

**Agency Delegated Approval Authority for Services Procurements  
The Lack of Delegation for Vehicle Lease Procurements  
From the Department of Budget & Management**

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***Vehicle Leases***

There is no delegation to any agency for Vehicle Lease procurements, including vehicle rentals, even for a few hours.

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***Small Procurements***

DBM has delegated \$25,000 of approval authority (small procurement limit) to all agencies for Services other than Vehicle Leases.

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***Preference Provider Procurements***

DBM has also delegated \$200,000 to all agencies for awards to preferred providers (Blind Industries and Services of Maryland, Community Services Providers and Individual with Disability Owned Businesses).

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***\$50,000***

The following agencies have been delegated \$50,000 of approval authority as follows:

- Department of Natural Resources
  - Division of Vocational Rehabilitation of the Maryland State Department of Education – only for conversion of vehicles and dwellings to accommodate handicapped individuals for readiness for employment.
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***\$100,000***

The following agencies have been delegated \$100,000 of approval authority as follows:

- Department of Information Technology
  - Department of General Services
  - Department of Transportation
  - Department of Human Resources
  - Department of Health and Mental Hygiene
  - Department of State Police for helicopter maintenance
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In determining the value of a procurement for award purposes, the total value of the base contract period plus all potential option periods to a contract must be considered.

All delegations are subject to any more restrictive limitations from the Board of Public Works (e.g., emergency procurements, one bid or proposal received situations, and contract modifications).

See the “DBM PAAR Guidelines” and “Attachment A: Examples” on the [DBM Procurement web page](#) for more specific delegation details.

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