



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

**Intergovernmental Cooperative Purchasing Agreement
Procurement Officer Determination
COMAR 21.05.09.04**

Per COMAR 21.05.09.02, as a Primary Procurement Unit, the DGS Office of State Procurement (OSP) may initially sponsor or participate in, renew, modify, or administer an Intergovernmental Cooperative Purchasing Agreement (ICPA) on its own behalf or on behalf of another agency when a determination is made under SFP §13-110 and COMAR 21.05.09.04.

The Department of Budget and Management (DBM) has requested to enter into an ICPA for the Office of Personnel to conduct a “Personnel Classification and Compensation Study”. It has been determined that it would be in the best interest of the State to procure a salary and benefits comparative study through cooperative purchasing on Anne Arundel County Contract No. SSF2100005 with PRM Consulting Inc.

As set out in Anne Arundel County Solicitation No. RFP20000213, the Anne Arundel County Government sought a qualified consulting firm to evaluate the at-that-time current County’s job classification and compensation program for County Merit Employees, Appointed Positions, and Contractual Positions. The successful offeror was to analyze the County’s existing County programs, conduct a comparative analysis with comparable programs from the public sector, and comparable metrics from the Private Sector. Following a competitive process, including issuance of an RFP, submission of proposals, technical evaluation of six proposals, and merging technical scores with cost proposal scores, PRM Consulting Inc. was selected as the awardee and awarded a contract. PRM Consulting has been successfully working with Anne Arundel County since.

As noted above, the Anne Arundel County procurement was competitive. The Anne Arundel County Purchasing Regulations “Section 1. DEFINITIONS”, defines Competitive Procurement as a procurement method in which Vendors are chosen through a process that involves competing with other Vendors. Competitive Sealed Bid and Competitive Sealed Proposal are Competitive Procurement Methods. Under Competitive Sealed Proposal, the method used in

Solicitation No. RFP RFP20000213, Vendors submit a Technical Proposal and a Cost Proposal, the Proposals are evaluated and scored separately based on pre-determined factors, and the Procurement is generally awarded to the Offeror with the highest combined score.

Under “Section VII. PROCUREMENTS ANTICIPATED TO COST IN EXCESS OF \$100,000, D. COMPETITIVE SEALED PROPOSALS (§8-2-105) – OTHER THAN CAPITAL IMPROVEMENTS”, technical or Capabilities and cost proposals are submitted in response to an RFP and are evaluated and scored based on criteria identified in the RFP. Cost shall not be the sole evaluation factor, and the award shall not be made based solely on the lowest Cost Proposal. Award shall be made to the Responsive and Responsible Offeror with the highest Technical or Capabilities and Cost combined score that is determined to be the best value.

Part of a best value determination is determining that the pricing is fair and reasonable. Therefore, it would not be best value, as required by the Anne Arundel Regulations cited above, to award to an Offeror whose pricing is not fair and reasonable in a competitive procurement. It was also determined that the proposed hourly rates are in line with similar consulting contracts.

Based upon this analysis and market research, I have determined that the prices from PRM Consulting Inc. are fair and reasonable, and it is in the best interest of the State to participate in this intergovernmental cooperative purchasing agreement, that doing so will provide cost benefits to the State, promote administrative efficiencies or promote intergovernmental cooperation, and is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.

Pamela Malech

May 12, 2023

Pam Malech, Procurement Officer, DGS OSP / Date

Mike Haifley

[Mike Haifley \(May 15, 2023 09:05 EDT\)](#)

May 15, 2023

Mike Haifley, Acting Chief Procurement Officer / Date

Atif Chaudhry

May 15, 2023

Atif Chaudhry, Secretary, DGS / Date

DGS OSP ICPA POD for DBM Personnel Class and Comp Study

Final Audit Report


2023-05-15

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"DGS OSP ICPA POD for DBM Personnel Class and Comp Study" History

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