

## COMMODITIES PROCUREMENT CHECKLISTS

Note:

- ✓ Documents cannot be received via Google Drive as the formatting of the templates is altered and the documents are unusable.
- ✓ Documentation must be received together in one package.
- ✓ Documentation must be complete and correct.
- ✓ **Documentation must be executed.**
- ✓ Documentation must be submitted to the OCMP Intake at <https://www.cognitoforms.com/MDH3/OCMPRequestForm>.

To find the “required documentation”, go to MDH Website by clicking: [https://health.maryland.gov/ocmp/Pages/sf\\_dcpf.aspx](https://health.maryland.gov/ocmp/Pages/sf_dcpf.aspx). The required documents for the checklist are located under **“INITIATING COMMODITY PROCUREMENTS”**, or it will state the alternative location on the Forms Page.

# COMMODITIES PROCUREMENT CHECKLIST

## REQUIRED DOCUMENTATION

### 1. Purchase Orders request from Statewide Contracts

- Fund certification – (Located under “Initiating a Large Procurement”)
- Commodity Solicitation Cover Sheet
- Vendor’s Quote (if applicable) A quote is needed if the unit cost is not indicated on the statewide contract.

### 2. Purchase Orders for IFB (ADPICS “only”)

- Fund certification (Located under “Initiating a Large Procurement”)
- Commodity Solicitation Cover Sheet
- Bid Responses:
  - Bids received from 2 vendors (under \$15,000)
  - Printed copy of bid results from eMMA (\$15,000 and over)
- Bid Notice – (*Located under “Small Procurement”*)

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## COMMODITIES PROCUREMENT CHECKLIST

### REQUIRED DOCUMENTATION

#### 1. Options /Renewals

- Fund certification (Located under “Initiating a Large Procurement”)
- Commodity Solicitation Cover Sheet
- Option year price if not stated in the BPO or Contract
- Copy of BPO
- Option-MOD Template - (Located under “Contract Modifications/ Options”)
- OSP DGS Agency Purchase Submittal Form

#### 2. Modifications/Extensions

- Fund certification (Located under “Initiating a Large Procurement”)
- Commodity Solicitation Cover Sheet

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## COMMODITIES PROCUREMENT CHECKLIST

### REQUIRED DOCUMENTATION

#### Commodity IFB over \$50,000

- OSP DGS Agency and Statewide IFB Template
- Bid Form – (created by the program)
- Requisition number (create and send a screenshot from FMIS)
- Fund certification – (*Located under “Initiating a Large Procurement”*)
- OSP DGS Agency Purchase Submittal Form
- Commodity Solicitation Cover Sheet
- PRG Documents (MBE/VSBE/SBR) - (*Located under “SBR, MBE, VSBE”*) - (*Located under the “SBR, MBE, VSBE”*)
- Preferred provider waiver, if applicable - (obtain from preferred provider)

To find the “required documentation”, go to MDH Website by clicking:

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## COMMODITIES PROCUREMENT CHECKLIST

### REQUIRED DOCUMENTATION

#### Sole Source Commodity over \$50,000

- OSP DGS Sole Source Procurement Specification Template
- Requisition number (Screenshot from FMIS)
- Fund certification – (*Located under “Initiating a Large Procurement.”*)
- PRG Documents (MBE/VSBE/SBR) - (*Located under “SBR, MBE, VSBE”*) - (*Located under “SBR, MBE, VSBE”*)
- Vendor’s Quote – (provided by vendor and must be signed)
- Commodity Solicitation Cover Sheet
- OSP DGS Agency Purchase Submittal Form
- Sole Source /No Substitution Form for Commodities – (*Located under “Sole Source Emergency & Single Proposal Procurement”*)
- Vendor’s Sole Source Justification Letter (provided by the vendor and signed)
- Three (3) Vendor References
- Tax clearance - (*Located under “Miscellaneous”*)

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## COMMODITIES PROCUREMENT CHECKLIST

### REQUIRED DOCUMENTATION

#### Preferred Provider – Maryland Works

- OSP DGS Community Provider Detailed Specifications Template (revised 4/2/2)
- Preferred Provider Quote – (obtain from preferred provider)
- Fund certification – (*Located under “Initiating a Large Procurement”*)
- OSP DGS Agency Purchase Submittal Form
- Commodity Solicitation Cover Sheet

To find the “required documentation”, go to MDH Website by clicking:

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### REQUIRED DOCUMENTATION

#### Request For Proposal (RFP) over \$50,000

- OSP DGS RFP Template Version 5.0 (*Located under "RFP"*)
- Fund certification – (*Located under "Initiating a Large Procurement."*)
- An explanation as to why a Competitive Seal Bid cannot be used – (submit on separate sheet and signed by the Using Agency Procurement Director)
- Commodity Solicitation Cover Sheet
- MBE/VSBE/SBR PAPERWORK (*Located under "SBR, MBE, VSBE"*)
- Evaluation Factors Sheet (created by program)
- Requisition number (Screenshot from FMIS)
- OSP DGS Agency Purchase Submittal Form
- Preferred provider waiver, if applicable - (obtain from preferred provider)

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## COMMODITIES PROCUREMENT CHECKLIST

### REQUIRED DOCUMENTATION

#### Emergency

- Fund certification – (*Located under “Initiating a Large Procurement”*)
- Procurement Officer Determination (POD)
- Tax clearance - (*Located under “Miscellaneous”*)
- Commodity Solicitation Cover Sheet
- Bid results, if applicable
  - Bids received from bidder(s)
  - Printed copy of bid results from eMMA (\$15,000 and over)
- For sole source only – (*Located under “Sole Source Emergency & Single Proposal Procurement”*)
  - Vendor’s Quote – (provided by vendor and must be signed)
  - Sole Source /No Substitution Form for Commodities

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