

Competition ***This is TWO SEPARATE EXAMPLES. Item 1.1 is a NEW award. Item 2.1 is a MOD/OPTION action.*

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

-[X]-TOA. [CATEGORY OF WORK]
[Department, Office]

*Possible Acronyms and respective Categories: C - Construction, S - Services,
IT – Information Technology, GM – General Miscellaneous*

Recommendation: That the Board of Public Works approve the award of the following Task Orders/Purchase Orders under previously approved Master Contracts.

Authority: State Finance and Procurement Article,
Annotated Code of Maryland, § 13-113; COMAR 21.05.13.06

Procurement Method: Task Order/Purchase Order under Master Contract

1.0 Master Contract:	[Master Contract Title]
Approved:	[Agenda Item and Meeting Date when Master was approved]
Term:	[mm/dd/yyyy – mm/dd/yyyy of MASTER CONTRACT]

FORMATTING NOTE: *The following fields should NOT contain blank lines between them. These lines are strictly here for this instructional form.*

1.1 Using Agency: [Using Agency Name]
e.g. Department of General Services

Description: [Enter contract title and brief description of what is provided with this secondary competition award. Who will use what is provided? How does this benefit the State?]

e.g. **RETROACTIVE** purchase of 200 laptops for immediate use at the Maryland State Fair Job Corp presentation and continued use for outreach programs at DGS, MDH, MEMA, and MSDE.

If the award is retroactive, start the item description field with “RETROACTIVE” in bold, italics.

Award: [Contract Legal Name; City, ST] [Note MBE or Certified Small Business]
e.g.

Number of Qualified *....this line is blank, the header wraps to the next line for this field...*

Master Contractors: [How many qualified master contractors could have bid?]
e.g. 78

Number of Bids: [How many bids were actually received?]
e.g. 8

Amount: [Enter amount of award here. If there are options, outline them here.]

e.g. \$220,000 (Base, 2-years)
\$ 75,000 (Renewal Option #1, 1-year)
\$ 75,000 (Renewal Option #2, 1-year)
\$370, 000 Total

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-[X]-TOA. **[CATEGORY OF WORK]** (cont'd)

*Same as 1st page.

---one blank line on between item header and field---

1.0 Master Contract: [Master Contract Title carried over from previous header]

^This blue band is copied from the first line of the Master Contract header when a task order rolls onto a second/third/etc. page. Then ONE blank line before starting the next field

Term: [mm/dd/yyyy – mm/dd/yyyy]

This could also be an anticipated delivery date for IT Hardware.

e.g. 05/01/2021 – 04/30/2022 (w/two 1-year renewal options)

e.g.2 Anticipated Delivery 11/25/2021

MBE/VSBE Participation: [Enter the MBE goal]% / [Enter the VSBE goal]% e.g. 15% / N/A

These are the goals established by PRG prior to solicitation. If no goal was established, list 0%,0%. If no goals established note reason why in remarks.

Resident Business: [Yes or No]

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)

Agency Remarks: [Only include this field for disclosure of exceptional details, such as: protests, re-solicitations, reasons for retroactivity. If no MBE goal was established provide and explanation. Explain the scenario in as few sentences and appropriate details as possible.]

If there are no agency remarks required, delete this field completely.

Contact: (2 spaces) (First and Last Name) (2 spaces) (mm-dd-yyyy)
[contact email]

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[Department, Office]
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!!The following are instructions for a Renewal Option. "Option" can be replaced with "Modification" to create a secondary comp. mod. The heading of your item remains the same hether you are presenting a NEW award or a MOD or OPTION.

2.1 Using Agency: [Using Agency Name]

e.g. Department of General Services

Description: [Enter contract title and brief description of what is provided with this secondary competition award. Who will use what is provided? How does this benefit the State?]

If the original award was approved by BPW, use the original description provided on the original BPW action agenda item.

Option Description: Exercise the [Enter option #] of [Enter # of total potential options].
e.g. Exercise the second and final renewal option.

Award: [Contract Legal Name; City, ST]
[Enter MBE, SBE, VSBE status as applicable.]

e.g. Winston's Phone Co.; Baltimore, MD
(Certified MBE and VSBE)

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Original Amount: \$[Enter amount of base contract awarded.]
e.g. \$1,000,000

***Remember that the original award amount did not include options or modifications after the initial BPW approval. This is sometimes referred to as the "BASE".*

Option Amount: \$[Enter the amount of current renewal option request.]
e.g. \$ 850,000 (1-year)

This refers to the current renewal option for which you are seeking approval.

Prior Options/Mods: \$[Enter all prior actions taken since original award of this contract]
Format to read the amount of action, type of action, when it was approved, by whom and if it did go to BPW – provide item # and meeting date.

e.g. \$ 25,000 (Mod. #1: Additional delivery of services; Delegated Authority – DGS, 03/27/2020)

Total Contract Amount: \$[Enter total contract amount.]

This amount is inclusive of original award, this agenda action, and all previously exercised renewal options and modifications.

e.g. \$1,875,000

Percent +/- Change: [xx]%

e.g. 3.8%

Option Term: [xx]%

e.g. 11.5%

Original Term: [mm/dd/yyyy – mm/dd/yyyy, initially approved "BASE" term]

e.g. 12/01/2019– 11/30/2021 (with one 1-yr renewal option)

Option Term: [mm/dd/yyyy – mm/dd/yyyy, initially outlined option period]

e.g. 12/01/2021 – 11/30/2022

MBE/VSBE Participation: [Enter the MBE goal]% / [Enter the VSBE goal]% *These are the goals established by PRG prior to solicitation. If no goal was established, list 0%, 0%*

e.g. 15% / N/A

MBE/VSBE Compliance: [Enter MBE compliance]% / [Enter VSBE compliance]%

Compliance is calculated as dollars paid to MBE or VSBE subcontractors by the prime over dollars paid to the prime contractor by the State. This is reflected in percentages of the actual dollars paid to date. By looking at both the previous 'participation' field and this field, we can determine if the goal is being met, being exceeded, or lacking.

IF the goal is met or being exceeded, no additional comments are necessary.

*IF the goal is lacking, the Agency Remarks must provide reasoning and an action plan to correct the failure to meet the compliance to date. **If no MBE goal and awardee is an MBE prime list 100% (Awardee is an MBE Prime)***

e.g. 100% / N/A

**The prime contractor is a certified MBE and has subcontracted with two certified MBEs to accomplish 100% MBE participation.*

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e.g. 80% Federal, 80% Special (Group Cookie Fee)

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

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION