

MHBE Proposed Changes to MHBE Procurement Policy and Procedures

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Procurement Officer

1) Section II, page 1 – Methods of Procurement - Add

“H. Master Contracting”

2) In Sole Source Procurement Section II,E,2 - Add

“If the Executive Director determines that it is in the best interest of the Exchange, the procurement officer may negotiate the renewal of an existing real property lease without soliciting other proposals.”

3) Section II - Add “H. Master Contracting”

- A) Streamlined procurement method for the qualification of an offeror in one or more categories of services, supplies, or commodities.
- B) The Master Contracting solicitation shall include:
 - a) The categories of services, supplies, or commodities in which an offeror may submit a proposal for qualification;
 - b) The procedure for consideration and approval of proposals;
 - c) A requirement to execute a contract for a specified time period;
 - d) A description of the process to solicit proposals and award task orders
- C) Solicitation shall include Evaluation Factors and the Relative Importance of Each Factor.

3) Section II - Add “H. Master Contracting”Continued

- D) If Total Cost exceeds \$100,000, all Master Contractors in the appropriate category will be solicited.
- E) If Total Cost is less than or equal to \$100,000, MHBE may issue solicitation to all or a minimum of 6 master contractors
- F) After Receipt of Responses to a task order solicitation, the MHBE unit shall evaluate the responses and may select a Master Contractor that is determined to be the most advantageous to the MHBE considering the evaluation factors set forth in the solicitation.
- G) The award of a task order is not subject to a bid protest.

4) Section III – Change F to be:

“The Executive Director shall report to the Board of Trustees, at the next regular meeting of the Board following the award of any task order:

(a) the Contractor(s) to which any task order has been award, and (b) the amount of the task order

5) Section IX – Add to “Authority of Chair”

a) Gives Authority to perform actions authorized in these Procurement Policies and Procedures to the Board of Trustees Chair in the event of the unavailability of the Executive Director.

6) Section X - Rename and Replace

“Internal Management Procedures - The Executive Director shall develop and implement internal management procedures to facilitate the implementation of these Procurement Policies and Procedures.”

7) Section XI - Amend

“.... pursuant to § 31-119(d) of the Insurance Article of the Maryland Code....” This corrects the citation.

Questions & Answers