**SOLICITATION COVER SHEET**

**SOLICITATION FOR A PROCUREMENT GREATER THAN $50,000**

MDH, Office of Procurement and Support Services (OPASS), Room 416, 201 W. Preston Street, Balto., MD 21201 (410) 767-5794 FAX (410) 333-5958

CHECK ITEMS OR FILL IN THE BLANKS, AS APPROPRIATE

|  |  |  |  |
| --- | --- | --- | --- |
|  | STANDARD SERVICE |  | HUMAN SERVICE |
| Previous Contract: Yes No | OPASS # |  |  |
| PROCUREMENT METHOD |  | Solicitation # | MDH/OPASS |
| ADPICS Requisition # |  | FMIS Appropriation Code | M00 |
| SUBMITTING UNIT |  | FMIS Department Code | M |
| ADDRESS: |
| UNIT CONTRACT MONITOR |  | PHONE/FAX |  |
| Maximum Anticipated Amount of Award | $ | \*PCA |  | \*AGY OBJECT | MBE GOAL % |
| FISCAL YRBREAKDOWN | FY$ | FY $ | FY $ | FY $ | FY $ |
| Funding Source | General - % | Federal - % | Special Funds - % | Reimbursable- % | Non Bud - % |
| Start Date |  | End Date |  |
| Options (specify): | Beg | End | Amount |
|  | Beg | End | Amount |
| Description of Services: |
|  |
|  |
| Projected Impact if Start Date (above) is not met: |
|  |
|  |

**PROCUREMENT PACKAGE SPECIFICATIONS**

Submit Procurement Page to OPASS at the address provided above. The Procurement Package must be complete and organized according to the specifications provided herewith.

**CHECK IF PRESENT/COMPLETED**

|  |  |  |  |
| --- | --- | --- | --- |
| Completed Cover Sheet |  |  |  |
| One Hard Copy of Solicitation |  |  |  |
| Electronic Version of Solicitation  |  |  |  |
| List of Potential Vendors to be Solicited (MBE’s Identified) |  |  |  |
| SBR Exemption/VSBE (If Applicable) |  |  |  |
| Fund Cert |  |  |  |

\*If multiple fund source, use Multiple Funding (PCA/AGY OBJ) Detail Form

\*\*MDH Standard RFP or a MDH 3982 for all competitive sealed bid contracts. If no contract is used, sufficient data for completion of a MDH Purchase Order is required.

I attest to the accuracy and completeness of this Procurement Package:

|  |  |
| --- | --- |
| Type/Print Name of Procurement Coordinator-PHONE | Signature of Procurement Coordinator/Date |

Attach a separate sheet for additional information as necessary. A letter acknowledging receipt of this package will be sent to the MDH Procurement Coordinator .

MDH/OPASS Rev. 08/2018