



DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
February 26, 2025



*Contact: Michelle Pack 410-260-7417
michelle.pack2@maryland.gov*

13-S-MOD. SERVICE MODIFICATION

Department of Budget and Management, Employee Benefits Division

Contract ID: Maryland Statewide Central Services Cost Allocation Plan; F10B8400044
ADPICS No.: COK66375

COK85277

See next page for Record
Correction Letter dated
3/12/25

Contract Approved: DBM 1-S, 10/31/2018

Contract Description: Prepare the State of Maryland's annual Statewide Central Services Cost Allocation Plan (SWCAP) and conduct negotiations with the federal government to see the SWCAP through to final approval by the federal cognizant agency.

Modification Description: Extend the contract to complete specific work ordered under it and allow sufficient time to complete the current and additional work.

Award: MAXIMUS Consulting Services, Inc.; Reston, VA

Original Contract Term: 11/15/2018 - 02/28/2023 (w/three 1-year renewal options)

Modification Term: 03/20/2026* - 02/28/2028 (*or earlier upon BPW approval)

Original Contract Amount: \$108,000 NTE

Modification Amount: \$ 92,000

Prior Options/Mods: \$54,000 (Renewal Option #1 03/01/2023 - 02/29/2024, Delegated Authority - DBM, 09/15/2022)
\$54,000 (Renewal Option #2 03/01/2024 - 02/28/2025, Delegated Authority - DBM, 10/02/2023)
\$54,000 (Renewal Option #3 03/01/2025 - 02/28/2026, Delegated Authority - DBM) 07/08/2024)

Total Contract Amount: \$362,000

Percent +/- (This Item): 85.19%



WES MOORE
Governor

HELENE GRADY
Secretary

ARUNA MILLER
Lieutenant Governor

MARC L. NICOLE
Deputy Secretary

March 12, 2025

John Gontrum, Esquire
Secretary to the Board of Public Works
Louis L. Goldstein Treasury Building, Room 117
Annapolis, MD 21401

Accepted 3/13/2025- JTG

A handwritten signature in black ink that reads "John Gontrum".

SUBJECT: Record Correction – February 26, 2025 Board of Public Works Action Agenda, Item 13-S-MOD

Dear Mr. Gontrum:

This is to advise you of the following changes to the Board of Public Works Agenda Items previously approved by the Board of Public Works.

BPW – February 26, 2025

DGS Agenda, Item 13-S-MOD

Maryland Statewide Central Services Cost Allocation Plan; F10B8400044; ADPICS No: COK66375

FROM: ADPICS No: COK66375
TO: ADPICS No: COK85277

REASON: Clerical Error.

Regards,

Donshane Turner
Procurement Manager,
Department of Budget and Management



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
February 26, 2025**



13-S-MOD. SERVICE MODIFICATION (cont'd)

Total Percent Change: 235.19%

Original Procurement Method: Competitive Sealed Proposals

MBE/VSBE Participation: 0% / 0%

MBE/VSBE Compliance: 0% / 0%

Performance Security: No

Requesting Agency Remarks: The Department of Budget and Management, Office of Budget Analysis (OBA), prepares the State's SWCAP, provides reconciliation of the MCE Fund, and conducts negotiations with the federal government through to final approval by the United States Department of Health and Human Services in accordance with U.S. Office of Management and Budget Circular A-87 Revised.

The Department is requesting an early approval of the extension due to the complex nature of this procurement and its commitment to ensuring continuity of the current contract services to provide the annual Statewide Central Services Cost Allocation Plan (SWCAP) and conduct negotiations with the federal government. The modification is required for the vendor to begin work on the SCWAP for Fiscal Years 2025 and 2026. DBM is currently behind schedule. For example, FY2025 SWCAP is based on FY2023 actuals and would have typically been prepared and submitted to the Federal Government in FY2024. The extension is needed since the services provided include supporting negotiations through final approval, which generally takes a minimum of two years. .

No MBE or VSBE participation goals were established for this contract based upon the determination that there were none or an insufficient number of subcontractors that could be utilized for the limited subcontracting opportunities to perform the cost allocation services.

Fund Source: 100% Reimbursable (Employee Contributions)

Appropriation Code: F10A02

Resident Business: No

BOARD OF PUBLIC WORKS

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION