



**DEPARTMENT OF GENERAL SERVICES  
OFFICE OF STATE PROCUREMENT  
ACTION AGENDA  
July 2, 2025**

**SUPPLEMENTAL**



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**39-S-MOD. SERVICE MODIFICATION  
*RETROACTIVE - Department of Health, The Developmental Disabilities  
Administration***

**Contract ID:** Registered Nurse Case Management/Delegating Nurse to Complete the Clinical Review of the Health Risk Screening Tool; *MDH/OCMP #21-18950*  
ADPICS No.: M00B2600411/COL03208

**Contract Approved:** Delegated Authority - DGS, 05/01/2022

**Contract Description:** Developmental Disabilities Administration (DDA) utilizes this contract to provide the clinical review for the Health Risk Screening Tool that is included in its waivers.

**Modification Description:** *RETROACTIVE* request to ratify the contract as voidable starting with Modification #1, including all prior modification actions (Modifications #1- #3) and proactive approval of Modification #4. Modification #1 to add funds due to the increased number of reviews for the health risk screening tool. Modification # 2 extension (03/1/2025 - 05/31/2025). Modification #3 extension (06/01/2025 - 07/15/2025). Modification #4 proactive approval to extend the contract to allow time to complete the new procurement.

**Award:** DDRN Consultants, LLC; Cockeysville, MD

**Original Contract Term:** 05/01/2022 - 03/1/2025

**Modification Term:** 09/10/2024 - 07/02/2025 (**Retroactive**)  
07/16/2025 - 10/15/2026 (Proactive)

**Original Contract Amount:** \$168,600

**Modification Amount:** \$ 50,000 (**Mod # 1 Retroactive**)  
\$ 50,000 (**Mod #2 Retroactive**)  
\$ 0 (**Mod #3 Retroactive**)  
\$135,000 (Proactive)  
\$185,000 Total

**Prior Options/Mods:** \$50,000 (Mod. #1 9/10/2024-2/28/20025) To cover current contract terms through the end of the contract; Delegated Authority – MDH, 09/10/2024



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**39-S-MOD. SERVICES MODIFICATION (cont'd)**

\$50,000 (Mod. #2: Extend the term from 3/1/2025 through 5/31/2025), to prevent a lapse while a longer modification could be completed; Delegated Authority – MDH, 02/28/2025.

\$0.00 (Mod #3 Extended the term from 6/1/2025 through July 15, 2025), to prevent a lapse in coverage; Delegated Authority -MDH, 05/29/25

**Total Contract Amount:** \$353,600

**Percent +/- (This Item):** 109.73%

**Total Percent Change:** 109.73%

**Original Procurement Method:** Competitive Sealed Proposals (3 proposals received)

**MBE/VSBE Participation:** 0% / 0%

**MBE/VSBE Compliance:** 0% / 0%

**Performance Security:** No

**Requesting Agency Remarks:** Due to an administrative oversight, Modifications #1- #3 were not brought to BPW for approval. Without the modification, services for the waiver participants would be disrupted. The delay in the new procurement can largely be attributed to a significant turnover within the program unit's staffing. The contract requires the clinical review of the Health Risk Screening Tool for participants who do not have a nurse or another method for getting the review completed. This process is a requirement for all Developmental Disabilities Administration waivers. The delay in awarding a replacement contract is due to several key team members with critical responsibilities in contract oversight and procurement planning either transitioning out of their roles or newly onboarded during the development phase. As a result, there was a noticeable gap in institutional knowledge, particularly in the areas of contract administration and procurement requirements. MDH is working on the new RFP and expects to have it posted by the beginning of August. The timeline for the new procurement is based on recommendations and the length of time that it has from preparation to posting and awarding of the actual contract, and is anticipated to be awarded by Summer 2026.



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**39-S-MOD. SERVICES MODIFICATION (cont'd)**

No MBE or VSBE participation was established for this contract due to a lack of subcontracting opportunities.

**DGS OSP Remarks: RETROACTIVE** approval requested pursuant to § 11-204( c) State Finance & Procurement Article. DGS OSP has determined that this contract should be treated as voidable rather than void because: (1) all parties have acted in good faith; (2) ratification for the procurement contract would not undermine the purposes of the Procurement Law; and (3) the violation, or series of violations, was insignificant or otherwise did not prevent substantial compliance with the Procurement Law.

**Fund Source:** 52.3% General Funds, 47.7% Federal Funds

**Approp. Code:** M00 M0102

**Resident Business:** Yes

**BOARD OF PUBLIC WORKS**

**THIS ITEM WAS:**

**APPROVED**

**DISAPPROVED**

**DEFERRED**

**WITHDRAWN**

**WITH DISCUSSION**

**WITHOUT DISCUSSION**