

**DEPARTMENT OF TRANSPORTATION  
ACTION AGENDA  
[BPW Date]**

*Contact: [First and Last Name]  
[###-###-####]  
[contact email]*

**-[X].**            **[TBU NAME]**  
                  *[type of contract] Contract*

Possible Acronyms: AE, C, M, S, IT, LL, LT, RP, GM, E  
Possible Contract types: Architecture/Engineering, Construction, Maintenance, Service,  
Information Technology, Lease Landlord, Lease Tenant, Real Property,  
General/Miscellaneous, Equipment

**Contract ID:**            [Contract Number (Contract Name)]  
                                 ADPICS BPO No.: [#####]  
                                 *\*remember the mods and options require CO numbers*

**Contract Description:**            [Enter brief narrative describing contract. What is being performed/conducted/handled, where and how frequently. Use language like ‘one-time purchase’, ‘on-call and as-needed’.]

**Awards:**                            [Enter the Contractor’s full legal name]                            *([if MBE, note here])*  
   [Enter the Contractor’s City, State acronym]

**Contract Term:**            [Enter inclusive dates and length of renewal options]  
                                 e.g.    07/01/2015 – 06/30/2018 (with one 1-yr renewal option)

**Amount:**                            \$[Enter the (base) contract amount]  
                                 Separately list renewal option amounts. Then provide a total amount which includes the sum of the base contract amount and the amount of all options. Award amounts must agree with both the contract and ADPICS.  
                                 e.g.    \$1,000,000 NTE (Base Contract, 3 years)  
                                        \$ 250,000 NTE (Renewal Option No. 1, 1 year)  
                                        \$1,250,000 NTE (Total Contract)

**Procurement Method:**            [Enter the procurement method used]  
                                 This should match the originally approved BPW item or DCAR. Options include: Competitive Sealed Proposals, Competitive Sealed Bidding, Sole Source, Multi-Step Competitive Sealed Bidding, Maryland Architectural and Engineering Services Act; recommendation approved by the Transportation Professional Services Selection Board on xx/xx/xxxx.  
                                 e.g.    Competitive Sealed Bidding  
                                        (Small Business Reserve, Single Bid Received)  
                                 e.g.    Maryland Architectural and Engineering Services Act;  
                                        recommendation approved by the Transportation Professional Services Selection Board on 04/07/2016

**---Press CTRL and ENTER to create a clean page break, paragraphs should not roll between pages.---**

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-[X].            **[TBU NAME]** (*cont'd*)

**Bids/Proposals:**

[Enter Company 1] [Company City, State Acronym]	[\$Bid price*]
[Enter Company 2] [Company City, State Acronym]	[\$Bid price*]

The BIDS OR PROPOSALS Summary should contain the following:

*For Competitive Sealed Proposals (CSP):*

Provide a summary of the prices and the technical and financial rankings and an overall ranking based upon the offerors' combined technical and financial rankings. This summary should have at least 4 columns: **Offerors** (to contain the legal name and city and state of each offeror); **Technical Ranking**; **Financial Offer Amount with Financial Ranking**; and **Overall Ranking** (the combined ranking of each offeror based upon its technical and financial rankings). If prices were provided for both a base contract term and for renewal options there must be separate columns for the base contract term and each renewal option and then a Total column which shall also include the overall financial ranking. On this separate page, offerors should be listed in the order of their overall ranking.

If applicable, include a footnote to the summary which states, "Technical factors had more weight than financial factors in the overall ranking determination."

*For Competitive Sealed Bidding (CSB):*

Provide the legal name, city and state of each bidder, with its bid price, in the order of the bid prices from low price to highest. If prices were provided for both a base contract term and for renewal options there must be separate columns for the base contract term and each renewal option and then a Total column.)

*Under either Competitive Sealed Bidding or Competitive Sealed Proposals:*

If the listed prices were based upon a model, rather than being firm prices, there should be a footnote that says, "Prices are based upon a model contained in the solicitation to allow for proper comparisons among (*insert either bidders for CSB or offerors for CSP*)."

If prices were based upon a combination of both fixed prices and a model, include a statement to that effect.

**\*\*\*if a bid has been rejected for being deemed non-responsive or non-responsible, that bid should still be noted in the BID/PROPOSAL area; as well as in the Remarks.**

*e.g.*            MDOT LLC                            \$2,000  
                    Baltimore, MD

Samantha LLC                            *Deemed non-responsive, see Remarks.*  
Glen Burnie, MD

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***Living Wage Eligible:***            [Yes or No (reason)]

This applies to MAINTENANCE CONTRACTS ONLY. This field should not appear on any other types of contract items.

***MBE Participation:*** [Enter the MBE % Amount] %

This is agreed to by Contractor based upon the total contract value or “None (see Requesting Agency Remarks below)”; and explain why no goal was established. If the contractor is a certified MBE, enter the participation amount as “100% (Contractor is a Maryland Certified MBE)” regardless of the percentage of any MBE subcontracting goal.

e.g.    100%

***MBE Waiver:***            [Enter “Granted – xx%, date granted”]

If there was an MBE goal and none of the goal was waived, this item heading is not required. If there was a waiver of any part of an MBE goal, enter the percentage of the goal that was waived and “(see Requesting Agency Remarks below)”; and explain the reason for the waiver in the Agency Remarks.

e.g.    Granted – 25%, 01/01/2000

***Performance Security:***            [Enter the type of any performance security required, i.e., Performance Bond, and the amount of the security required. If no security requirements exist, indicate “None”.]

***Hiring Agreement Eligible:*** [Yes]

Indicate if the contract has been designated an eligible contract for a DHR Welfare to Work Hiring Agreement. If not so designated, this field is not required.

***Incumbents:***            [Enter the name of the incumbent.]

[Enter the City, State acronym of the incumbent.]

If there is no incumbent, state “None”. If there is no immediate incumbent, but there was one at some time in the recent past or if there was a contract for something similar but not exactly the same, include “(see Requesting Agency Remarks below)”, and provide an appropriate explanation.

If the incumbent is the same as the name listed under the Award heading, enter “Same”.)

***Agency Remarks:***

*Estimate information:*

Identify if an estimate was provided for this contract, whether a budget estimate, Engineer’s Estimate...etc. Also, provide the difference between the estimate and low bid or proposal received. If there is a difference of 10% or more, no matter whether the bid is higher or lower than the estimate; provide an explanation. Note if a revised estimate was provided taking into account previously overlooked or miscalculated information.

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**-[X].**            **TBU NAME** (*cont'd*)

*Solicitation and Bids/Proposals information:*

Identify the number of vendors directly solicited, which is to include how many solicited vendors had addresses in Maryland and how many were MBEs, and all locations where public notice of the solicitation was provided; e.g., on *eMaryland Marketplace*; on the agency website; in trade publications. Also state if a copy of the solicitation was provided to the Governor's Office of Minority Affairs.

Detail outreach efforts to encourage Minority Business Enterprises, small businesses, and resident businesses to respond to the solicitation.

State the number of bids/proposals received and how many, if any, were found to be unacceptable, non-responsive, etc. If a low number of responses was received, including a single bid/proposal, explain why there was a poor response to the solicitation.

Outline efforts to contact non-bidding firms and provide their reasoning for not bidding.

*Contract information:*

Provide a more in-depth narrative of the services being provided, locations involved, benefits created by approving these actions and the regularity to which the services are to be rendered. Other key points to include are who is affected by this contract, the surface area of any construction or maintenance (i.e. mileage of linestriping on highways).

*Multiple Awards:*

If the solicitation allows awards to be made in more than one category of work, identify the different categories and whether bidders/offerors were required to respond to all such categories or were permitted to seek an award in one or more categories.

*Competitive Sealed Proposals:*

Agency Remarks must include a brief narrative explaining why the recommended offeror was determined to be most advantageous to the State. This explanation will generally focus on the relative technical and financial rankings of the recommended offeror, such as: The offeror recommended for the award was determined to be both the highest ranked technical offeror and was lowest in price; or, The recommended offeror was ranked highest technically and its technical superiority was judged to outweigh its difference in price over any other offeror; or, Although the recommended offeror was not the highest ranked technical offeror it was the lowest priced offeror and the magnitude of its price differential was judged to outweigh the comparatively slight technical differences between it and any other offeror.

*Protests:*

If a protest was filed, state the date of the protest and whether it was resolved. If the protest or appeal is unresolved, detail why the execution of the contract without delay is necessary to protect substantial State interests. See COMAR 21.10.02.11 and BPW Advisory 2006-1.)

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*MBE and VSBE:*

If no MBE goal was established, explain why no goal was appropriate. If an MBE waiver was granted, explain why. If MBE participation exceeds the goal in the solicitation, state what the solicitation goal was.

State what the VSBE participation goal was in the solicitation. If no VSBE goal was established, explain why no goal was appropriate. If a VSBE waiver was granted, explain why.

**Fund Source:** [Enter percentage and fund source.] State funds are listed as SPECIAL funds.

e.g. 20% Federal, 80% Special Funds Budgeted to MAA

**Appropriation Code:** [Enter applicable agency appropriation code.]

If there are multiple appropriation codes, separate them with a comma and single space.

**Resident Business:** [Yes or No]

If there are multiple contractors, list each Contractor, TAB twice, then Yes or No.

**MD Tax Clearance:** [Enter tax ID, starting with this year's prefix.]

If there are multiple awards, list each firm, TAB four times then provide the tax number. The next firm should appear on the next line, and so on.

e.g. Mike Zimmerman, LLC 16-1011-0000  
Samantha Buchanan, Inc. 16-0000-0000

**Additional notes:**

\*\*\* Note that each page should be a clean break. You can achieve this by going to the start of that line and pressing CTRL and ENTER simultaneously on your keyboard.

\*\*\* The TAB key should be used to space between information...not spacebar. By using the TAB function, we create clean lines down the page.

\*\*\* If you cannot fit the footer (APPROVED/DISAPPROVED) on the bottom of your page, start a new page and drop the MD Tax Clearance field to the next page.

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**BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:**

**APPROVED**

**DISAPPROVED**

**DEFERRED**

**WITHDRAWN**

**WITH DISCUSSION**

**WITHOUT DISCUSSION**