DGS OSP & BPW APPROVAL AUTHORITY CHART FOR ALL CONTRACTS, MODIFICATIONS & OPTIONS UNDER DGS OSP DELEGATION *(See DGS OSP General Delegation)*

TYPE OF PROCUREMENT METHOD AND/OR RESULTS ACCORDING TO AMOUNT OF AWARD	MUST PLACE PROCUREMENT OPPORTUNITY NOTICE IN eMARYLAND MARKETPLACE ADVANTAGE (eMMA)?	DGS OSP APPROVAL REQUIRED?	REPORT TO DGS OSP FOR MONTHLY PAAR? [14]	MUST PLACE AWARD NOTICE IN eMMA?	BPW APPROVAL REQUIRED? [14]
Small Procurement ($50,000 & under) [1]	No [2]	No	No	No [1]	No
Small Procurement/Sole Source ($50,001 - $100,000) [1] or (Up to $200,000 for Construction Contracts*, if delegated from DGS OSP*)	Yes	No	No/Yes [3]	Yes	No
Sole Source (Over $100,000) [1]	N/A	Yes	No	Yes	Yes
Intergovernmental Cooperative Purchasing (Up to $200,000) [1]	Yes, if named [4]	Yes	Yes	Yes	No
Emergency Contracts (Over $100,000) [1 and 5]	No	No [6]	No	Yes	Yes
Single Bid/Offer Received - (Only one bid/offer received for Competitive Sealed Bids/Proposals or Small Procurements) (Over $50,000) [1]	Yes	Yes	No	Yes	Yes
Multiple Bids/Offers Received – (Competitive Sealed Bids/Proposals & Secondary Competition) (Over $100,000 - $200,000) [1]	Yes	Yes	Yes [3]	Yes	No
All Methods, including any secondary competition, i.e., TORFPs, PORFPs, RFRs (Over $200,000) [1]	Yes	Yes	No	Yes	Yes

[1] To calculate the value of a contract for approval purposes use the **cumulative** value of the base contract amount plus the amount for all renewal options.

[2] Not required but may advertise on eMMA for procurement ("Quick Quotes") and contract tracking purposes. (If you post the solicitation, you should post the award to close out the project in eMMA.)

[3] DGS OSP has delegated up to $100,000 of approval authority for small procurements (these do not require DGS OSP approval) and secondary competition, but procurements over $50,000 up to $100,000 must be reported on DGS OSP's PAAR. PAAR = Procurement Agency Activity Report. Any procurement action (contract/option) over $50,000 approved by an agency under its delegation from DGS OSP must be reported on a DGS OSP PAAR. For PAAR instructions, see the procurement.maryland.gov website on the OSP-BPW Submissions web page.

[4] If a Maryland State agency is named in the solicitation as participating in the resulting contract.

[5] Pre-approval by the Chief Procurement Officer (CPO) is required for an agency to conduct or utilize the Emergency Procurement method.

[6] Must send report of emergency action to DGS OSP at the same time as the submission of the item to the BPW for the BPW Secretary's Agenda.

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TYPE OF PROCUREMENT METHOD AND/OR RESULTS ACCORDING TO AMOUNT OF AWARD	MUST PLACE PROCUREMENT OPPORTUNITY NOTICE IN eMARYLAND MARKETPLACE ADVANTAGE (eMMA)	DGS OSP APPROVAL REQUIRED?	REPORT TO DGS OSP FOR MONTHLY PAAR? [14]	MUST PLACE AWARD NOTICE IN eMMA?	BPW APPROVAL REQUIRED? [14]
Contract Modifications / Change Orders (If amount of total modification or any cost component exceeds $50,000) (or exceeds $200,000 for Construction Contracts, *if delegated from DGS OSP*)	N/A	Yes [7]	No/Yes [3]	No	Yes [8] *
Options ($50,000 - $100,000)	N/A	No [9]	Yes [3]	No	No [10]
Options ($100,000 - $200,000)	N/A	Yes [11]	No/Yes [3]	No	No [12]
Options (Over $200,000)	N/A	Yes	No/Yes [3]	No	Yes
Preference Provider Purchases & Facilities Maintenance Contracts (Up to $200,000)	N/A	No [13]	Yes	Yes	No

[7] DGS OSP approval is required for modifications less than $50,000 if the cumulative value of all prior agency approvals (contracts/mods/options) exceeds an agency's delegation level from DGS OSP, which in general is the $100,000 small procurement authority level.

[8] BPW approval is needed for a modification of any amount when the combined value of the modification plus the amount of the base contract and any other modification(s) or option(s) would result in a total contract value over $200,000 and the BPW has never previously approved this contract, including Task Order Agreements from secondary competition. For Task Order Agreement modifications (from secondary competition), BPW approval is required for modifications over $200,000.

[9] If a contract that was approved by the BPW included the projected value of all options, the BPW does not need to approve exercising any of the options that do not exceed $200,000. However, DGS OSP approval is still required for any option that cumulatively (with the value of the original contract and all mods & options to date) exceeds an agency's delegation level from DGS OSP.

[10] If a contract has not previously been approved by the BPW because the value of the base contract and all available renewal options was not expected to exceed $200,000, but due to circumstances the approval of a particular renewal option would now cause the total contract value to exceed $200,000, that option must receive BPW approval.

[11] If a contract that was approved by the BPW included the projected value of all options, the BPW does not need to approve exercising any of the options that do not exceed $200,000. However, DGS OSP approval is still required for any option that cumulatively (with the value of the original contract and all mods & options to date) exceeds an agency's delegation level from DGS OSP.

[12] If a contract has not previously been approved by the BPW because the value of the base contract and all available renewal options was not expected to exceed $200,000, but due to circumstances the approval of a particular renewal option would now cause the total contract value to exceed $200,000, that option must receive BPW approval.

[13] DGS OSP has delegated to all agencies the authority to approve Preference Provider Purchases and Facilities Maintenance Contracts that do not exceed $200,000. However, procurements over $50,000 up to $200,000 must be reported on the PAAR.

[14] DGS procurement of supplies (including IT hardware and software) do not require BPW review/approval or inclusion on the PAAR, regardless of the dollar amount, (see COMAR 21.02.01.05A(2), 21.02.01.04B(2), and 21.02.01.05B(1)).