

EMERGENCY CONTRACT COVER SHEET GREATER THAN \$25,000

DHMH, 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 #	DHMH/OPASS #	
ADPICS Requisition #			FMIS Appropriation Code	M00	
SUBMITTING UNIT			FMIS Department Code	M	
ADDRESS:					
UNIT CONTRACT MONITOR			PHONE/FAX		
CONTRACTOR			SSN OR FEIN		
ADDRESS:					
VENDOR CONTACT MONITOR			PHONE/FAX		
AMOUNT	\$	*PCA		*AGY OBJECT	
FISCAL YR	FY	FY	FY	FY	FY
BREAKDOWN	\$	\$	\$	\$	\$
Funding Source	General - %	Federal - %	Special Funds - %	Reimbursable- %	Non Bud - %
Start Date			End Date		
Options:	Beg		End	Amount	
	Beg		End	Amount	
Description of Services:					
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	BPW Secretary's Agenda	
Three Copies of the Bid/Proposal	Report of Emergency Procurement	
Three Copies of the Contract Affidavit	Secretary's Letter	
Three Copies of the Sole Source Determination (If Applicable)	ADPICS Bid Entry Screen has been completed	
Procurement Officer's Determination	Contracts over \$100,000-Comptroller's # needed	

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

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

DHMH/OPASS (08/2015)