**Checklist – Commodities**

**Sole Source**

**OCMP Submission Requirements**

COMAR 21.05.02.

**Required documents and signatures:**

**Note:** Before you begin, download the OSP/DGS “Sole Source Procurement Specification” Template from the MDH Forms Website.

1. \_\_\_\_\_\_ “Sole Source Procurement Specification Template (REVISED 4/9/25)” completed and approved by the Program’s Procurement Coordinator. (Submit in Word format)
   1. Sections within the Template to be completed by the program:
      1. Title Page
      2. Key Information Summary Sheet
      3. Section C – Specification
   2. Sections within the Template to be reviewed, completed, and signed by the vendor after #1a is completed:
      1. Section B – Terms and Conditions
      2. Signed Mandatory Affidavits (Attachments A, I, J and U)
      3. Vendor Company Profile (Attachment F, and Sections 1 and 2)
2. \_\_\_\_\_\_Signed fiscal form (Fund Certification)
3. \_\_\_\_\_\_Requisition Input Form/ Screenshot from FMIS
4. \_\_\_\_\_\_OSP DGS Agency Purchase Submittal Form- Click here: <https://procurement.maryland.gov/procurement-staff/>
5. \_\_\_\_\_\_ Sole Source /No Substitution Form for Commodities
6. \_\_\_\_\_\_ Market Research to justify the sole source
7. \_\_\_\_\_\_ Fair and reasonable contract price to include a Price Analysis. Click here to review the BPW Advisory: <https://bpw.maryland.gov/Pages/adv-2016-1.aspx>
8. \_\_\_\_\_\_Commodity Solicitation Cover Sheet (revised 4/9/25)
9. \_\_\_\_\_\_Vendor’s quote
   1. must be documented on the vendor's company letterhead
   2. must be the amount shown on the fund certification
10. \_\_\_\_\_\_Vendor Performance Feedback Form
    1. This form will list references documented by the Vendor from its “Vendor Company Profile”. The program will send out the Vendor Performance Feedback Form to each of the documented references to verify three (if possible but no less than two) satisfactory performances on prior contracts.
11. \_\_\_\_\_\_ Vendor’s Sole Source Justification Letter (must be documented on the vendor's company letterhead and signed)
12. \_\_\_\_\_Bring current all dates on the Sole Source documents, and indicate a contract start date appropriate with the note below.

**Note:** Commodity contracts above $50,000 is processed through DGS. DGS requires a four-month minimum lead time to complete the award. OCMP requires a one-month minimum lead time to finalize/prepare all paperwork to go to DGS. The four-month lead time begins when OCMP submits the request to DGS. Therefore, factor in adequate time when you submit your request to OPASS Assignments.

1. To avoid delay, carefully review your Sole Source package against the requirements on this checklist to ensure all items are completed and signed by the appropriate signatory.
2. Submit the completed Commodity Sole Source request to the MDH OPASS Assignments Mailbox at: [mdh.opassassignments@maryland.gov](mailto:mdh.opassassignments@maryland.gov). The request will be reviewed and approved, then assigned to an OCMP procurement officer.

**Note:** When setting up your email to the MDH OPASS Assignment mailbox, include on the “Subject Line” **Sole Source, the** **program acronym, the title of the commodity, and the requisition number, or any other number associated with the request.**

1. Once assigned, the OCMP procurement officer will work with the designated program person or designee, to carry out its procurement request and will be the sole point of contact throughout the process.
2. The required documents and forms can be obtained directly from the MDH website: <https://health.maryland.gov/ocmp/Pages/sf_dcpf.aspx>.