Contact: (2 spaces) *[First and Last Name]* (2 spaces) *[###-###-####]*
[contact email]

-[X].   **[CATEGORY OF WORK] CONTRACT**
          [Department, Office]
          Possible Acronyms: CGL, AE, C, S, IT, M, RP, LL, LT, RP, GM, E, EP
          Possible Contract types: Architecture/Engineering, Construction, Maintenance, Service,
          Information Technology, Lease Landlord, Lease Tenant, Real Property,
          General/Miscellaneous, Equipment, Energy Performance

Contract ID: [Contract Name; *Contract Number*]
          ADPICS No.: [############]
          *remember the mods and options require CO numbers. The contract number
          listed on the first line of this field is the project ID. It is used for tracking the life
          of the contract, no matter how many options and modifications take place over
          time.

Contract Description: [Enter brief narrative describing contract.   What is being
performed/conducted/handled, where and how frequently. Use language like 'one-time purchase',
'on-call and as-needed'.]

                                        ([if MBE,or Certified Small
Awards: [Enter the Contractor's full legal name]   *Business note here])*
          [Enter the Contractor's City, State acronym]

Contract Term: [Enter inclusive dates and length of renewal options]
          e.g.   07/01/2015 – 06/30/2018 (with one 1-yr renewal option)

Amount: $[Enter the (base) contract amount]
          Separately list renewal option amounts. Then provide a total amount which includes the
          sum of the base contract amount and the amount of all options. Award amounts must
          agree with both the contract and ADPICS.
          e.g. $1,000,000 NTE (Base Contract, 3 years)
                   $ 250,000 NTE (Renewal Option No. 1, 1 year)
                   $1,250,000 NTE (Total Contract)

Procurement Method: [Enter the procurement method used]
          This should match the originally approved BPW item or DCAR.   Options include:
          Competitive Sealed Proposals, Competitive Sealed Bidding, Sole Source, Multi-Step
          Competitive Sealed Bidding, Maryland Architectural and Engineering Services Act..
          e.g.   Competitive Sealed Bidding
                   (Small Business Reserve, Single Bid Received)

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-[X].   **[<u>CATEGORY OF WORK</u>] CONTRACT** *(cont'd)*   *Same as 1ˢᵗ page.*

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Bids: [Enter Company 1; City, ST] $[Bid price*]
                             [Enter Company 2; City, ST] $[Bid price*]

Proposals:

Offerors	Technical Rankings	Financial Offers (Rankings)	Overall Rankings
Best Cookies Around, LLC; Baltimore, MD	1	$1,000,000 (1)	1
Baking is Life, Inc.; Pasadena, MD	2	$1,000,900 (2)	2

  ***Bids OR Proposals *** <mark>It is one or the other, not both!!!!</mark>

NOTE: Sole source and single bid contracts do not provide a Bid or Proposal field.
The BIDS OR PROPOSALS Summary should contain the following:

For Competitive Sealed Bidding (CSB):
> Provide the legal name, city and state of each bidder, with its bid price, in the order of the bid prices from low price to highest. If prices were provided for both a base contract term and for renewal options there must be separate columns for the base contract term and each renewal option and then a Total column.)

For Competitive Sealed Proposals (CSP):
> Provide a summary of the prices and the technical and financial rankings and an overall ranking based upon the offerors' combined technical and financial rankings. This summary should have at least 4 columns: ***Offerors*** (to contain the legal name and city and state of each offeror); ***Technical Ranking***; ***Financial Offer Amount with Financial Ranking***; and ***Overall Ranking*** (the combined ranking of each offeror based upon its technical and financial rankings). If prices were provided for both a base contract term and for renewal options there must be separate columns for the base contract term and each renewal option and then a Total column which shall also include the overall financial ranking. On this separate page, offerors should be listed in the order of their overall ranking.
> If applicable, include a footnote to the summary which states, "Technical factors had more weight than financial factors in the overall ranking determination."

Under either Competitive Sealed Bidding or Competitive Sealed Proposals:
> If the listed prices were based upon a model, rather than being firm prices, there should be a footnote that says, "Prices are based upon a model contained in the solicitation to allow for proper comparisons among (*insert either* bidders *for CSB or* offerors *for CSP*)."
> If prices were based upon a combination of both fixed prices and a model, include a statement to that effect.

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-[X]. **[<u>CATEGORY OF WORK</u>] CONTRACT** *(cont'd)* *Same as 1st page.*

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Living Wage Eligible: [Yes or No (reason)]
This field should be deleted when not applicable.

*MBE/VSBE Participation***:** [Enter the MBE goal]% / [Enter the VSBE goal]%
These are the goals established by PRG prior to solicitation. <u>If no goal was established,</u>
<u>list 0% / 0%. Add reason for no MBE/VSBE participation to Requesting Agency Remarks</u>
        e.g. 15% / N/A
*MBE Waiver***:** [Enter "Granted – xx%, date granted"]
If there was an MBE goal and no waiver was requested or granted, the MBE Waiver field
can be deleted. If there was a waiver of any part of an MBE goal, enter the percentage of
the goal that was waived and "(see Requesting Agency Remarks below)"; and explain the
reason for the waiver in the Agency Remarks.
        e.g. Granted – 25%, 01/01/2000

*Performance Security***:** [Enter the type of any performance security required, i.e.,
                Performance Bond, and the amount of the security required. If no
                security requirements exist, indicate "None".]

*Hiring Agreement Eligible***:** [Yes]
Indicate if the contract has been designated an eligible contract for a DHR Welfare to
Work Hiring Agreement. If not so designated, this field is deleted completely.

*Incumbents***:** [Enter the name of the incumbent; City, ST]
If there is no incumbent, state "None". If there is no immediate incumbent, but there was
one at some time in the recent past or if there was a contract for something similar but not
exactly the same, include "(see Requesting Agency Remarks below)", and provide an
appropriate explanation.
If the incumbent is the same as the name listed under the Award heading, enter "Same".)
        e.g. Cookies & Cakes; Parkton, MD

*Requesting Agency Remarks***:** (press TAB once and start text. This is a justified field.)
Create the agency remarks as follows and as applicable. Tell the story of this
procurement and how the contract affects the State. Who uses it? What does it provide?
What are the consequences of not awarding the contract?
Paragraph 1: Solicitation and Bids/Proposals information:
        Identify the number of vendors directly solicited, which is to include how many solicited
        vendors had addresses in Maryland and how many were MBEs, and all locations where
        public notice of the solicitation was provided; e.g., on *eMaryland Marketplace*; on the
        agency website; in trade publications. Also state if a copy of the solicitation was provided
        to the Governor's Office of Minority Affairs.
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-[X].   [<u>CATEGORY OF WORK</u>] CONTRACT *(cont'd)*   *Same as 1st page.*
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Agency Remarks (cont'd):   *<<this header carries remarks across pages, use as applicable.*

> Detail outreach efforts to encourage Minority Business Enterprises, small businesses, and resident businesses to respond to the solicitation.
> State the number of bids/proposals received and how many, if any, were found to be un-acceptable, non-responsive, etc. If a low number of responses was received, including a single bid/proposal, explain why there was a poor response to the solicitation.
> Outline efforts to contact non-bidding firms and provide their reasoning for not bidding.

Paragraph 2: Contract information:
> Provide a more in-depth narrative of the services being provided, locations involved, benefits created by approving these actions and the regularity to which the services are to be rendered. Other key points to include are who is affected by this contract, the surface area of any construction or maintenance (i.e. mileage of linestriping on highways).

Paragraph (as appropriate): Multiple Awards:
> If the solicitation allows awards to be made in more than one category of work, identify the different categories and whether bidders/offerors were required to respond to all such categories or were permitted to seek an award in one or more categories.

Paragraph (as appropriate): Competitive Sealed Proposals:
> Agency Remarks must include a brief narrative explaining why the recommended offeror was determined to be most advantageous to the State. This explanation will generally focus on the relative technical and financial rankings of the recommended offeror, such as: The offeror recommended for the award was determined to be both the highest ranked technical offeror and was lowest in price; or, The recommended offeror was ranked highest technically and its technical superiority was judged to outweigh its difference in price over any other offeror; or, Although the recommended offeror was not the highest ranked technical offeror it was the lowest priced offeror and the magnitude of its price differential was judged to outweigh the comparatively slight technical differences between it and any other offeror.

Paragraph (as appropriate): Protests:
> If a protest was filed, state the date of the protest and whether it was resolved. If the protest or appeal is unresolved, detail why the execution of the contract without delay is necessary to protect substantial State interests. See COMAR 21.10.02.11 and BPW Advisory 2006-1.)

Paragraph ??: MBE and VSBE:
> If no MBE goal was established, explain why no goal was appropriate. If an MBE waiver was granted, explain why. If MBE participation exceeds the goal in the solicitation, state what the solicitation goal was.

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-[X].   [<u>CATEGORY OF WORK</u>] CONTRACT *(cont'd)*   *Same as 1st page.*

Department of General Services
Office of State Procurement
Board of Public Works Preparations   **Instructional Template - NEW**
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Agency Remarks (cont'd):   *<<this header carries remarks across pages, use as applicable.*
State what the VSBE participation goal was in the solicitation. If no VSBE goal was established, explain why no goal was appropriate. If a VSBE waiver was granted, explain why.

*Fund Source***:**   [Enter percentage and fund source.]
                         Text options include: Federal, General, MCCBL with corresponding language reference, Special, with appropriate type of State funds.
                         e.g.   80% Federal, 80% Special (Group Cookie Fee)

*Approp. Code***:**   [Enter applicable agency appropriation code.]
                If there are multiple appropriation codes, separate them with a comma and single space.

*Resident Business***:**   [Yes or No]
                If there are multiple contractors, list Yes or No, then each applicable contractor.

MD Tax Clearance: [Enter tax ID, starting with this year's prefix.]
                If there are multiple awards, list each firm, TAB four times then provide the tax number. The next firm should appear on the next line, and so on.
                These are NOT FEIN numbers. This number is obtained from the Comptroller's Office and must be in order before materials are submitted for Award Review and BPW consideration/approval.
                         e.g.   Best Cookies Around, LLC   21-1011-0000
                                  Baking is Life, Inc.   21-0000-0000
                *Remember that Tax Clearances should start with the calendar year…2021 = 21.

BOARD OF PUBLIC WORKS ACTION (TAB twice)   **THIS ITEM WAS:**

APPROVED   **DISAPPROVED**   **DEFERRED**   **WITHDRAWN**

          WITH DISCUSSION   **WITHOUT DISCUSSION**
                         (Page Break should be here)

Additional notes:
          *** Note that each page should be a clean break. You can achieve this by going to the start of the last line on a page and pressing CTRL and ENTER simultaneously on your keyboard.

Department of General Services
Office of State Procurement
Board of Public Works Preparations   **Instructional Template - NEW**