



Advisory No.: 2006-1
Date Issued: December 16, 2011
Subject: Procurement - Action Agendas: Required Backup Documentation

Attachment I
Advisory 2006-1

**DEPARTMENT
ACTION AGENDA
(sample)**

INFORMATION TECHNOLOGY CONTRACT

ITEM: #-IT Agency Contact: John Doe
410.xxx.xxxx
jdoe@dept.state.md.us

DEPARTMENT/PROGRAM: Department Training Program

CONTRACT ID: T00R0000000
Cool Site Maintenance
ADPICS NO. R00B0000000

CONTRACT DESCRIPTION: Web site maintenance

AWARD: Vendor, Inc.
Annapolis, MD

TERM: 7/1/2006 - 12/31/2006

AMOUNT: \$600,000 (6 Months)

PROCUREMENT METHOD: Competitive Sealed Proposal
Single offer received

PROPOSALS: Vendor, Inc.

MBE PARTICIPATION: 20%

***MBE WAIVER:** 5%

PERFORMANCE SECURITY: Performance bond at 100% of contract amount

***HIRING AGREEMENT ELIGIBLE:** Yes

INCUMBENT: Same

**Red Ink Indicates Optional Field*



