

OSP BPW Agenda

Submissions for the Department of General Services (DGS) and/or Office of State Procurement (OSP) agenda for BPW consideration will be submitted via email.

Submissions and general correspondence will be sent to:

DGS.OSP-BPW@maryland.gov

Emails will include a subject containing the requested BPW meeting date, contract category of work, requesting agency, and brief contract description.

I.E. 10.02.19 S MDOT Real Estate;

10/02/19 IT DNR Reforestation Mapping Software;

Oct 2 2019 C-MOD DGS Storage Bldg 2

Submission emails will contain documentation for a single contract/action, as follows:

- (1) Action agenda item, using the provided template (Microsoft Word format);
- (2) A single PDF containing all agenda backup, ordered per the provided checklist. (Large backup files may be submitted in multiple PDFs.)

*Agenda items should be complete and accurate upon initial submission.

Agenda item packages received after the given deadline will require approval from the Director of Policy, Review and Training, Jamie Tomaszewski.

Revisions made to already submitted agenda items should be highlighted in yellow and forwarded to the DGS.OSP-BPW@maryland.gov address.

OSP BPW Agenda Submission Deadlines

The following are BPW submission deadlines for the remainder of 2019. Contracts and requests for BPW approval that currently appear on DGS, DBM, and DOIT's agendas are now due to DGS.OSP-BPW@maryland.gov by COB, as follows:

Submissions due COB	BPW Meeting Date
<i>Friday, Aug. 30</i>	Oct. 2
Mon., Sept. 16	Oct. 18
Mon., Sept. 30	Oct. 30
Mon., Oct. 21	Nov. 20
Mon., Nov. 4	Dec. 4
Mon., Nov. 18	Dec. 18