

SOLE SOURCE CONTRACT COVER SHEET FOR SMALL PROCUREMENT OF \$25,000 OR LESS BUT GREATER THAN \$2,500

MDH, Office of Procurement and Support Services (OPASS), Room 416, 201 W. Preston Street, Balto., MD 21201 (410) 767-5816 FAX (410) 333-5958
CHECK ITEMS OR FILL IN THE BLANKS, AS APPROPRIATE

STANDARD SERVICE		HUMAN SERVICE			
PROCUREMENT METHOD				Solicitation #	
ADPICS Requisition #				FMIS Appropriation Code	
SUBMITTING UNIT				FMIS Department Code	
ADDRESS:					
UNIT CONTRACT MONITOR				PHONE/FAX	
CONTRACTOR				SSN OR FEIN	
ADDRESS:					
VENDOR CONTACT MONITOR				PHONE/FAX	
AMOUNT		\$		*PCA	
FISCAL YR		FY		FY	
BREAKDOWN		\$		\$	
Funding Source		General - %		Federal - %	
Start Date				End Date	
Options:		Beg		End	
		Beg		End	
Description of Services:				Amount	
				Amount	
Projected Impact if Start Date (above) is not met:					

PROCUREMENT PACKAGE SPECIFICATIONS

Submit Procurement Page to OPASS at the address provided above. The Procurement Package must be complete and organized according to the specifications provided herewith.

CHECK IF PRESENT/COMPLETED

Completed Cover Sheet	Fund Cert	
Three Contracts** with original signatures of the Contractor	PRG Approval Form (If Applicable)	
Three Copies of the Bid/Proposal	One Copy of Solicitation (Electronic Version also)	
Three Copies of the Contract Affidavit	List of Potential Vendors to be Solicited (MBE's Identified)	
Three Copies of the Sole Source Determination		
SBR Exemption (If Applicable)		

*If multiple fund source, use Multiple Funding (PCA/AGY OBJ) Detail Form

**A MDH-3982 for all competitive sealed bid contracts, or a MDH-4133 or a MDH-3882 for either sole source contracts or competitive sealed proposals. If no contract is used, sufficient data for completion of a MDH Purchase Order is required.

I attest to the accuracy and completeness of this Procurement Package:

Type/Print Name of Procurement Coordinator-PHONE	Signature of Procurement Coordinator/Date
Type/Print Name of Procurement Coordinator's Supervisor	Supervisor's email

Attach a separate sheet for additional information as necessary. A letter acknowledging receipt of this package will be sent to the MDH Procurement Coordinator.