



# General Delegation of Procurement Authority

## Agency Delegated Approval and Award Authority for Procurements from the Department of General Services Office of State Procurement (DGS OSP)

In accordance with State Finance & Procurement (SFP) §12-107(b)(2), the Department of General Services (DGS), subject to the authority of the Board of Public Works (BPW), controls the procurement of leases of real property, supplies, services, construction and construction-related services including those for State correctional facilities, architectural and engineering services, leases of motor vehicles, and information technology. Additionally, in accordance with SFP §12-107(b)(2)(ii), the Secretary of the DGS or the Chief Procurement Officer (CPO) may grant delegated authority to individual agency Procurement Officers to conduct agency specific procurements.

*This General Delegation Authority remains in effect unless or until otherwise rescinded by the Secretary or CPO.*

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### *Intergovernmental Cooperative Purchasing*

Other than primary procurement units, there is **no delegation to any agency for Intergovernmental Cooperative Purchasing** without prior approval of the DGS Office of State Procurement (OSP). For primary procurement units, delegation is capped at the category delegation levels below.

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### *Small Procurements*

*(All categories of work/purchase types, except Vehicles and Telecommunications)*

DGS OSP has delegated approval and award authority **up to \$100,000\*** (small procurement limit) to all agencies for contracts other than Vehicle Leases and Telecommunications. There is **NO delegation to any agency for Vehicle Lease procurements**, including vehicle rentals, even for a few hours. There is **NO delegation to any agency for Telecommunications procurements**.

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### *Preference Provider Procurements*

DGS OSP has also delegated approval and award authority **up to \$200,000\*** to all agencies for contracts to Preferred Providers [Maryland Correctional Enterprises (MCE), Blind Industries and Services of Maryland (BISM), Community Services Providers (Employment Works Program ~ EWP) and Individual with Disability Owned Businesses] as defined in COMAR 21.11.05.

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### *Commodities*

DGS OSP has delegated approval and award authority **up to \$100,000\*** (small procurement limit) to all agencies for **Commodities**. For agency specific commodity purchases not available on a Statewide contract or from a Preferred Provider that are above \$100,000\* and up to \$200,000\*, DGS OSP may grant additional procurement delegation authority upon request by the individual agency. *See DGS OSP Policy: Procurement Delegation.*

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## *Facilities Maintenance, Construction and Construction Related Services*

DGS OSP has delegated approval and award authority **up to \$200,000\*** to all agencies for **Facilities Maintenance** (e.g. janitorial, guard services, landscaping, and pest control).

Additionally, DGS OSP has delegated approval and award authority **up to \$200,000 to the Department of Public Safety and Correctional Services (DPSCS) only** for construction and construction related services.

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## *(Professional) Services and Information Technology*

DGS OSP has delegated approval and award authority **up to \$100,000\*** (small procurement limit) to all agencies for **(Professional) Services and Information Technology**.

For all other agency specific services and IT purchases, DGS OSP has delegated **“Level 1 Delegated Activity” to all agencies to conduct competitive procurement activities with oversight throughout the procurement process from DGS OSP.** *Level 1 Delegated Activity means:* All draft solicitations must be approved by DGS OSP prior to publishing on eMMA, and all contract award recommendations are reviewed and approved by DGS OSP. Depending on the total contract value, DGS OSP will either post the contract award on its monthly Procurement Agency Activity Report (PAAR) or submit an Action Agenda Item to the BPW for final approval and award.

DGS OSP may grant additional procurement delegation authority upon request by the individual agency.

***See also DGS OSP Policies: (1) Procurement Delegation & (2) Agency Submission to DGS OSP for BPW Agenda.*** (If an agency is not capable of conducting the services or IT procurement, a DGS OSP Procurement Officer will be assigned when the requisition request is submitted to DGS OSP.) *Reminder: IT projects must go through the Department of Information Technology (DoIT) Intake process for review and approval prior to submitting to DGS OSP to conduct a procurement.*

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***Note:*** *\* In determining the value of a procurement for award purposes, the total value of the base contract period plus all potential option periods to a contract must be considered. Before conducting any procurement, agencies should obtain goods and services through an available Statewide contract.*

*All delegations are subject to any other limitations from the Board of Public Works (e.g., emergency procurements, sole source, one bid or proposal received situations, and contract modifications).*

*An agency’s delegation may be revoked if DGS OSP Agency Procurement Compliance Program determines that the agency is not following procurement statute, regulations, policies, procedures, or best practices.*

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### **Mandatory Reports**

*All Agencies that do not use Statewide FMIS for encumbrances or invoicing shall submit quarterly spend reports to the DGS OSP Reporting Unit on activity using DGS OSP managed contracts. The report shall be formatted in Excel Format and include: DGS BPO/PO number, vendor name, FEIN, and monthly spend amount (including credit card purchases). The Report due dates are as follows: October 31st, January 31st, April 30th and July 31st. (If the report due date falls on a holiday or weekend, the report is due on the next business day.)*

*This document is only valid for the Controlled Document date printed below.*