



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

June 9, 2011

TO: Interagency Agreement Report Coordinators
FROM: Mary Naramore, Director, Procurement Policy and Administration
RE: Interagency Agreement Report for FY 2011

Section 33 of Chapter 395, Acts of 2011 (the Fiscal 2012 Budget Bill) requires each State agency and each public institution of higher education to report to the Department of Budget and Management (DBM), on or before August 1, 2011, any agreements in place for any part of fiscal **2011** between State agencies and any public higher education institution involving potential expenditures in excess of \$100,000 over the term of the agreement. DBM is required to submit a consolidated report to the legislative budget committees and the Department of Legislative Services by December 1, 2011.

To implement this requirement, DBM is providing instructions for reporting (Attachment A), a list of State agency and public higher education acronyms to be used in reporting agreements (Attachments B1 and B2 respectively), and an electronic reporting template (Attachment C).

Please note that **a standardized agreement numbering convention is required for interagency service agreements that must be reported to DBM.** The standardized numbering convention is explained in the reporting instructions. It is anticipated that reporting requirements will continue in future years. Therefore, to ease future year reporting, it is important that any **new** agreements entered into during the current year include an identifier that is based upon the required standardized agreement numbering convention.

Reporting requirements include agreements that were in effect for any part of FY 11 and which began on or after July 1, 2005. Attached for your reference is a copy of the Consolidated Interagency Agreement Report submitted by DBM for FY 10 (Attachment D). Also, to facilitate accuracy in your reporting, a roster of contact points for State agencies and public institutions of higher education (Attachments E1 and E2 respectively) have been included.

Please note that **reports are due to DBM by July 22, 2011.** If you are able to report earlier, we would appreciate your doing so. Reports are to be submitted electronically to the

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7181 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

following email address: IAAR@dbm.state.md.us . If you have no reportable agreements, please send an email indicating that your agency/institution has no agreements to report.

Thank you in advance for your efforts. If you have any questions about these reporting requirements please contact Jamie Tomaszewski by email (jtomasze@dbm.state.md.us) or by phone (410-260-7386).