

Department of Information Technology (DoIT)
Request for Approval of an Intergovernmental Cooperative Agreement
(IGCA) and/or GSA Schedule Usage Checklist

I. IGCA Contract Submission Package (all 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. Agency Secretary requests DoIT Secretary's permission to use Intergovernmental Purchasing Agreement or General Services Administration (GSA) Schedule.
3. Procurement Officer's Determination (POD) for the use of Intergovernmental Purchasing Agreement. The POD shall include sufficient evidence that participation in the agreement will (1) provide cost benefits to the State; and (2) promote administrative efficiencies or intergovernmental cooperation. The POD shall also include a statement that participation in the agreement is in the best interest of the State and is not intended to evade the purposes of Division II of the State Finance & Procurement Article.
4. The primary procurement unit (DoIT) must provide a determination for participation for an intergovernmental cooperative purchasing agreement and must post on its website the determination including sufficient evidence that the agreement will provide cost benefit to the State, promoting administrative efficiencies, etc. [see SFP 13-110(b)(3) and (4)].
5. 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. (See BPW adv-2016-1)
6. Copy of Bid/Proposal Affidavit properly completed and signed by the contractor.
7. Copy of Contract Affidavit properly completed and signed by the contractor.
8. Copy of the Living Wage Affidavit properly completed and signed by the contractor.
9. 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.
10. Provide a copy of the agency's scope of work that was sent to the Contractor.
11. Certification regarding investment in Iran.
12. Certification regarding discriminatory boycotts of Israel.

13. 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).

14. A MD tax clearance number.

Also, as applicable:

15. 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.

16. 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.

17. 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.

18. 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.

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