

MHBE Board Meeting
November 18, 2019

Procurement Policies & Procedures Review

Tony Armiger, CFO
Raelene Glasgow, Procurement Officer



Procurement Policies and Procedures

- Presentation of proposed modifications to PP&P Document for board approval
 - Revision to address Office of Legislative Affairs FY14-17 audit finding that no minimum solicitation period was defined
 - Add a Method of Procurement (ICPA)
 - Revision of Contract Approval Process

Proposed Changes to MHBE Procurement Policies and Procedures

Section II A. Competitive Sealed Bidding

New Language:

3. Each invitation for bids shall be published on eMaryland Marketplace **Advantage** and the website of the Exchange **for a minimum of fourteen (14) to twenty-one (21) calendar days, at the Procurement Officer's discretion, to meet agency need**, and shall be advertised in any other reasonable manner that would promote competition and transparency in the procurement process as determined by the Executive Director or a procurement officer designated by the Executive Director. The Executive Director or designated procurement officer may solicit bids directly from any vendor.

Proposed Changes to MHBE Procurement Policies and Procedures

Section II B. Competitive Sealed Proposals

New Language:

3. Each request for proposal shall be published on eMaryland Marketplace **Advantage** and the website of the Exchange **for a minimum of fourteen (14) to twenty-one (21) calendar days, at the Procurement Officer's discretion, to meet agency need**, and shall be advertised in any other reasonable manner that would promote competition and transparency in the procurement process as determined by the Executive Director or a procurement officer designated by the Executive Director. The Executive Director or designated procurement officer may solicit proposals directly from any vendor.

Proposed Changes to MHBE Procurement Policies and Procedures

Section II G. Intergovernmental Cooperative Purchasing Agreement

Procurement Contract Provision Regarding Participation by Other Entities

New Language:

4. 1. Except, as provided in paragraph (2) of this subsection, each procurement contract for supplies or services entered into by MHBE shall include a provision that facilitates other State and local entities and nonprofit entities to participate in the contract.
2. (a) This section does not apply to (1) a procurement for a rental property lease or other unique purchase; or (2) a procurement with a projected value less than \$100,000.
(b) This section does not apply if the designated procurement officer determines that including the provision would:
 - (1) undermine the desired timing of the procurement;
 - (2) interfere with MHBE's ability to meet the minority business enterprise (MBE) goals provided under Paragraph IV of the Permanent Procurement Policies; or
 - (3) not in the best interest of MHBE

Proposed Changes to MHBE Procurement Policies and Procedures

Section III Contract Approval Authority and Reporting Requirements

New Language

- B. Where master contracting has been utilized, task orders valued at over \$200,000 will be approved by the Finance and Audit Sub-Committee as delegated by the Board of Trustees.

- F. The Executive Director shall report to the Board of Trustees, at the next regular meeting of the Board following (a) the award of any contract **or task order** above \$25,000 and (b) the award of any contract valued at \$10,000 or more where a noncompetitive method of source selection has been utilized.

Request to Approve Changes

MHBE requests the Board's approval to accept the proposed changes to the Permanent Procurement Policies and Procedures.

Questions & Answers