



Maryland State Police  
 Procurement Division  
 7745 Washington Blvd Jessup, MD 20794  
 410-379-9070

**Important links:**

Register Your Business: <https://businessexpress.maryland.gov/start/register-a-business-in-maryland>

Manage Your Business: <https://businessexpress.maryland.gov/manage>

Grow Your Business: <https://businessexpress.maryland.gov/grow>

e-Maryland Marketplace Advantage (eMMA): <https://emma.maryland.gov/>

Certified Small Businesses (CSB): <https://gomdsmallbiz.maryland.gov/Pages/sbr-program.aspx>

Veteran-Owned Small Business Enterprises (VSBE):  
<https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>

Minority Business Enterprise (MBE):  
<https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91> and  
<https://gomdsmallbiz.maryland.gov/Pages/mbe-Program.aspx>

<b>Small Procurements</b>	
Up to \$5,000	Credit Card, One bid
\$5,000.01 - \$50,000	Two written bids
\$50,000.01 - \$100,000	Three written bids, advertised on eMMA

<b>Order of Considerations</b>	
Preferred Providers	MCE, BISM, Community Service Providers (MDWorks)
State Resources	MOUs, Interagency Agreements
Existing State Contracts	DoIT, OSP, Agency Contracts
Open Market	If none of the above exist

## **Common Types of Procurements Used by MSP:**

**Invitation For Bid (IFB)/Competitive Sealed Bidding (CSB)** - Awarded to the responsible bidder submitting a responsive bid with the most favorable bid price.

**Multi-Step Competitive Sealed Bidding (MS-IFB)** - Multi-step competitive sealed bidding (MS-IFB) is a variation of competitive sealed bidding by which each bidder submits an unpriced technical offer, sample, or both to be evaluated by the procurement officer to confirm if it is acceptable under the criteria set forth in the IFB (Phase 1). Once the evaluation is complete, the procurement officer opens only the price submissions for those offers that have been deemed acceptable (Phase 2).

**Request for Proposals (RFP)/Competitive Sealed Proposals CSP** - Procurement method used where a contract is awarded based upon the best value to the State. A contract procured by the CSP method is awarded to the responsible offeror whose proposal is determined to be the most advantageous to the State, considering the price and the evaluation factors set forth in the request for proposals.

**Master Contracts** - Master contracting is a procurement method available to a Designated Procurement Unit that provides for the qualification of bidders and offerors for the procurement of services, supplies, or commodities. Awards for work are made through a secondary competition process. Following the award of the Master Contract, an agency may then issue a secondary competition solicitation to the Master Contractors. Master contracting streamlines the traditional CSB or CSP procurement method in order to achieve cost and/or administrative efficiencies for the State. Secondary competition solicitations must be issued to all Master Contractors prequalified by the State to provide the specific goods or services requested (functional areas). Secondary competition is solicited in one of three forms, as defined for use in a given Master Contract: Task Order Request for Proposal (TORFP); Purchase Order Request for Proposal (PORFP); or Request for Resumes (RFR).

**Sole Source** - Not permissible unless the required service/equipment/product is available from only a single source. (See COMAR 21.05.05 for specifics)

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VSBE Liaison: Debra Cogan, Procurement Manager I – 410-379-9078  
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SBR Liaison: Dirk Griffin, Chief Procurement Officer – 410-379-9073  
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