

**DBM & BPW APPROVAL AUTHORITY CHART FOR CONTRACTS APPROVED AFTER 10/20/2004  
FOR SERVICES (INCLUDES REVENUE) CONTRACTS, MODIFICATIONS & OPTIONS**

<b>TYPE OF PROCUREMENT METHOD AND/OR RESULTS ACCORDING TO AMOUNT OF AWARD</b>	<b>MUST PLACE PROCUREMENT OPPORTUNITY NOTICE IN eMARYLANDMARKETPLACE?</b>	<b>DBM APPROVAL REQUIRED?</b>	<b>MUST PLACE AWARD NOTICE IN eMARYLANDMARKETPLACE?</b>	<b>BPW APPROVAL REQUIRED?</b>
<b>Small Procurement</b> (\$15,000 & under)	No <sup>1</sup>	No	No <sup>1</sup>	No
<b>Small Procurement</b> (\$15,001 - \$25,000)	Yes	No	Yes	No
<b>Sole Source</b> (\$25,000 - \$100,000)	N/A	Yes <sup>2</sup>	Yes	No
<b>Sole Source</b> (Over \$100,000)	N/A	Yes	Yes	Yes
<b>Single Bid/Offer Received</b> - (Only one bid/offer received for Competitive Sealed Bids/Proposals) (\$25,000 - \$50,000)	Yes	Yes <sup>2</sup>	Yes	No
<b>Single Bid/Offer Received</b> - (Only one bid/offer received for Competitive Sealed Bids/Proposals) (Over \$50,000)	Yes	Yes	Yes	Yes
<b>Multiple Bids/Offers Received</b> – Competitive Sealed Bids/Proposals (\$25,000 - \$200,000)	Yes	Yes <sup>2</sup>	Yes	No
<b>All Methods</b> (Over \$200,000) <sup>3</sup>	Yes	Yes	Yes	Yes

<sup>1</sup> Not required but may advertise.

<sup>2</sup> DBM has delegated up to \$100,000 of approval authority to certain agencies for certain procurements (these do not require DBM approval), but must be reported on DBM's PAAR. PAAR = Procurement Agency Activity Report. For PAAR instructions, see the DBM website on the Procurement PAAR web page.

<sup>3</sup> To calculate the value of a contract for approval purposes use the **cumulative** value of the base contract plus all renewal options.

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<b>Contract Modifications</b> (\$25,000 - \$50,000)	N/A	Yes <sup>4</sup> *	No	No <sup>5</sup>
<b>Contract Modifications</b> (If amount of total modification or any cost component exceeds \$50,000)	N/A	Yes	No	Yes
<b>Options</b> (\$25,000 - \$200,000)	N/A	Yes <sup>6</sup> *	No	No <sup>7</sup>
<b>Options</b> (over \$200,000)	N/A	Yes	No	Yes
<b>Preference Purchase</b> (up to \$200,000)	N/A	No <sup>8</sup> *	Yes	No
<b>Intergovernmental Cooperative Purchasing</b> (\$25,000 - \$200,000)	Yes, if named <sup>9</sup>	Yes	Yes	No
<b>Emergency</b> (over \$25,000)	No	No <sup>10</sup>	Yes	Yes

\* Any procurement action (contract/mod/option) over \$25,000 approved by an agency under its delegation from DBM must be reported on a DBM PAAR. (See Footnote 2.)

<sup>4</sup> DBM approval is required for modifications less than \$25,000 if the cumulative value of all prior agency approvals (contracts/mods/options) exceeds an agency's delegation level from DBM.

<sup>5</sup> BPW approval is needed for a modification of any amount when the combined value of the modification plus the amount of the base contract and any other modification(s) or option(s) would result in a total contract value over \$200,000 and the BPW has never previously approved this contract.

<sup>6</sup> If a contract that was approved by the BPW included the projected value of all options the BPW does not need to approve exercising any of the options that do not exceed \$200,000. However, DBM approval is still required for any option that cumulatively (with the value of the original contract and all mods & options to date) exceeds an agency's delegation level from DBM.

<sup>7</sup> If a contract has not previously been approved by the BPW because the value of the base contract and all available renewal options was not expected to exceed \$200,000, but due to circumstances the approval of a particular renewal option would now cause the total contract value to exceed \$200,000, that option must receive BPW approval.

<sup>8</sup> DBM has delegated to all agencies the authority to approve Preference Purchases which do not exceed \$200,000.

<sup>9</sup> If a Maryland State agency is named in the solicitation as participating in the resulting contract.

<sup>10</sup> Must send notice of emergency action to DBM at the same time as the submission of the item to the BPW for the BPW Secretary's Agenda.