

**ADPICS ADDITIONAL ELEMENTS
PCHL2353 AND 2356**

<u>CODE</u>	<u>DESCRIPTION</u>	<u>MBE REPORT CRITERIA</u>	<u>EXAMPLES</u>	<u>COMAR REFERENCE</u>
CONTRACT TYPE FIELD (MISC TABLE 40): NOT INCLUDED IN MBE REPORT SELECTION CRITERIA				
CPF	COST PLUS FIXED FEE OR COST REIMBURSEMENT	NOT APPLICABLE	PERMITS REIMBURSEMENT OF ALLOWABLE AND ALLOCABLE COSTS PLUS A <u>FIXED FEE</u> .	21.06.03.03
CPI	COST PLUS INCENTIVE	NOT APPLICABLE	PERMITS PAYMENT OF ALLOWABLE AND ALLOCABLE COSTS, & SETS REWARDS/PENALTIES RELATED TO MEETING TARGET \$	21.06.03.04
CR	COST REIMBURSEMENT	NOT APPLICABLE	REIMBURSES FOR ALLOWABLE AND ALLOCABLE COSTS, AND A FIXED FEE WHEN APPLICABLE.	21.06.03.04
FP	FIXED PRICE	NOT APPLICABLE	USED WHEN CLEAR COMMODITY SPECIFICATIONS AND REQUIREMENTS CAN BE DEFINED. SETS FIRM PRICE OR SETS FORMULAE (OFTEN TIED TO NATIONAL INDICES) FOR PRICE CHANGES DURING TERM OF CONTRACT.	21.6.03.02
FPI	FIXED PRICE INCENTIVE	NOT APPLICABLE	SPECIFIES PERFORMANCE TARGET , AND REWARDS VENDOR FOR PERFORMING BETTER THAN TARGETED LEVEL AND APPLYS PENALTIES FOR FAILURE TO MEET PERFORMANCE TARGETS.	21.06.03.02 (FIXED PRICE W/ ADJUSTMENTS)
RG	REVENUE GENERATING	NOT APPLICABLE	CREATES INCOME.	21.01.03.03
LH	LABOR HOUR	NOT APPLICABLE	A CONTRACT WHICH ONLY PROVIDES FOR THE PAYMENT OF LABOR PERFORMED	21.06.03.05
TM	TIME AND MATERIAL	NOT APPLICABLE	A CONTRACT WHICH PROVIDES AN AGREED BASIS FOR PAYMENT FOR MATERIALS SUPPLIED AND LABOR PERFORMED.	21.06.03.05
DQ	DEFINITE QUANTITY	NOT APPLICABLE	FIXED-PRICE CONTRACT THAT PROVIDES FOR DELIVERY OF A SPECIFIED AMOUNT OF GOODS OR LABOR EITHER AS SPECIFIED TIMES OR WHEN ORDERED.	21.06.03.06
IQ	INDEFINITE QUANTITY	NOT APPLICABLE	A CONTRACT FOR AN INDEFINITE AMOUNT OF GOODS OR LABOR TO BE FURNISHED AT SPECIFIED TIMES, OR AS ORDERED, THAT ESTABLISHES UNIT PRICES OF A FIXED-PRICE TYPE.	21.06.03.06
RQ	REQUIREMENTS	NOT APPLICABLE	INDEFINITE QUANTITY CONTRACT FOR GOODS OR LABOR THAT OBLIGATES THE STATE TO ORDER ALL THE ACTUAL REQUIREMENTS OF DESIGNATED USING AGENCIES DURING A SPECIFIED PERIOD OF TIME.	21.06.03.06
PROCUREMENT METHODS FIELD (MISC TABLE 42): MAY BE INCLUDED IN MBE REPORT SELECTION CRITERIA				
CSB	COMPETITIVE SEALED BIDDING	REPORTABLE	AWARD MADE ON A LOW BID BASIS ONLY	21.05.01.01
CSP	COMPETITIVE SEALED PROPOSALS	REPORTABLE	AWARD MADE ON BASIS OTHER THAN JUST LOW PRICE	21.05.01.01
EM	EMERGENCY	REPORTABLE	SUPPLIES, SERVICES, MAINTENANCE, COMMODITIES, CONSTRUCTION, OR CONSTRUCTION-RELATED SERVICES OVER \$25,000. MAY BE AWARDED ON BASIS OTHER THAN CSB OR CSP IF PROCUREMENT OFFICER, WITH THE APPROVAL OF THE AGENCY HEAD, DETERMINES THAT ACTION IS REQUIRED TO AVOID OR MITIGATE SERIOUS DAMAGE TO PUBLIC HEALTH, SAFETY, AND WELFARE IN THE FACE OF A SUDDEN AND UNEXPECTED OCCURRENCE OR CONDITION WHICH AGENCY MANAGEMENT REASONABLY COULD NOT FORESEE.	21.01.02.36 21.05.06
EXP	EXPEDITED	REPORTABLE	LIMITED TO MARYLAND PORT COMMISSION AND MARYLAND AVIATION ADMINISTRATION FOR PROCUREMENT WHERE CSB & CSP CANNOT BE USED DUE TO URGENT CIRCUMSTANCES. MAY	21.05.06

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			ONLY BE USED WITH PRE-APPROVAL OF BOARD OF PUBLIC WORKS.	
NAU	NEGOTIATED AWARD AFTER UNSUCCESSFUL COMPETITIVE SEALED BIDDING	REPORTABLE	USED WHEN ALL BIDS MUST BE REJECTED BECAUSE ALL PRICES ARE TOO HIGH. PROCEDURE IS SIMILAR TO NEGOTIATION UNDER COMPETATIVE SEALED PROPOSALS.	21.05.04
NN	NONCOMPETITIVE NEGOTIATED PROCUREMENT	REPORTABLE	SIMILAR TO SOLE SOURCE FOR CONTINUITY OF CARE. MAY BE USED WHEN THERE IS A LACK OF EFFECTIVE COMPETITION. (HUMAN, SOCIAL OR EDUCATIONAL SERVICES ONLY.)	21.14.01.04
COR	CORRECTIONS	NOT REPORTABLE	USED WHEN REPLACING DOCUMENTS CLOSED IN ERROR; ELIMINATES POSSIBILITY OF DUPLICATE COUNTING FOR SAME PROCUREMENT	NONE
SP	SMALL PROCUREMENT PROCEDURES	REPORTABLE	UNDER \$25,000 , PROCUREMENT OF SERVICES AND SUPPLIES CATEGORY I 0 - 2,500.00 (CORPORATE PROCUREMENT CARD MUST BE USED) CATEGORY II 2,500.01 - 10,000.00 CATEGORY III 10,000.01 - 25,000.00	21.05.07
SS	SOLE SOURCE	REPORTABLE	ONLY ONE SOURCE EXISTS WHICH MEETS REQUIREMENTS. COMPATIBILITY OF EQUIPMENT, REPLACEMENT PARTS, ETC. PUBLIC UTILITY WHERE ONLY ONE EXISTS. ITEMS PURCHASED FOR RESALE. CONFIDENTIAL SERVICES	21.05.05
XMT	EXEMPT	NOT REPORTABLE	USED, FOR EXAMPLE, TO COVER PURCHASES FROM OTHER GOVERNMENTS OR UNITS OF GOVERNMENT, AND ITEMS FOR RESALE OR MANUFACTURE BY STATE ENTERPRISES	21.01.03.01
TOR	TASK ORDER RELEASE	REPORTABLE	TASK ORDER RELEASE FROM AN IT MASTER CONTRACT SUCH AS CATS, HW, COTS SOFTWARE WHERE A SECONDARY LEVEL OF COMPETITION EXISTS.	
R	RELEASE	NOT REPORTABLE	USED FOR RELEASE AGAINST BLANKET PURCHASE ORDER (BPO), SUCH AS A MASTER CONTRACT.	
AEA	A/E ACT	REPORTABLE	ARCHITECTURAL & ENGINEERING CONTRACTS.	21.12.05
ICP	INTERGOVERNMENTAL COOPERATIVE PURCHASING	REPORTABLE	METHOD FOR PRIMARY PROCUREMENT UNITS TO PROCURE FROM A THIRD PARTY UNDER THE TERMS OF AN INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT (I.E., FEDERAL, LOCAL, MUNICIPAL GOVERNMENTS).	21.05.09
PPN	PREFERENCE PROCUREMENT (NOT REPORTABLE)	NOT REPORTABLE	MANDATORY PURCHASE OF SUPPLIES AND SERVICES FROM MARYLAND CORRECTIONAL ENTERPRISES (MCE), PLEASE NOTE: MCE PURCHASES CAN ALSO BE CLASSIFIED AS XMT.	21.11.05
PPR	PREFERENCE PROCUREMENT (REPORTABLE)	REPORTABLE	BISM (BLIND INDUSTRIES AND SERVICES OF MARYLAND), AND CSW (CERTIFIED SHELTERED WORKSHOPS).	21.11.05
MSP	MULTI-STEP SEALED BIDDING	REPORTABLE	A TWO-PHASE PROCESS IN WHICH BIDDERS SUBMIT UNPRICED TECHNICAL OFFERORS OR SAMPLES, OR BOTH, TO BE EVALUATED BY THE STATE AND A SECOND PHASE IN WHICH THOSE BIDDERS WHOSE TECHNICAL OFFEROS OR SAMPLES, OR BOTH, HAVE BEEN FOUND TO BE ACCEPTABLE DURING THE FIRST PHASE HAVE THEIR PRICE BIDS CONSIDERED. A FORM OF COMPETITIVE SEALED BIDDING.	21.05.02.17
AGY*	AGENCY	NOT REPORTABLE	DGS ONLY, TO DESIGNATE AGENCY BLANKET PURCHASE ORDERS.	

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CATEGORY OF WORK FIELD (MISC TABLE 43): INCLUDED IN MBE REPORT SELECTION CRITERIA				
AE	ARCHITECTURAL AND ENGINEERING	REPORTABLE CATEGORY: A/E	PLANNING, ESTIMATING, DESIGN, AND PROJECT MANAGEMENT RELATED TO THE CONSTRUCTION OR ALTERATION OF STRUCTURES, ROADS, LAND, ETC.	21.12.04 21.12.05
C	CONSTRUCTION	REPORTABLE CATEGORY: CONSTRUCTION	BUILDING AND RENOVATION.	21.02.05.02
CRS	CONSTRUCTION-RELATED SERVICES	REPORTABLE CATEGORY: CONSTRUCTION-RELATED SERVICES	SITE PREPARATION WORK, CLEAN-UP, CONSTRUCTION MANAGEMENT, INSPECTION, AND INTERIOR DESIGN	21.01.02.01
M	MAINTENANCE	REPORTABLE CATEGORY: MAINTENANCE	ANY WORK NECESSARY FOR THE CONTINUED OPERATION OR UPKEEP OF A FACILITY, STRUCTURE, BUILDING, GROUNDS, OR BUILDING SYSTEM, INCLUDING BUILT-IN EQUIPMENT OR AN IN-GROUND SYSTEM, THAT IS NOT INCLUDED WITHIN THE DEFINITION OF "CONSTRUCTION". INCLUDES PAINTING, RE-ROOFING, ASBESTOS REMOVAL, SMALL RENOVATIONS, RENOVATIONS TO ELEVATORS, CARPETING, HVAC RENOVATIONS, ETC. NOTE: INCLUDES SECURITY GUARD AND JANITORIAL PROCUREMENTS	21.02.05.03
S	SERVICES	REPORTABLE CATEGORY: SERVICES	THE PRODUCT IS PRIMARILY MANPOWER. DOES NOT INCLUDE INFORMATION TECHNOLOGY SERVICES.	21.02.03.02
ITS	INFORMATION TECHNOLOGY SERVICES	REPORTABLE CATEGORY: SERVICES	PROGRAMMING, ANALYSIS, DESIGN, NETWORK ADMINISTRATION, TRAINING, MAINTENANCE AND REPAIR, INVOLVING INFORMATION PROCESSING EQUIPMENT AND SYSTEMS.	21.02.03.02
CSE	COMMODITIES, SUPPLIES AND EQUIPMENT	REPORTABLE CATEGORY: SUPPLIES AND EQUIPMENT	TANGIBLE PRODUCTS, INCLUDING INSURANCE, PRINTING AND LEASES OF EQUIPMENT.	21.01.02.01(86) 21.01.02.01(51)
ITE	INFORMATION TECHNOLOGY HARDWARE	REPORTABLE CATEGORY: SUPPLIES AND EQUIPMENT	MACHINE, OR INTERCONNECTING MACHINE UNITS CAPABLE OF ENTERING, RECEIVING, STORING, CLASSIFYING, COMPUTING, TRANSMITTING AND/OR RECORDING ALPHABETIC/NUMERIC DATA, GRAPHICS, OR SOUND DATA. DOES NOT INCLUDE THE "SOFTWARE" WHICH MAKES POSSIBLE THE UTILIZATION OF THE SYSTEM.	
ITW	INFORMATION TECHNOLOGY SOFTWARE	REPORTABLE CATEGORY: SUPPLIES AND EQUIPMENT	COMPUTER-RELATED PROGRAMS WHICH MAKE POSSIBLE THE UTILIZATION OF INFORMATION TECHNOLOGY HARDWARE UNITS AND NETWORKS.	
HCS	HUMAN, CULTURAL, SOCIAL AND EDUCATIONAL	REPORTABLE CATEGORY: HUMAN, CULTURAL, SOCIAL AND EDUCATIONAL	PROVIDES SUPPORT, CARE, OR SHELTER DIRECTLY TO THIRD-PARTY CLIENTS OF DHMH, DHR, DLLR, DJJ, THE OFFICE ON AGING AND THE OFFICE FOR INDIVIDUALS WITH DISABILITIES.	21.01.02.01 21.14.01.01
RV	REVENUE (CONCESSIONS, ETC.)	REPORTABLE CATEGORY: SERVICES	CREATES INCOME. COLLECTION OF FEES, FINES; VENDING OR CONCESSION SALES; RENTAL OF STATE PROPERTY TO PRIVATE/PUBLIC ENTITY; EDUCATIONAL OR LICENSING FEES, TRANSPORTATION OR USAGE/ENTRANCE CHARGES.	21.01.03.03
RPL	REAL PROPERTY LEASES	NOT REPORTABLE	CONTRACT FOR THE USE OF REAL PROPERTY (STRUCTURES, FACILITIES, LAND, ETC.) TO WHICH THE STATE DOES NOT HOLD TITLE. DOES NOT INCLUDE "LEASE-PURCHASE" ARRANGEMENTS.	21.01.02.01(51) 21.01.02.02(52)

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L	LEASES (OTHER THAN REAL PROPERTY)	REPORTABLE CATEGORY: SUPPLIES AND EQUIPMENT	CONTRACT TO PERMIT THE STATE TO USE, BUT NOT OWN, EQUIPMENT, VEHICLES, AND OTHER PERSONAL PROPERTY.	
RPP	REAL PROPERTY PURCHASE	NOT REPORTABLE	REAL ESTATE	
EP	ENERGY PERFORMANCE	REPORTABLE CATEGORY: CONSTRUCTION - RELATED SERVICES	AGREEMENT TO PROVIDE ENERGY SERVICE (ELEC, HEATING, VENTILATION, COOLING, STEAM, OR HOT WATER, AND ENERGY AUDITS). VENDOR DESIGNS, INSTALLS, FINANCES, MAINTAINS OR MANAGES ENERGY SYSTEM OR EQUIPMENT TO IMPROVE ENERGY EFFICIENCY OF BUILDING IN EXCHANGE FOR PORTION OF THE ENERGY SAVINGS.	21.01.02.01(36)
CE	CAPITAL EQUIPMENT	REPORTABLE CATEGORY: SUPPLIES AND EQUIPMENT	EQUIPMENT PROCURED WITH BOND, TRUST, OR CAPITAL FUNDS	AN. CODE '95, DIV I, STATE FIN, TITLE 3, 3-602 (J)
AWARD AUTHORITY FIELD (MISC TABLE 44): NOT INCLUDED IN MBE REPORT SELECTION CRITERIA				
DEL	DELEGATED	NOT APPLICABLE	ORDERS FOR COMMODITIES & SERVICE NOT COVERED UNDER STATEWIDE CONTRACTS WHICH FALL UNDER AGENCY'S DELEGATED DOLLAR LIMITS AS STATED EITHER IN COMAR OR FROM DBM OR DGS, INCLUDING AGENCY PROCUREMENT REVIEW BOARD AWARDS,	
BPW	BOARD OF PUBLIC WORKS	NOT APPLICABLE	BPW APPROVES THE AWARD	
DBM	BUDGET AND MANAGEMENT	NOT APPLICABLE	DBM APPROVES THE AWARD, USUALLY FOR PROGRAM RELATED SERVICES, SUCH AS DATA PROCESSING AND SERVICES; MOTOR VEHICLES-PURCHASE, LEASE, REPAIR; AND, TEMPORARY PERSONNEL SERVICES	
DIT	DEPARTMENT OF INFORMATION TECHNOLOGY	NOT APPLICABLE	DOIT APPROVES THE AWARD FOR INFORMATION TECHNOLOGY SERVICES, HARDWARE, SOFTWARE, TELECOMMUNICATIONS AND MAINTENANCE SERVICES.	
PRB*	DEPARTMENTAL PROCUREMENT REVIEW BOARD	NOT APPLICABLE	DGS ONLY	
OPC*	OFFICE OF PROCUREMENT AND CONTRACTING	NOT APPLICABLE	DGS ONLY	21.02.05
DGS	DGS STATEWIDE CONTRACT	NOT APPLICABLE	PURCHASE MADE AGAINST DGS CONTRACT, BUT DOESN'T CITE IT IN ADPICS HEADER	
E	EXEMPT	NOT APPLICABLE	PURCHASES EXEMPT FROM THE PROCUREMENT REGULATIONS UNDER COMAR	21.01.03.01
*FOR DGS PROCUREMENT ONLY				

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MBE WAIVER FIELD (MISC TABLE 46): INCLUDED IN MBE REPORT SELECTION CRITERIA - PCHR 711 ONLY			EXAMPLES
N	NO MBE WAIVER REQUESTED	REPORTABLE ON PCHR711 ONLY	STANDARD
Y	MBE WAIVER REQUESTED FOR CONTRACT	REPORTABLE ON PCHR711 ONLY	ONLY GRANTED WHEN VENDORS CAN DOCUMENT THAT THEY ARE UNABLE TO MEET MBE GOALS DUE TO CURRENT MARKET CONDITIONS.
R	RELEASE	NOTE: R = N	USED FOR RELEASE AGAINST BLANKET PURCHASE ORDER (BPO)

OTHER DATA FIELDS		PURPOSE
SBR	INDICATE EITHER YES OR NO	USED TO INDICATE THAT A PROCUREMENT WAS DESIGNATED AS A SMALL BUSINESS RESERVE
NON-VISUAL ACCESS	INDICATE EITHER YES OR NO	USED TO INDICATE THAT AN INFORMATION TECHNOLOGY PROCUREMENT INCLUDED NON-VISUAL ACCESS REQUIREMENTS.
HIRING SERVICES	INDICATE EITHER YES OR NO	USED TO INDICATE THAT A PROCUREMENT INCLUDED HIRING SERVICES REQUIREMENTS.
DESCRIPTION	N/A	PROVIDES A COMPLETE DESCRIPTION OF THE PROCUREMENT TRANSACTION, I.E., CONTRACT TO PROVIDE IT CONSULTING SERVICES FOR A BASE TERM OF THREE YEARS WITH TWO, ONE-YEAR RENEWAL OPTIONS.