*Contact: Name Phone*

*Email*

**x-IT. AGENCY**

###  *Division/Program*

***Contract ID*:** Contract Name/Contract Number

 ADPICS BPO No.:

***Contract Description*:** Provide a brief summary or description.

***Awards*:** Company Name, City and State

***Term*:** mm/dd/20yy – mm/dd/20yy

***Amount*:** Dollar amount (years of contract)

 List any renewal options

***Procurement Method*:** CSP, CSB, Sole Source, etc.

***Bids or Proposals*:** Enter “N/A” for sole source. If under a competitive sealed bid procurement, state, as appropriate, “Only 1 bid received,” “Only 1 responsive bid received,” or “Only 1 bidder was deemed responsible”. If under a competitive sealed proposal procurement, state, as appropriate, “Only 1 proposal received,” “Only 1 acceptable proposal received,” or “Only 1 offeror was deemed responsible”. For any procurement with only 1 response, the name of the single bidder/offeror does not need to be entered since it will be the name listed under the Award heading. In the Agency Remarks, indicate that only 1 bid/proposal was received. In those situations, provide an explanation for why there were not more responses in the Agency Remarks.

***MBE Participation*:** (Enter the % Amount agreed to by Contractor or “None (see Requesting Agency Remarks below)”; and explain why no goal was established. If the contractor is a certified MBE, enter the participation amount as “100% (Contractor is a Maryland Certified MBE)” regardless of the percentage of any MBE subcontracting goal.)

***MBE Waiver*:** (If there was an MBE goal and none of the goal was waived, this item heading is not required. If there was a waiver of any part of an MBE goal, enter the percentage of the goal that was waived and “(see Agency Remarks below)”; and explain the reason for the waiver in the Agency Remarks. In this instance, the MBE Participation provided under the preceding heading will be the percentage of the MBE goal that was not waived.)

***Performance Security*:** (Enter the type of any performance security required, i.e., Performance Bond, and the amount of the security required. If no security requirements exist, indicate “None” or remove from Agenda Item.)

***Hiring Agreement Eligible*:** (Indicate if the contract has been designated an eligible contract for a DHR Welfare to Work Hiring Agreement. If not so designated, this field is not required.)

***Incumbents*:** Company Name, City and State

**x-IT. AGENCY** *(cont’d)*

***Agency Remarks*:** If the procurement is a sole source, agency remarks must include a definitive statement of why this contractor is the only one that can provide the subject of the contract, or detail efforts to locate additional sources, unless this information is already included in the Procurement Officer’s sole source determination.

If the procurement only received 1 bid / proposal, identify the number of vendors directly solicited, to include how many solicited vendors had addresses in Maryland and how many were MBEs, and all locations where public notice of the solicitation was provided ( e.g., on eMarylandMarketplace; on the agency website; in trade publications). Also state if a copy of the solicitation was provided to the Governor’s Office of Minority Affairs.

Detail outreach efforts to encourage Minority Business Enterprises, small businesses, and resident businesses to respond to the solicitation.

If there is a single bid / proposal, explain why there was a poor response to the solicitation and why it’s advantageous and reasonable for the State’s to award the contract.

***Fund Source*:** (General, Federal, Reimbursable, Special – [state source])

***Approp. Code*:** (Code required; verify with agency DBM OBA analyst)

***Resident Business*:** Yes or No

***MD Tax Clearances*:** 15-xxxx-xxxx

**BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:**

**APPROVED DISAPPROVED DEFERRED WITHDRAWN**

 **WITH DISCUSSION WITHOUT DISCUSSION**