



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

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**Office Supplies and Workplace Catalog Solutions MA 070924-SCC**  
**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.

In accordance with COMAR 21.05.09.03B, “A primary procurement unit may purchase its requirements from another government entity’s contract if that contract is an intergovernmental cooperative purchasing agreement and is available for use by the primary procurement unit.” As the DGS OSP Procurement Officer, I have determined that issuing an indefinite delivery indefinite quantity contract based on Sourcewell contract MA 070924-SCC to RGH Enterprises, Inc. (RGH) for Office Supplies and Workplace Catalog Solutions is in the best interest of the State based upon the reasons stated below.

The proposed contract pricing meets the requirements of the ICPA under COMAR 21.05.09.01B(2)(a). The process to directly solicit such a contract would take a significantly longer period of time than participating in the completed ICPA, particularly since a competitive bid process has already been completed by Sourcewell. Additionally, the amount of time in the award process is reduced and this method promotes administrative efficiencies and provides cost benefits to the State as it relates to COMAR 21.01.01.03. The State will enter into an IDIQ Requirements type contract, with all State and Local government agencies placing orders against this awarded contract; therefore, the total contract value will be determined by the work orders. However, the estimated spend on the contract is around \$1,000,000, per year. This statewide contract is intended to decrease the occurrence of emergency or small procurements when office supplies and workplace catalog solutions are needed.

The Sourcewell contract was awarded February 3, 2025 and was approved for a four (4) year term with three (3) one-year renewal options, at the discretion of Sourcewell. The State of Maryland renewals will be based on the master contract terms and conditions, market research that will be conducted at the time of the renewal and at the discretion of the Sourcewell purchasing officer that issued the Request for Proposal that resulted in the ICPA. Awarding this ICPA will provide a contract for State facilities within the State of Maryland through February 2, 2029 with three (3) potential one-year renewal options.

The solicitation was issued on May 16, 2024 and publicly opened on July 9, 2024. A contract was awarded to RGH as an authorized vendor. RGH was determined to be qualified based on their ability to provide extensive office supplies and workplace catalog solutions. This vendor fully met

and complied with all specifications and requirements of the solicitation, in accordance with the evaluation criteria of the RFP.

DGS and other agencies will receive fair and reasonable prices that were competitively bid and the proposed contract pricing meets the requirement of the ICPA under COMAR 21.05.09.01B (2)(a). The percentage off manufacturer pricing across the nine (9) commodity categories DGS and other entities may purchase from are competitive with office supply and workplace catalog solutions companies of RGH's size. Historically, RGH, a Baltimore based MBE company, has provided excellent service to the agencies and jurisdictions of Maryland while meeting or exceeding MBE goals for the State.

Therefore, based upon this independent analysis, I have determined that it is in the best interest of the State to participate in this intergovernmental cooperative purchasing agreement and issue an IDIQ contract to RGH Enterprises, Inc. of Baltimore, MD as awarded on the Sourcewell contract MA 070924-SCC. This 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. Approval from the primary procurement unit head is respectfully requested in accordance with COMAR 21.05.09.05.

*Matthew Smith*

03/27/2025

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Matthew Smith, Procurement Officer, DGS OSP / Date

*Kareen Davis*

03/28/2025

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Kareen Davis, Director of Operations, DGS OSP / Date

*Linda Dangerfield*

Linda Dangerfield (Mar 28, 2025 09:54 EDT)

03/28/2025

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Linda Dangerfield, Deputy Chief Procurement Officer, DGS OSP / Date

*Atif Chaudhry*

04/08/2025

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Atif Chaudhry, Secretary DGS / Date










# DGS OSP ICPA POD for RGH Enterprises Office Supplies and Workspace Catalog Solutions

Final Audit Report

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