

**Department of Information Technology (DoIT)**  
**Request for Approval of a New 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 *eMarylandMarketplace.com* (eMM) solicitation advertisement; a list of vendors solicited through eMM and a list of vendors directly solicited. List of vendors directly solicited should include address (city and state) with MD residence noted and MBE status. If the solicitation was advertised only on eMM, indicate the total number of vendors that received the eMM-only notice.
3. Copy of Bid/Proposal Affidavit properly completed and signed by the contractor.
4. Copy of Contract Affidavit properly completed and signed by the contractor.
5. Copy of the Living Wage Affidavit properly completed and signed by the contractor.
6. Copy of the final Financial Proposal (actual price sheets only) for Sealed Proposal procurements or Bid Sheets (for Sealed Bids procurements) from all offerors/bidders.
7. For Competitive Sealed Proposals (CSPs) only, provide a statement of the dates of notification to unsuccessful offerors and debriefing dates.
8. Completed ADPICS BPO with correct approval paths (\*includes BPW approval, Department D05, if applicable), to include all Crosswalk information and properly completed MBE screen (PCHL 2345).
9. The Certified MBE Utilization and Fair Solicitation Affidavit and the MBE Participation Schedule, if the contract includes MBE participation. If an MBE waiver was granted, provide a copy of the signed waiver document issued by the agency. Also provide a copy of the PRG, if the original MBE subcontracting participation goal was less than 25%.
10. A MD tax clearance number.

***Also, as applicable:***

11. If the contract is designated as an eligible contract for the DHR Welfare to Work Hiring Agreement, provide a copy of the Hiring Agreement signed by the contractor.

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.

**New!**

13. If a single bid/proposal is received, provide a copy of the written determination that acceptance of the one bid/proposal is appropriate. Include an explanation of why there was a poor response to the solicitation. **Also, 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.

14. When a protest has been resolved, provide a copy of the protest letter, the procurement officer's response to the protest, and if appealed, the Maryland State Board of Contract Appeals Decision.

15. For retroactive items, provide a justification for the retroactive request signed by the Secretary/Agency Head. (All retroactive actions require BPW approval.)

## **II. Agenda Item for New Contract\*:**

**UPDATED** - Send an electronic version of Agenda in MS Word in the current format, via e-mail to: [ITPO.DoIT@maryland.gov](mailto:ITPO.DoIT@maryland.gov) (for review and approval) and send a copy to [bpwagenda.doit@maryland.gov](mailto: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, should have proper punctuation and should be grammatically correct.