

Department of Information Technology (DoIT) Request for Approval of a Sole Source Contract Checklist

I. New Contract Submission Package (items must be provided with the agenda by the DoIT submission cut-off date):

1. Copy of the contract signed by the contractor only and approved by an AAG for legal form and sufficiency.
2. Copy of Bid/Proposal Affidavit properly completed and signed by the Contractor.
3. Copy of Contract Affidavit properly completed and signed by the Contractor.
4. Copy of the Living Wage Affidavit properly completed and signed by the Contractor (If valued at \$100,000 or more)
5. Copy of the Procurement Officer's Sole Source Justification with signature by Agency Head or Designee and the Procurement Officer (COMAR 21.05.05.02B)
6. Copy of the agency's statement of work that sent to the Contractor
7. Copy of the Contractor's response to the statement of work and the financial proposal
- New!** 8. Provide a price justification document – a written justification that explains why the pricing is fair and reasonable. This may include rate comparisons with recent, similar awards, comparisons with intergovernmental contracts, application of the Consumer Price Index inflation rate, etc.
9. BPO Number in ADPICS (Do not enter into approval processing until documentation has been approved by DoIT)
10. MD Tax Clearance Number
11. MBE Goal (MBE Participation Worksheet, D-1 & D-2)
 - If 0% MBE Goal, a letter approved by the agency MBE Liaison is required
12. If the contract includes no renewal options, and the service is needed beyond the term of the contract, provide a procurement plan for the replacement contract.
13. If the Contract is retroactive, a Forgiveness Letter must be signed by the Agency Head

UPDATED - Send an electronic version of Agenda in MS Word in the current format, via e-mail to: ITPO.DoIT@maryland.gov and copy bpwagenda.doit@maryland.gov

The subject line of the email must state: Agency ID and Contract Name and/or ID. The format and order of the Agenda Item must follow BPW Advisory 2006-1. All information must be accurate, complete, grammatically correct and free of errors.