

## **Request for Approval of a New Contract Checklist**

### **I. New Contract Submission Package (items must be provided with the agenda by the DBM submission cut-off date):**

1. Copy of the contract signed by the contractor only (not by the State) 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. (N/A for Sole Source.)
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 final Financial Proposal (actual price sheets only) for Sealed Proposals procurements or Bid Sheets (for Sealed Bids procurements) from all offerors/bidders.
6. Copy of the Living Wage Affidavit properly completed and signed by the contractor.
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, the MBE Participation Schedule and the Subcontractor Project Participation Statement from each MBE subcontractor, 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%.

***Also, as applicable:***

10. Copy of written Sole Source determination signed by the Procurement Officer and approved by the Agency Head or Designee. 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.

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.
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.
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\*:**

Send electronic version of Agenda in MS Word via e-mail to your agency's assigned DBM Procurement Analyst and a copy to Jamie Tomaszewski ([JTomasze@dbm.state.md.us](mailto:JTomasze@dbm.state.md.us)), Deborah Owens ([dowens@dbm.state.md.us](mailto:dowens@dbm.state.md.us)) and Terrie DeLuca ([tdeluca@dbm.state.md.us](mailto:tdeluca@dbm.state.md.us)).

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 and complete.

See "DBM BPW Agenda Item Formats and Instructions" and "DBM BPW Agenda Item Templates".

Note: Although this guideline provides information to be submitted for items requiring BPW approval, except for the items with asterisks, the same information should be submitted for items within DBM's approval authority (non-BPW items).