



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)

Contact: John Doe 410-xxx-xxxx
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#-IT. INFORMATION TECHNOLOGY
DEPARTMENT/PROGRAM

Contract ID: T00R0000000
Cool Site Maintenance
ADPICS NO. R00B0000000

Contract Description Provide Website maintenance, including monthly updates.

Award: Vendor, Inc.
Annapolis, MD

Contract Term: 7/1/2006 - 12/31/2006

Amount: \$600,000

Procurement Method: Competitive Sealed Proposal
(Single proposal received)

Proposals: Vendor, Inc. (SBE)

MBE/VSBE Participation: 20% / 0%

***MBE Waiver:** 5%

Performance Security: Performance bond at 100% of contract amount

***Hiring Agreement Eligible:** Yes

Incumbent: Same

**Red Ink Indicates Optional Field*





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ITEM: #-IT (cont'd)

Requesting Agency Remarks:

The solicitation was advertised in eMaryland Marketplace and distributed to the Governor’s Office of Minority Affairs. Notices of the solicitation were sent to 12 vendors. Only one offer was received. Upon inquiry to non-responding vendors, the Department learned that many have existing commitments that precluded their participation in this procurement. In addition, the industry is known to be currently experiencing heavy demand from users. The Department determined that other prospective bidders had reasonable opportunity to respond. See COMAR 21.05.02.20.

The recommended contractor, Vendor, Inc., currently provides maintenance and support for Department Web sites. Vendor, Inc. has extensive expertise with the Web site’s proprietary software. The Department determined that the price is fair and reasonable.

The Department had set a 25% MBE goal in the solicitation. Upon request from Vendor, Inc., the Department granted a partial waiver and reset the MBE goal to 20% of the contract amount. The Department granted Vendor, Inc. the partial waiver because See COMAR 21.11.03.11B.

Fund Source: 100% Gen.
Approp. Code: R00A0000
Resident Business: Yes
MD Tax Clearance: 06-0000-0000

BOARD OF PUBLIC WORKS

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

