

**DoIT & BPW APPROVAL AUTHORITY CHART**  
**For Information Technology Contracts, Modifications, Options, and Services (Includes Revenue)**

Type of Procurement Method and/or Results According to Amount of Award	Must Place Procurement Notice in eMM?	DoIT Approval Required?	Must Place Award Notice in EMM?	BPW Approval Required?
Small Procurement (\$15,000 & under)	No <sup>1</sup>	No (except for telecommunications) <sup>2</sup>	No	No
Small Procurement (\$15,001 - \$50,000)	Yes	No (except for telecommunications) <sup>2</sup>	No	No
Sole Source (\$50,000 - \$100,000) <sup>3</sup>	No	Yes	Yes	No
Sole Source (Over \$100,000) <sup>3</sup>	No	Yes	Yes	Yes
Single Bid / Offer Received for Competitive Sealed Bids / Proposals (Over \$50,000)	Yes	Yes	Yes	Yes
Multiple Bids / Offers Received – Competitive Sealed Bids / Proposals (\$50,000 - \$200,000)	Yes	Yes	Yes	No
All Methods (Over \$200,000)	Yes	Yes	Yes	Yes
Contract Modifications (in excess of \$50,000) <sup>4,5</sup>	N/A	Yes	No	Yes
Options (\$50,000 - \$200,000) <sup>6</sup>	N/A	Yes	No	No
Options (Over \$200,000) <sup>7</sup>	N/A	Yes	No	Yes
Preference Purchase (Up to \$200,000)	N/A	No <sup>8</sup>	Yes	No
Intergovernmental Cooperative Purchasing (\$50,000 - \$200,000)	Yes, if named <sup>9</sup>	Yes	Yes	No
Emergency (Over \$25,000)	No	No <sup>10</sup>	Yes	Yes

<sup>1</sup> Not required, but may advertise

<sup>2</sup> DoIT has not delegated approval authority to any agency for **Telecommunications procurements** for **any contract value**

<sup>3</sup> To calculate the value of a contract for approval purposes, use the cumulative value of the base contract **plus all renewal options**

<sup>4</sup> DoIT approval is required for modifications of **any** amount when the combined value of the modification plus the amount of the base contract and any other modification(s) or option(s) would result in a total contract value over \$50,000.

<sup>5</sup> BPW approval is required for a modification of **any** amount when the combined value of the modification plus the amount of the base contract and any other modification(s) or option(s) would result in a total contract value over \$200,000.

<sup>6</sup> DoIT approval is required for options less than \$50,000 if the cumulative value of all agency approvals exceeds \$50,000.

<sup>7</sup> If contract was approved by BPW between 5/1/2003 and 10/20/2004 and included the projected value of all options, the BPW does not need to approve exercising any of the options, regardless of the value. However, DoIT approval is still required for any option that cumulatively exceeds an agency's delegation level from DoIT.

<sup>8</sup> DoIT has delegated to all agencies the authority to approve Preference Purchases that do not exceed \$200,000.

<sup>9</sup> If a Maryland State agency is named in the solicitation as participating in the resulting contract.

<sup>10</sup> Must send notice of emergency action to DoIT at the same time as the submission of the item to BPW for the BPW Secretary's Agenda.