

DHMH PROCEDURE

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OFFICE OF SECRETARY-CENTRAL SERVICES DIVISION -

DHMH PROCEDURE: 01.05.05.P1

Effective February 28, 2014

SPACE RENTAL (LEASES)

ACTOR

ACTION REQUIRED

Requesting Unit

1. Contacts the Authorized Requesting Official (ARO) and discusses the need for new and/or renewable rental space at approximately fifteen (15) months in advance of need. If an expedited request is needed and justified, also contacts and discusses with the Chief, Central Services Division (CSD).

2. Obtains approval to renew or request new rental space, then prepares the DGS Leased Location Staff Assessment Form after consulting with the DHMH Lease Coordinator. Final version to be submitted to Chief, CSD.

Chief, CSD

3. Forwards four (4) copies of DGS-680-1 Request for Space Form to the ARO for review and approval.

Authorized Requesting Official

4. Approves and signs the Request for Space forms. Under a cover letter that provides the fund source, forwards three (3) copies of the form to the DHMH Lease Coordinator in CSD.

DHMH Lease Coordinator

5. Reviews forms for completeness of information and accuracy. Forwards forms to the Chief, CSD, for review.

Chief, CSD

6. Forwards a copy of the Request for Space form to the Financial Management Administration (FMA) for fund certification. (Local Health Departments provide availability of funds certification from relevant funding source.)

Director, FMA, DHMH

7. Certifies the availability of funds for the lease and returns the form to the Chief, CSD.

Department of Health & Mental Hygiene

Office of Regulation and Policy Coordination

201 West Preston Street – Room 512 – Baltimore Maryland 21201-2301

Phone 410 767-6499 FAX 410 767-6483

| ACTOR | ACTION REQUIRED |
|------------------------|--|
| Chief, CSD | <p>8. Forwards Request for Space forms to the LMPD (Lease Management and Procurement Division).</p> <p>9. Maintains contact with the LMPD to expedite the bidding and/or negotiation of the lease, receipt of bids, and/or negotiation information.</p> |
| DHHM Lease Coordinator | <p>10. Maintains contact with the requesting unit to keep requesting unit informed on all developments.</p> <p>11. Upon receipt of responses to a request for bid for rental space originated from DGS, forwards the responses to the requesting unit.</p> |
| Requesting Unit | <p>12. Reviews the responses with the ARO, makes comments and ranks the bid responses in order of desirability.</p> <p>13. Sends the ranking information and the comments through the DHHM Lease Coordinator to the Chief, CSD.</p> |
| Chief, CSD | <p>14. Sends the bid rankings and comments to the LMPD.</p> <p>15. Maintains contact with the LMPD to expedite the negotiating process, the writing of the lease, and the signing of the lease by the lessor.</p> <p>16. Upon receipt of the lease from DGS, checks the lease for monetary amount, the signature of lessor, and the acceptability of the lease terms and conditions.</p> <p>17. If the lease for rental space costs more than originally expected (Step 6), explains and requests approval of the additional expense from the ARO, and requests fund certification for the additional amount from the FMA.</p> |
| Director, FMA | <p>18. If requested, certifies the availability of the additional funds to the Chief, CSD</p> |
| DHHM Lease Coordinator | <p>19. Sends a copy of the lease to the ARO and requests a review with the Requesting Unit.</p> |

ACTORACTION REQUIRED

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| | 20. Reviews the lease with the ARO. |
| Authorized Requesting Official | 21. Approves or disapproves the lease, as written, and returns it to Chief, CSD. |
| Chief, CSD | 22. If disapproved, contacts LMPD, and requests renegotiation of the lease based on the disapproval and comments of the ARO and the Requesting Unit. 23. If approved or renegotiated to the satisfaction of the Requesting Unit, and approved by the ARO, forwards the lease to the Secretary, DHHM for signature. |
| Secretary, DHHM or Designee | 24. Reviews and signs lease, then returns documents to Chief, CSD. |
| Chief, CSD | 25. Forwards lease documents to the LMPD for processing. 26. Maintains contact with the LMPD to expedite the leases placement on the agenda of Board of Public Works. 27. Upon receipt of the fully executed, approved lease and approval letter, sends a cover memo with a copy of the lease and the approval letter to the ARO and the Requesting Unit informing them that lease is operational. |
| DHHM Lease Coordinator | 26. Files completed documents in the CSD Chief's Lease File. |

APPROVED:



Joshua M. Sharfstein, M.D.
Secretary

February 28, 2014
Effective Date