conducting the procurement.
    - ii. Once DoIT has reviewed and approved the IT project, DoIT forwards the requisition submission to DGS OSP Procurement on behalf of the Agency, via a ServiceNow ticket, for procurement review and processing.
    - iii. For more information, visit the [DoIT Intake Process webpage](#).
  - B. **Construction and Architecture & Engineering (A/E)** special project requests are submitted to [courtney.league@maryland.gov](mailto:courtney.league@maryland.gov) [DGS Assistant Secretary of [Design, Construction & Energy](#) (DCE)].
    - i. Construction and A/E procurements are not delegated, except as noted in the DGS OSP General Delegation.
    - ii. Depending on the estimated contract value, either DGS DCE or DGS OSP will conduct the procurement.
2. The following items are required to be submitted as part of the requisitions submission package, except for Construction and A/E (*see 4 below*):
  - A. [Procurement Timeline Checklist](#) from DGS OSP Procurement website
  - B. Appropriate justification and support documents for use of procurement methods other than Competitive Sealed Bidding (CSB) or Competitive Sealed Proposals (CSP)

- C. Solicitation documents in appropriate template (completed except for dates and MBE/VSBE info)
  - D. Fund Certification, if applicable
  - E. Completed Procurement Review Group (PRG) documentation for Small Business Reserve (SBR) designations and searches performed for Minority Business Enterprise (MBE) and Veteran-owned Small Business Enterprise (VSBE) participation goals, including the SBR worksheet and the SBR waiver approved by the Governor's Office of Small, Minority and Women Business Affairs (GOSBA), if applicable
  - F. Maryland Correctional Enterprise (MCE), Blind Industries and Services of Maryland (BISM), and Maryland Works waivers, if applicable
3. Additionally, for the specific category types listed below, the following items are also required to be submitted:
- A. Commodities and Facilities Maintenance:**  
(See [Commodities and Facilities Maintenance Instructions](#) from DGS OSP webpage)
    - i. Completed DGS Agency Purchase Submittal Form
    - ii. Print-out of unposted ADPICS Requisition
    - iii. Excess Property Certification - Surplus Property (if applicable)
  - B. Professional Services:**
    - i. Bid/financial form in excel
    - ii. Any additional attachments necessary for the solicitation
    - iii. DGS OSP PRG approval (once completed)
  - C. Information Technology (IT):**
    - i. Bid/financial form in excel
    - ii. Any additional attachments necessary for this solicitation
    - iii. DGS OSP PRG approval (once completed)
4. For **Construction and A/E** the following items are required to be submitted:
- i. Scope of Work, including Agency name and location
  - ii. Explanation of design or construction (or both)
  - iii. Funding estimate
  - iv. Funding source
5. Send completed PRG documentation and research for review to DGS OSP PRG at the same time as the submittal to DGS OSP Requisitions. Please see [DGS OSP PRG Guidelines and Procedures](#).
6. Requisition submission packages accepted by DGS OSP will be assigned to a DGS OSP Procurement Officer, who will work with the Agency on the procurement next steps.

*Reminder: The email address [DGS.OSP-Requisitions@maryland.gov](mailto:DGS.OSP-Requisitions@maryland.gov) is for Maryland State employees only and should be used for requisition submissions as noted above. All general procurement questions should be sent to [central.procurement@maryland.gov](mailto:central.procurement@maryland.gov).*

Version Number	Date	Reason for Change
1	November 1, 2022	Original Version