

## SERVICES CONTRACT

**ITEM:** (Entered by DBM) **Agency Contact:** John Doe  
410.xxx.xxx  
E-mail address

**DEPARTMENT/PROGRAM:** Department Name  
Program Name

**CONTRACT ID:** Contract number  
Narrative contract name  
ADPICS BPO NO.

**CONTRACT DESCRIPTION:** (Enter short narrative describing contract)

**AWARD:** (Enter the recommended contractor's name/city/state. (If the address listed for the contractor is not in Maryland, but the contractor is known to have a location in Maryland from which it conducts business, below the address, in parentheses list "Local Office in \_\_\_\_\_ MD" and give the actual location of the local office; if the contractor has more than one Maryland location either list all the locations, or if more than 3, provide a number. i.e., "Local Offices in Baltimore and Silver Spring MD", or "5 local offices in Maryland". Entries must agree with both the contract and ADPICS. For more than two contractors, enter "See Attachment" (Or "See Attachment X" if there is more than 1 attachment), and create an attachment with the list of Contractors. Note if the contractor is an MDOT Certified MBE.)

**TERM:** (Enter contract start and end dates; include number/length of renewal options, e.g., 7/1/2007 – 6/30/2009 (W/1 one-year renewal option). Contract start and end dates must agree with the contract and ADPICS.)

**AMOUNT:** (Enter the (base) contract amount; separately list renewal option amounts. Then provide a total amount which includes the sum of the base contract amount and the amount of all options. Award amounts must agree with both the contract and ADPICS.)

**PROCUREMENT METHOD:** (Enter method, e.g., Competitive Sealed Proposals, Competitive Sealed Bidding, Sole Source) If this was a Small Business Reserve procurement, underneath the method and in parenthesis state "Small Business Reserve".

**BIDS OR PROPOSALS:** (Enter "N/A" for sole source or "See Attachment" for bids or proposals. (Or "See Attachment X" if there is more than 1 attachment.) If, under a sealed bidding procurement, there is any variation of only one bid being received, as appropriate, state either, "Only 1 bid received", "Only 1 responsive bid received", or "Only 1 bidder was deemed responsible". If, under a sealed proposals procurement, there is any variation of only one proposal being received, as appropriate, state either, "Only 1 proposal received", "Only 1 acceptable proposal received", or "Only 1 offeror was deemed responsible". For any 1 response situation 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 the total number of bids/proposals received, as applicable. In those situations when only one bid or proposal was received, an explanation for why there were not more responses is required in the Agency Remarks.

The BIDS OR PROPOSALS Attachment should contain the following:

*For Competitive Sealed Proposals (CSP):*

Provide a summary of the prices and the technical and financial rankings and an overall ranking based upon the offerors' combined technical and financial rankings. This summary should have at least 4 columns: Offeror (to contain the legal name and city and state of each offeror); Technical Ranking; Financial Offer Amount with Financial Ranking; and Overall Rank (the combined ranking of each offeror based upon its technical and financial rankings). If prices were provided for both a base contract term and for renewal options there must be separate columns for the base contract term and each renewal option and then a Total column which shall also include the overall financial ranking. On this Attachment offerors should be listed in the order of their overall ranking.

If applicable, include a footnote to the summary which states, "Technical factors had more weight than financial factors in the overall ranking determination".

*For Competitive Sealed Bidding (CSB):*

Provide the legal name, city and state of each bidder, with its bid price, in the order of the bid prices from low price to highest. If prices were provided for both a base contract term and for renewal options there must be separate columns for the base contract term and each renewal option and then a Total column.)

*Under either Competitive Sealed Bidding or Competitive Sealed Proposals:*

If the listed prices were based upon a model, rather than being firm prices, there should be a footnote that says, "Prices are based upon a model contained in the solicitation to allow for proper comparisons among (insert either bidders (for CSB) or offerors (for CSP))."

If prices were based upon a combination of both fixed prices and a model, include a statement to that effect.

**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 Requesting 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”.)

**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.)

**INCUMBENT:** (Enter the name of the incumbent, including its, city and state. If there are multiple incumbents, enter “See Attachment” (or “See Attachment X” if there is more than 1 attachment) and provide the names of incumbents, with city and state in the attachment.

If there is no incumbent, state “None”. If there is no immediate incumbent, but there was one at some time in the recent past or if there was a contract for something similar but not exactly the same, include “(see Requesting Agency Remarks below)”, and provide an appropriate explanation.

If the incumbent is the same as the name listed under the Award heading, enter “Same”.)

**REQUESTING AGENCY REMARKS:**

Solicitation information:

Identify the number of vendors directly solicited, which is 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.

Bids/Proposals:

State the number of bids/proposals received and how many, if any, were found to be un-acceptable, non-responsive, etc. If a low number of responses was received, including a single bid/proposal, explain why there was a poor response to the solicitation.

Multiple Awards:

If the solicitation allows awards to be made in more than one category of work, identify the different categories and whether bidders/offerors were required to respond to all such categories or were permitted to seek an award in one or more categories.

MBE:

If no MBE goal was established, explain why no goal was appropriate. If an MBE waiver was granted, explain why. If MBE participation exceeds the goal in the solicitation, state what the solicitation goal was.

Competitive Sealed Proposals:

Agency Remarks must include a brief narrative explaining why the recommended offeror was determined to be most advantageous to the State. This explanation will generally focus on the relative technical and financial rankings of the recommended offeror, such as: The offeror recommended for the award was determined to be both the highest ranked technical offeror and was lowest in price; or, The recommended offeror was ranked highest technically and its technical superiority was judged to outweigh its difference in price over any other offeror; or, Although the recommended offeror was not the highest ranked technical offeror it was the lowest priced offeror and the magnitude of its price differential was judged to outweigh the comparatively slight technical differences between it and any other offeror.

Sole Source contracts:

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.

Protests:

If a protest was filed, state the date of the protest and whether it was resolved. If the protest or appeal is unresolved, detail why the execution of the contract without delay is necessary to protect substantial State interests. See COMAR 21.10.02.11 and BPW Advisory 2006-1.)

**FUND SOURCE:** (Enter fund source, i.e. general, special, federal, etc. and applicable percentage for each source. If special funding is utilized, include the nature of special funds in parenthesis.)

**APPROP. CODE:** (Enter applicable agency appropriation code)

**RESIDENT BUSINESS:** (Enter Yes or No)

**MD TAX CLEARANCE:** (Enter Comptroller's Control Number)

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Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	