



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



SUPPLEMENTAL

REVISED

*Contact: Rachel Cruse 443-467-8549
 rachel.cruse1@maryland.gov*

26-EX. EXPEDITED PROCUREMENT REQUEST
Department of Commerce

Recommendation: The Department of Commerce (Commerce) requests approval to utilize the Expedited Procurement method for the purposes of acquiring a Contractor to provide planning, construction, and management of the State’s booth for the 2025 SelectUSA Investment Summit (SelectUSA Summit) which will occur on May 11 – 14, 2025, in National Harbor, Maryland.

Description: The SelectUSA Summit is the country’s highest-profile Foreign Direct Investment (FDI) event, hosted by SelectUSA, the federal government’s investment promotion agency, under the U.S. Department of Commerce’s International Trade Administration. For the SelectUSA Summit, Commerce committed to a 900-square-foot booth, among the largest ever at the summit.

The SelectUSA Summit has an exclusive contractual relationship with Heritage Exposition Services, Inc. (Heritage) for the booth builds and associated services. Heritage has 50 years of experience in the booth-building industry and maintains a regional office in Landover, Maryland. Due to the exclusive contractual relationship between SelectUSA Summit and Heritage, Commerce will enter into a sole source contract with Heritage for the SelectUSA 2025 Maryland Booth.

Under the Code of Maryland Regulations (COMAR) 21.05.05.02 Sole Source Procurement – Conditions for Use, a sole source procurement is not permissible unless a requirement is available from only one vendor. The determination as to whether a procurement shall be made as a sole source shall be made by the procurement officer, with the approval of the agency head or designee.

Under COMAR 21.05.05.02(A)(1), a sole source procurement is permissible when only one source meets the requirements. Here, Heritage is the only vendor available that can meet the requirements for the booth build and deliver it to the SelectUSA Summit in May 2025.

An Office of State Procurement (OSP) Procurement Review Group (PRG) meeting was held for this sole source procurement on January 15, 2025, and it was determined that neither the Small Business Reserve nor Minority Business Enterprise nor Veteran-Owned Business Enterprise goals were appropriate for this contract.

[...]



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



SUPPLEMENTAL

REVISED

26-EX. EXPEDITED PROCUREMENT REQUEST (cont'd)

Under COMAR 21.05.06.03 Expedited Procurements, a procurement officer may make an expedited procurement if the procurement officer has made the written determination explaining why an expedited procurement best serves the public interest and why the need to make an expedited procurement outweighs the benefits of making the procurement by Competitive Sealed Bidding (CSB) or Competitive Sealed Proposals (CSP) and justifies any noncompetitive selection. This determination must be approved by the Agency head or designee and the BPW. Pursuant to Maryland State Finance & Procurement Article (SFP) § 13-108 (d)(1), Commerce’s Procurement Officer with the approval of the Agency Head or Designee has determined that this procurement should be expedited because: (1) urgent circumstances require prompt action; (2) an expedited procurement best serves the public interest; and (3) the need for the expedited procurement outweighs the benefits of making the procurement on the basis of CSB or CSP.

As a result of the exclusive contractual relationship between SelectUSA Summit and Heritage, a sole source procurement is required meaning that the CSB and CSP procurement methods are not available. Further, construction on the SelectUSA 2025 Maryland Booth must begin immediately to have it completed, installed, and connected to the associated services in time for the SelectUSA Summit in May 2025.

An expedited procurement is necessary here because (1) the urgent need to begin the booth construction requires expedited action; (2) this action is in the public interest as it is intended to bring international businesses and create new jobs in the state; and (3) the CSB and CSP methods are unavailable due to the exclusive contractual relationship between SelectUSA Summit and Heritage.

MBE/VSBE Participation: 0% / 0%

BOARD OF PUBLIC WORKS

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION