



DECEMBER 2025



Agenda

- **Maryland Hiring Agreement Program**
Kenneth Jessup, Program Manager, Maryland Hiring Agreement Program
- **Maryland State Ad Agency**
Jason Cohen, Managing Director, Maryland State Ad Agency
- **Office of Contract Oversight**
Natalie Grasso, Program Manager, OSP Office of Contract Oversight
- **OSP Policy Updates**
Megan Ulrich, Senior Procurement Policy Advisor, OSP
Chantal Kai-Lewis, Director of Supplier Diversity, OSP
- **OSP Operations Corner**
Jamie Tomaszewski, Senior Procurement Director, OSP
Kareen Davis, Senior Procurement Director, OSP
- **Reminders & Closing**
Office of State Procurement





Hiring Agreement Program

Presenter:
Kenneth L. Jessup
Program Manager

In collaboration
with



Senior Procurement Advisory Group

**Thursday, December 18, 2025,
10:00 a.m. to 12:00 noon**

Legislative Report due November 1, 2025

Welfare Reform Program Report Cycle April 2024 - March 2025

Completed pursuant to MSAR #7666 – Human Services Article §5–304 (c) (4) and MSAR #12076 – State Finance & Procurement Article § 13-224(d)

Agenda

1. Overview
 2. Program criteria
 3. The process
 4. Reports & Resources
 5. Q&A
- 

[BPW Advisory 2011-1 Hiring Agreement](#)

[Statutory References for Hiring Agreements and Government Hiring Plans](#)

- ❖ **§ 13-224 of the State Finance & Procurement Article - Senate Bill 686 - Welfare Innovation Act of 1998 - State Contractors - Procurement Contracts Only!**
- ❖ § 5-304B of the Human Services Article – House Bill 1059 - Welfare Innovation Act of *1999* - State Agencies
- ❖ § 5-304C of the Human Services Article - House Bill 1160 - Welfare Innovation Act of *2000* - Local Government
- ❖ Chapter 385 - House Bill 268 - Welfare to Work – Job Skills Enhancement Program – Green Jobs (*Effective July 1, 2009*)

Overview

What is the Hiring Agreement Program?

Purpose:

To encourage the use of hiring agreements as a mechanism for providing current and former Family Investment Program recipients (TCA and TCA related-non-custodial and Youth in Out-of Home Care) with employment opportunities on State procurement contracts.

A Hiring Agreement is an agreement entered into by the Department of Human Services (DHS) or a Local Department of Social Services (LDSS) and a Contractor doing business with the State under which DHS or LDSS and the Contractor agree to work cooperatively in an effort to identify and hire current and former Family Investment Program (FIP) recipients, their children, TCA and TCA related and Youth in Out-of Home Care and child support obligors, to fill job openings of the Contractor as a result of the procurement contract.

Program criteria

Who? Targeted Populations

Current TCA recipients
&
Children of Current TCA recipients (14 and older)

Former TCA recipients (less than or equal to 5 years)
&
Children of Former TCA recipients (14 and older)

TCA and TCA related and Youth in Out-of-Home Care Participants (18-25 years old)

Child Support Obligors (Non-Custodial parents)

What? Eligible Contracts Criteria

Term
Base Term of two (2) years or longer

Value
Contracts valued at \$200,000 or greater

Employment Opportunity
The contract must produce employment during the term.
Subcontractors included as well.



The process

What ? Types of Eligible Contracts

Contracts deemed likely to yield jobs for “targeted populations” include, but are not limited to:

Small Business Reserve

Service Contracts
(food service, security)

Construction
(build, maintenance, repair)

Healthcare
(entry level, certified/licensed)

Information Technology
(entry level, skilled)

Contracts Exempt from HAP

- **Inter-Governmental** - (DHS and County Government)
- **Inter-Agency** - (DHS & DGS)
- **Preferred Provider** -
(i.e. Maryland Works, Blind Industries, Maryland Correctional Enterprises)

(Note: Participation is optional)

The process

Procurement's Role

- Determine which contracts are suitable for the Hiring Agreement Program.
- Primary procurement agencies, *Department of Budget and Management, Department of General Services, Maryland Department of Transportation, and Maryland Department of Human Services* must ensure that those procurement units under their delegation identify eligible contracts.
- Contact the Hiring Agreement Program Manager via emails Hiring.agreements@maryland.gov & kenneth.jessup@maryland.gov and advise of eligible contracts.
- **Include electronic copy of the: (SOW, RFP, IFB) scope of work for the review record and HAP Determination Form.**
- If a contract is deemed eligible, include the Hiring Agreement contract clause in the solicitation and forward an electronic copy of the RFP to Hiring Agreement Program with the **Pre-Bid/Proposal Conference date, state contractors' signing authority information completed on the clause (pages 1-4).**



Hiring Agreement Program

HIRING AGREEMENT PROGRAM (HAP) Determination Request Form

In collaboration with the [Board of Public Works \(BPW\) Advisory 2011-1](#) | [Designated Procurement Units](#) | Process for Selection and Recording of Hiring Agreement Contracts

Return completed document to hiring.agreements@maryland.gov , CC Kenneth.jessup@maryland.gov			
DESIGNATED PROCUREMENT UNIT (STATE AGENCY: EX. DBM, DGS, DHS, MDT, MDH, ETC.)		DGS	
CONTACT PERSON:	Susie Someone	PHONE:	410-767-9999
E-MAIL:	susie.someone@maryland.gov		
ADMINISTRATION AGENCY:	DGS		
IFB/RFP TITLE:	Landscaping Services		
IFB/RFP #:	BPM218775	ANTICIPATED CONTRACT DOLLAR AMOUNT:	\$ 300,000
CONTRACT TERM:	START-END DATES: (Month/Day/Year)	01-01-2026 (Month/Day/Year)	12-31-2028 (Month/Day/Year)
CONTRACT TYPE: (Ex. Administrative, Construction, Service)	Services		
SCOPE OF WORK submitted: (Check <input checked="" type="checkbox"/> one)	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO
EMPLOYMENT OPTIONS: (Check <input checked="" type="checkbox"/> one)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
*INCLUDE	Approved for inclusion of the Hiring Agreement clause.		
EXCLUDE	Approved for exclusion of the Hiring Agreement clause.		
Comments/Justifications:	SOW - Contractor is responsible for labor.		
Designated Procurement Officer Signature Date:			
Hiring Agreement Program Manager Signature Date: Kenneth L. Jessup Jan 5, 2026			

The process

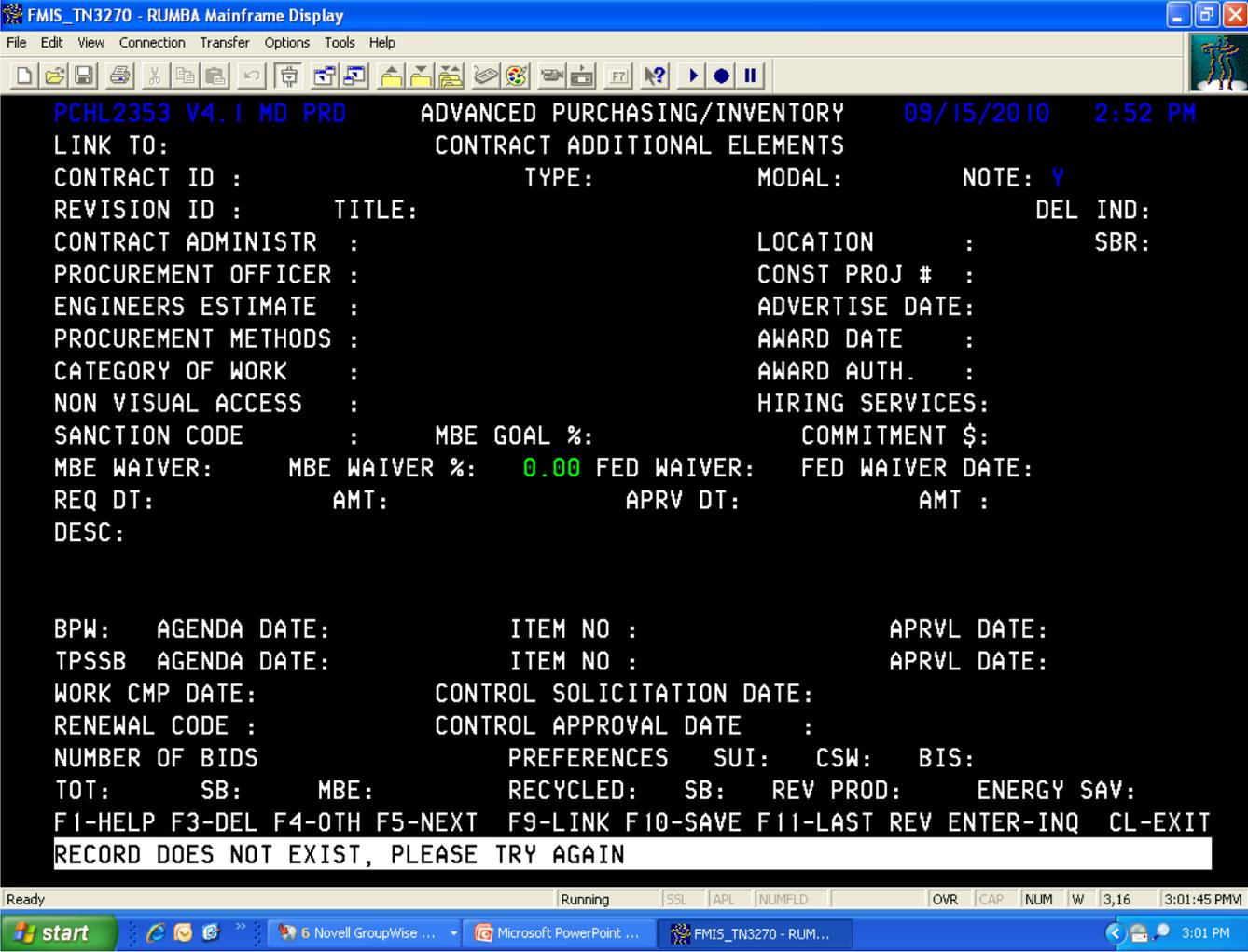
Procurement's Role

Coding: Advanced Purchasing & Inventory Control System (ADPICS)

Hiring Agreements "Hiring Service" field requires either "Y" or "N"

"Y" = Yes, Contract has an attached Hiring Agreement Contract

"N" = No, Contract does not have an attached Hiring Agreement Contract



The process

Attachment O page 1 & 2 Solicitation Attachments and Appendices

ATTACHMENT O – DHS HIRING AGREEMENT

Agency Contract/Solicitation Number: _____

**MARYLAND DEPARTMENT OF HUMAN SERVICES
HIRING AGREEMENT**

This Hiring Agreement ("Agreement") is effective this _____ day of _____, _____ and is entered into by and between the Maryland Department of Human Services ("Department") and _____ (the "Contractor") pursuant to State Finance Procurement Article, § 13-224, Annotated Code of Maryland, arising out of a Contract for services between Contractor and _____ ("Entity"), contract number _____ ("Procurement Contract").

WITNESSETH:

WHEREAS, the Department has identified the Procurement Contract as eligible for execution of this Agreement; and,

WHEREAS, the Contractor and the Entity, have discussed and reviewed an inventory of job openings that exists or the Contractor is likely to fill during the term of the Procurement Contract in the State of Maryland; and

WHEREAS, the Contractor, Department and the Entity have discussed and reviewed the job descriptions, locations, and skill requirements for those positions; and

WHEREAS, the Department and the Entity have identified and discussed with the Contractor the workforce related benefits and support services available to the Contractor as a result of the Agreement including:

- Medicaid coverage for the employee and the employee's dependents for up to one year after placement in the job;
- Maryland Children's Health Program (MCHP) medical coverage for the employee's dependents after one year of employment for as long as eligibility is met;
- Food Supplement Program for the employee and the employee's dependents for as long as eligibility requirements are met;
- Child Care subsidies for the employee's dependents for up to one year after employment as long as eligibility requirements are met;
- Transportation subsidies for the employee for a period of time after employment;
- Other Retention services including counseling on an as needed basis; and
- Assistance with claiming tax credits for hiring the Department's current and former Family Investment Program ("FIP") recipients, their children, foster care youth, and child support obligors ("Candidates").

WHEREAS, the Contractor and Department agree to work cooperatively to develop responses to the workforce development requirements faced by the Contractor and to promote the hiring of the Candidates by the Contractor.

RFP Template Version: 2017-10 DHS

NOW THEREFORE, upon valuable consideration received, the Contractor and the Department specifically agree as follows:

A. The CONTRACTOR shall:

1. Notify the Department of all job openings that exist or result from the Procurement Contract.
2. Declare the Department the "first source" in identifying and hiring Candidates for those openings.
3. Work with the Department to develop training programs that will enable Candidates to qualify for and secure employment with the Contractor.
4. Give first preference and first consideration, to the extent permitted by law and any existing labor agreements, to Candidates the Department refers for job openings that exist or result from the Procurement Contract.
5. Agree to give Candidates referred to the Contractor by the Department priority in the filling of a job opening so long as the Candidate meets the qualifications of the position and the Department refers qualified Candidates within five (5) Business Days.
6. Submit biannual reports (for the duration of the Contract) listing the number of all job openings and the total number of individuals interviewed and hired under the Procurement Contract. The report shall also include information regarding the disposition of referrals made, to include an explanation of why any such Candidate was not hired or considered qualified.
7. Designate the following individual to be the point of contact:

Point of Contact Name: _____		
Point of Contact Address: _____ _____ _____		
Point of Contact E-Mail	Point of Contact Telephone #	Point of Contact Fax #

The point of contact will:

- a. Provide additional information regarding "first source" jobs and clarify their requirements.
- b. Receive Department referrals.
- c. Provide feedback to a Department account representative upon request regarding the dispositions of those referrals as well as the progress/employment status of those Candidates hired by the Contractor.

8. Submit the Contractor's Federal Employment Identification Number ("FEIN") in an effort to increase efficiency in the employment monitoring process for annual legislative reporting.

RFP Template Version: 2017-10 DHS

The process

Attachment O page 3 & 4 Solicitation Attachments and Appendices

B. The Department will designate an account representative who will:

1. Process all the Contractor's job notices in accordance with this "Agreement."
2. Refer screened and qualified Candidates to the Contractor's designated contact person.
3. Make referrals in a timely manner, that is, within five (5) Business Days after receiving the Contractor's job opening notices.
4. Assist in the development of any mutually agreed upon training, internship or apprenticeship programs that will better prepare Candidates for employment with the Contractor.
5. Provide follow-up and post hire transitional/supportive services, (e.g. Medicaid, MCHP, Food Supplement Program, child care, transportation, retention counseling, and access to tax credits) as necessary and appropriate.
6. Ensure that the Contractor is advised of available subsidies and provide any assistance to the Contractor to obtain those subsidies.
7. Report the Contractor to the procurement Entity if the Contractor does not fulfill its responsibilities in accordance with this Agreement.
8. Review and evaluate the effectiveness of this undertaking with the Contractor and make modifications as necessary and appropriate.

C. DISCLAIMERS

Nothing in this Agreement shall cause the Contractor, except as explicitly provided in Section A above, to alter existing hiring practices or to hire an individual into a position for which he/she is not qualified.

D. NON-DISCRIMINATION

The Contractor agrees that there shall be no discrimination against any employee or Candidate for employment because of race, color, sex, religion, national origin, age, sexual preference, disability or any other factor specified in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1983 and subsequent amendments and that they will comply with all other pertinent federal and State laws regarding discrimination.

E. MARYLAND LAW PREVAILS

The place of performance of this Agreement shall be the State of Maryland. This Agreement shall be construed, interpreted, and enforced according to the laws and regulations of the State of Maryland, including approval of the Board of Public Works where appropriate.

F. EFFECTIVE DATE

This Agreement shall take effect on the date of the aforementioned Procurement Contract, which is for the period _____ through _____, and it shall remain in effect for the duration of the Procurement Contract, including any option periods or extensions. In addition, it is required that any executed extensions and additional funds added to an existing Hiring Agreement Contract be emailed to the Office of Hiring Agreements, Hiring_Agreements@Maryland.gov listing the new and date, updated contract amount and Agency Control/Solicitation Number.

RFP Template Version: 2017-10 DHS

IN WITNESS, WHEREOF, the Contractor and the Department have affixed their signatures below:

FOR THE CONTRACTOR:	FOR THE DEPARTMENT:
COMPANY NAME	
FEIN:	
SIGNATURE	SIGNATURE
TITLE	Hiring Agreements Program Manager TITLE
DATE	DATE

RFP Template Version: 2017-10 DHS

The process

Contractors' Role:

Notify DHS by email Hiring.agreements@maryland.gov of all employment opportunities that exists as a result of the procurement contract or positions they wish to share.

Declare DHS the **"first source"** for employment opportunities.

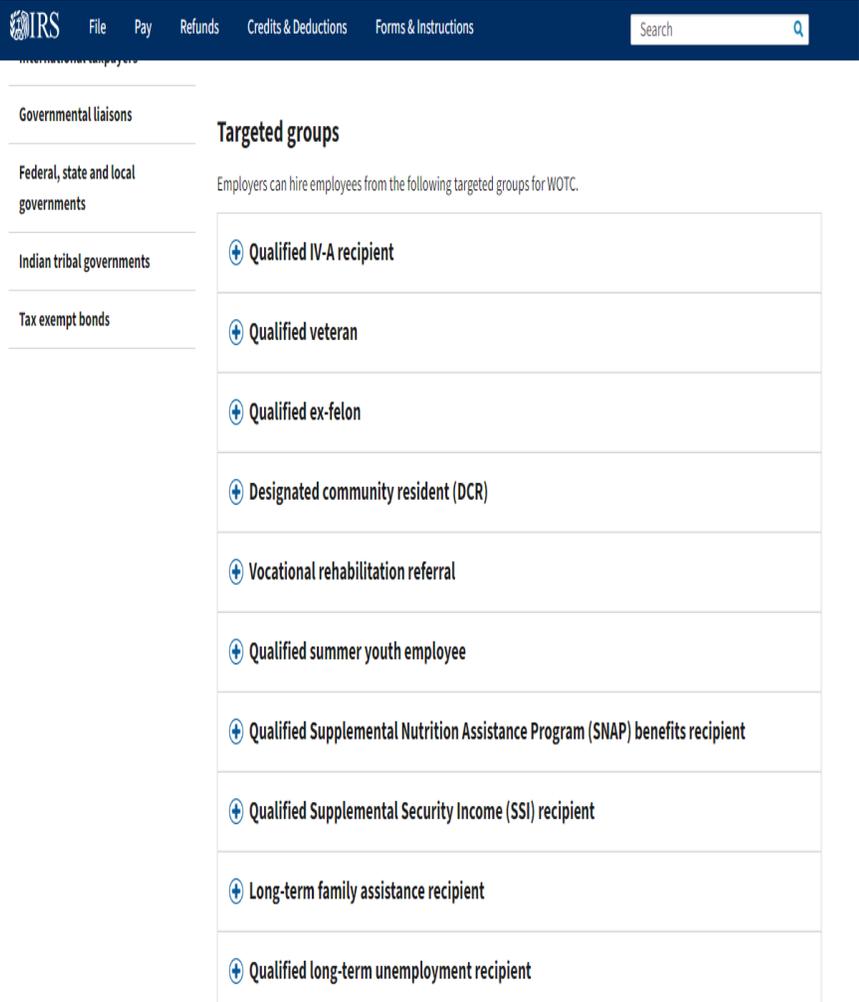
Allow DHS **Five (5) business days** to refer candidates for interview for the position(s).

Provide DHS and LDSS with **feedback** on the hiring decision of candidates.

Comply with the Hiring Agreement clause throughout the life of the contract to include: **renewals, extensions and modifications.**

The process

Benefits to State Contractors



The screenshot shows the IRS website's "Targeted groups" page. The top navigation bar includes "File", "Pay", "Refunds", "Credits & Deductions", and "Forms & Instructions", along with a search bar. A left sidebar lists categories: "Governmental liaisons", "Federal, state and local governments", "Indian tribal governments", and "Tax exempt bonds". The main content area is titled "Targeted groups" and includes the text: "Employers can hire employees from the following targeted groups for WOTC." Below this is a list of 11 targeted groups, each with a plus icon in a circle:

- Qualified IV-A recipient
- Qualified veteran
- Qualified ex-felon
- Designated community resident (DCR)
- Vocational rehabilitation referral
- Qualified summer youth employee
- Qualified Supplemental Nutrition Assistance Program (SNAP) benefits recipient
- Qualified Supplemental Security Income (SSI) recipient
- Long-term family assistance recipient
- Qualified long-term unemployment recipient

Fact Sheet

EMPLOYMENT AND TRAINING ADMINISTRATION

Work Opportunity Tax Credit

About WOTC

The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring and employing individuals from certain targeted groups who have faced significant barriers to employment.

The WOTC may be claimed by any employer that hires and pays or incurs wages to certain individuals who are certified by a designated local agency (sometimes referred to as a state workforce agency) as being a member of one of 10 targeted groups.

The U.S. Department of Labor (DOL) and the U.S. Department of the Treasury, through the Internal Revenue Service (IRS), jointly administer the implementation of the WOTC program. DOL, through the Employment and Training Administration (ETA), provides grant funding and policy guidance to the State Workforce Development Agencies, also called State Workforce Agencies (SWA) to administer the WOTC certification process, while the IRS administers all tax-related provisions and requirements. WOTC is authorized until December 31, 2025 (Section 113 of Division EE of Pub. L. 116-260 - Consolidated Appropriations Act, 2021).

WOTC targeted groups include: 1) Qualified IV-A ("TANF") recipient; 2) Qualified Veteran; 3) Qualified Ex-Felon; 4) Designated Community Resident; 5) Vocational Rehabilitation Referral; 6) Summer Youth Employee; 7) Supplemental Nutrition Assistance Program (SNAP or "food stamps") recipient; 8) Supplemental Security Income (SSI) recipient; 9) Long-term Family Assistance (Long-term TANF) recipient; and 10) Qualified Long-term Unemployment recipient.

Federal Funding

For Fiscal Year (FY) 2023, SWAs received \$18,485,000 to support the administration of WOTC, which includes the certification process and reporting data on a quarterly basis to DOL/ETA.

Performance Outcomes

- ◆ In FY 2023, SWAs issued 1,982,858 certifications
- ◆ In FY 2022, SWAs issued 2,569,056 certifications
- ◆ In FY 2021, SWAs issued 2,081,474 certifications
- ◆ In FY 2020, SWAs issued 1,620,806 certifications
- ◆ In FY 2019, SWAs issued 2,068,417 certifications

Note: Data may change due to performance reporting updates.

Information and Resources

For more information on WOTC, including how to apply for the tax credit, visit the DOL website at <https://www.dol.gov/agencies/eta/wotc>, or the IRS website at <https://www.irs.gov/businesses/small-businesses-self-employed/work-opportunity-tax-credit>. Email questions to Ask.WOTC@dol.gov.



Reports

Who?

Purpose of the Hiring Agreement Program

Focus on families and their economic opportunities.



Why?

Opportunities for Economic Stability

Administrative positions



Food Service positions



Security positions



Entry-level medical positions



Entry-level IT positions



Construction positions



Landscaping positions



Reports

Annual Legislative Report Categories

I. State Contractors

II. Local Government:

[Maryland Association of Counties \(MACo\)](#)

III. State Agencies:

DBM, DGS, DHS, Do IT, MDOT

(per Statue, other Agencies are encouraged to participate.)



Thank you
to our
Agency
Partners!



Senior Procurement Advisory Group



Always room for more agencies!



Reports

DHS extends a special note of appreciation for the **top three** employers in each category:

	State Contractors	Local Government	State Agency
1st	Abacus, Incorporated	Mayor's Office City of Baltimore	Department of Human Services
2nd	Personal Home Care LLC.	Scholars K-8	University of Maryland at College Park
3rd	Broadway Services Incorporated	Academy of Health Science at PGCC	Chesapeake Detention Facility

Reports

Table 3 – State Contractor Job Placements by Target Group (#7667) April 2024 - March 2025			
Group	Placements in Current Quarter	Retention in First Post Quarter	Percentage 1st Quarter Retention
Current TCA Participants	273	135	49%
Children of Current TCA Participants	6	2	33%
Former TCA Participants	1,240	459	37%
Children of former TCA Participants	179	96	54%
Child Support Obligors	6	2	33%
Foster Care Youth/Former (18-25 years old)	37	20	54%
Total	1,741	714	41%

Reports

Table 6 Prior Year Comparison Outcomes Report Cycle 2024 vs. 2025			
Group	2024	2025	Percentage % Increase/Decrease
State Contractors	1,314	1,741	25%
Local Government	3,205	3,545	10%
State Agencies	573	504	-14%
Total	5,092	5,790	12%

Resources

Links

- [Maryland Benefits](#)
- [SNAP E&T](#)
- [Childcare Scholarship](#)
- [Maryland Health Connection](#)
- [Transportation Assistance Program](#)

Benefits to Participants

Medicaid coverage

for the employee and the employee's dependents for up to one year after placement in the job, as long as eligibility is met

Maryland Children's Health Program (MCHP) medical coverage

for the employee's dependents after one year of employment for as long as eligibility is met

SNAP

for the employee and the employee's dependents for as long as eligibility requirements are met
[SNAP E&T](#)

Child Care Scholarship

(daycare) for the employee's dependents for up to one year after employment, as long as eligibility requirements are met

Transportation subsidies

for the employee for a period of time after employment

Transportation Assistance Program

low-income individuals may be eligible to receive a reliable vehicle that could increase their mobility, shorten their commute, make higher-paying jobs or shifts more accessible



**"LIFE'S MOST PERSISTENT
AND URGENT QUESTION IS:
WHAT ARE YOU DOING FOR
OTHERS?"**

-Dr. Martin Luther King, Jr.





Kenneth L. Jessup

Program Manager, Hiring Agreement Program

Maryland Department of Human Services
25 South Charles Street 1649-T
Baltimore, MD 21201
410-767-8188

- Program Hiring.Agreements@maryland.gov
- Program Manager Kenneth.Jessup@maryland.gov
- Assistant Director, Office of Cash Programs
 - jacqueline.turner2@maryland.gov



Presented by:

Jason Cohen

Managing Director



MSAA is:

A full-service advertising, marketing, and media buying service for Maryland state agencies, municipals and related organizations.

Maryland State Ad Agency (MSAA)

- **Maryland Code:** Maryland Public Television's enabling legislation specifically encourages it to utilize its facilities and equipment to provide services and generate revenue. The MSAA model was created in 2016.
- **Maryland Procurement Manual – 3. Pre-Solicitation:** “Before engaging in contracting, an agency should consider whether it can meet its needs with State resources, including utilizing existing employees, Interagency Agreements or MOUs.”
 - MSAA is a state agency resource and can be engaged via Interagency Agreements or a Memo of Understanding (MOU).
- **Procurement:** MSAA follows all state procurement guidelines (COMAR). Additionally, MSAA utilizes its own staff resources and in-state vendors for a majority of campaigns. In short, advertising dollars remain in the state economy.



BEST PRACTICES FOR THE STATE

- **Timelines:** According to state officials, a typical procurement can take longer than the grant period itself.
 - MSAA typical timeline – Once an MOU is in place, assets can be created and a campaign can go live in 30-45 days.
- **Experience:** MSAA, through its parent agency, MPT, has more than 50 years of producing and distributing award-winning public service media to the citizens of Maryland.
- **Support from State Leadership:** MSAA has received strong encouragement from senior state officials, including the Governor, Lt. Governor, House Speaker and many legislators.



FULL-SERVICE ADVERTISING AND MEDIA BUYING AGENCY:

✓ STRATEGIC PLANNING AND CONSULTING	✓ CONTENT MARKETING STRATEGY
✓ BRANDING AND CREATIVE SERVICES	✓ ADVERTISING SERVICES
✓ DIGITAL MARKETING SERVICES	✓ ANALYTICS AND REPORTING
✓ SOCIAL MEDIA STRATEGY	✓ DIRECT MAIL SERVICES



ANNOUNCEMENT

MSAA is now offering **printing** and **mailing** services to help state agencies with **direct mail campaigns** and other print-based projects. MSAA's services include **design, printing, data management, postage, and delivery.**



FULL-SERVICE ADVERTISING AND MEDIA BUYING AGENCY:

- TV (Broadcast, Cable, Public)
- Radio (Broadcast, Public)
- Over The Top Services (CTV, Streaming Video, etc)
- Streaming Audio Services (Spotify, Pandora, etc)
- Digital Ad Services (Display, Mobile, Native, etc)
- Search Engine Marketing (SEM, Google Adwords)
- Social Media ads (Meta, LinkedIn, Snapchat, Tik Tok, etc)
- Mobile Ad Geo-Targeting (Geo-fencing, Geo-farming)
- Movie Theater Advertising
- Billboards and Mass Transit Ads
- Convenience Store Media/Gas Pump Ads
- PRINT!





MSAA COLLABORATION WITH STATE AGENCIES

- Full service advertising agency
- Full understanding of state procurement
- Ease of contracting via Interagency Agreements (IA), and Memos of Understanding (MOU)
- In-house team of ad agency veterans
- Fluent in traditional, digital & social media
- Multilingual translation services available
- Award winning media creation.



AWARD WINNING AGENCY



Winner Best Agency Award 2024

2024 Awards:

- **Maryland Department of Health**
 - Muse Award - Gold
 - Telly Award – Silver
 - Communicator Award - Silver
- **Maryland Department of Aging**
 - Muse Award – Gold
 - Communicator Award - Excellence
- **Public Service Commission**
 - Communicator Award – Distinction
 - Muse Award - Platinum





MARYLAND STATE AD AGENCY

Contact: Jason Cohen, Managing Director
jason@mdadagency.md.gov

OUR CLIENTS

- **Maryland Center for School Safety**
- **Maryland Department of Health/ Behavioral Health Administration**
- **Maryland Emergency Management Agency**
- **Maryland Department of Health/ Opioid Operational Command Center**
- **Maryland Department of Planning**
- **Maryland Higher Education Commission**
- **Maryland Department of Housing and Community Development**
- **Maryland State Police**
- **Maryland Department of Public Safety and Correctional Services**
- **Maryland Healthcare Commission**
- **Maryland Department of Veterans Affairs**
- **Maryland Department of Aging**
- **Maryland Department of Agriculture**
- **Maryland Department of Labor**
- **Maryland Department of Transportation, State Highway Administration**
- **Maryland Energy Administration**
- **Maryland State Department of Education, Division of Rehabilitation Services**
- **Baltimore County Health Department**
- **Maryland Public Service Commission**
- **Maryland Department of Service and Civic Innovation**





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Question & Answer

Please enter questions, comments, and feedback into the webinar chat.



Office of Contract Oversight

Natalie Grasso, Program Manager, Office of State Procurement



Office of Contract Oversight (OCO)

Updates

Contract Management Survey

- A new statewide survey designed to gather input from agencies on contract management practices, challenges, and needed support.
- The survey will officially launch in **January** as part of ongoing efforts to strengthen contract oversight and advance the goals of the Procurement Reform Act.

Contract Monitoring Tool (CMT) & the OCO Page

- A resource available on the OCO page that helps track, manage, and monitor contract requirements and deliverables.
- Stakeholders are encouraged to visit the **OCO page** for this tool and additional contract oversight resources.



Maryland Contract Monitoring Basics



Registration Details

Registration does not mean immediate enrollment. Enrollments occur monthly; December registrants will be enrolled in January. Participants have three weeks to complete the course after enrollment. Register via the following [link](#).



Continuous Learning Points

Participants who complete the course will receive three (3) continuous learning points. For questions, contact the Maryland Procurement Academy: dgs.osp-mdpa@maryland.gov.



Course Format & Contact Info

The course is fully online and self-paced. Some participants have finished it in about three hours.



Participation Update

Since launching in April, 235 participants have enrolled in MCM Basics across multiple state agencies.



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Question & Answer

Please enter questions, comments, and feedback into the webinar chat.



OSP Policy Updates

Megan Ulrich, Senior Procurement Policy Advisor, OSP
Chantal Kai-Lewis, Director of Supplier Diversity, OSP

Market Research Policy



Under Governor Moore's [Executive Order 01.01.2024.38 — Delivering a More Efficient, Equitable, and Competitive Procurement System for Maryland](#), procurement officers **must conduct market research** to promote efficiency, fairness, and inclusivity in procurement practices.

This research must identify:

- The parameters of procurement
- The market's ability to meet the Unit's requirement
- The number of suppliers available to foster competition
- Whether adjustments to the Unit's requirements will facilitate greater competition



Purpose

More specifically, market research under this policy should:

- Assess the feasibility of MBE/VSBE suggested participation goals for procurements
- Determine the industry norms regarding subcontracting potential for specific projects
- Maximize opportunities for participation by MBE and VSBE firms at both the prime and subcontractor levels.



Applicability

This policy applies to all procurements conducted by a Unit that are expected to exceed \$100,000, including but not limited to, solicitations for goods, services, construction, architectural-engineering and professional services.



Market Research Policy

Procurement Officers or other employees at the Unit initiating the procurement must conduct the following steps pre-solicitation, prior to the submission of PRG Worksheets to the DGS OSP MBE/VSBE/SBR Liaison or Designee:

Step #1a

Conducting Market Research *via Direct Outreach to Industry Stakeholders*

- Contact Prospective Prime Contractors
 - Procurement Officers shall conduct targeted outreach via phone to at least two prospective prime contractors.

- Document All Industry Feedback
 - Procurement Officers shall maintain a Market Research Report

Step #1b

Conducting Market Research *via a Request for Information (RFI)*

- Issue an RFI
 - Procurement Officers shall issue an RFI by using standardized language to inquire about subcontracting potential, geographic distribution, and capacity of small, minority and veteran owned businesses in relevant industries.

- Include Background Questions in RFI

Note: If Step #1a does not yield sufficient information, please proceed to Step #1b. If Step #1a does yield sufficient information, please proceed to Step #2.



Market Research Policy

Procurement Officers or other employees at the Unit initiating the procurement must conduct the following steps pre-solicitation, prior to the submission of PRG Worksheets to the DGS OSP MBE/VSBE/SBR Liaison or Designee:

Step #2

Data Analysis and Goal Setting

- Assess Industry norms by analyzing the data collected
- Recommend MBE/VSBE Suggested Participation Goals on the PRG Worksheet Accordingly

Step #3

Documentation Requirements

- Procurement Officers' Responsibilities
 - All market research activities must be documented and included in the procurement file, added to the analysis field on the PRG Worksheet and submitted to DGS OSP MBE/VSBE/SBR Liaison or Designee for review
- DGS OSP MBE/VSBE/SBR Liaison or Designee Responsibilities
 - The findings will be reviewed by the DGS OSP MBE/VSBE/SBR Liaison or Designee to validate the appropriateness of the MBE/VSBE suggested participation goals.



New Online PRG Intake Form

Enhanced submission process for improved workflows and response times

- **A new format that streamlines the submission process for *everyone* involved**
- **Submissions will still require critical items (as applicable) such as:**
 - MBE, SBR, and VSBE searches performed
 - Market research and any RFI results
 - Scope of work and estimated procurement amount
 - MBE Subgoal Worksheet (projects \$200K and over)
 - Sole source justification and POD
 - Justification for any 0% goal request
 - SBR waiver approval from GOSBA
 - PORFP copy and list of master contractors
- **Launching December 22nd!**



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Question & Answer

Please enter questions, comments, and feedback into the webinar chat.



OSP Operations Corner

Jamie Tomaszewski, Senior Procurement Director, OSP
Karen Davis, Senior Procurement Director, OSP



OSP Operations Corner

ICPA Procurements

- **DGS OSP/BPW Approval Authority Chart**
 - No delegation for ICPA Procurements
- **Individual Agency Requests for ICPAs**
 - Two step process for approvals
 - Request to use the ICPA method
 - Request for Contract Award
- **DGS OSP BPW Checklist**
 - See the "ICPA" tab



OSP Operations Corner

Living Wage Requirements

- [Appendix 6. Living Wage Requirements](#)
- [Attachment G. Maryland Living Wage Requirements Affidavit](#)
- [DGS OSP BPW Agenda Submission Checklists](#)
- [Procurement Manual Section 3.1: Order of Considerations](#)
 - State Resources
 - Existing State Contracts
 - Preferred Providers
 - Certified Small Businesses (CSBs) - SBR Program



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Reminders

Updates to NASPO Memberships

- **Action required by Jan. 1, 2026:** Non-NASPO members must become **PPA members** to continue accessing Procurement U courses; otherwise, they will lose access to current enrollments and most of the course catalog.
- **Incentive to act early:** Those who join **before the end of 2025** will receive **two years of free PPA membership**.



Closing

Thank you for joining today!


MARYLAND STATE HOUSE
BUILT 1772-1778
CAPITOL OF THE UNITED STATES
FEBRUARY 26, 1783 - AUGUST 13, 1784
IN THIS STATE HOUSE OLDEST IN THE NATION STILL
IN LEGISLATIVE USE, GENERAL GEORGE WASHINGTON
RESIGNED HIS COMMISSION BEFORE THE CONTINENTAL
CONGRESS DECEMBER 23, 1783. HERE, JANUARY 14, 1784,
CONGRESS RATIFIED THE TREATY OF PARIS TO END THE
REVOLUTIONARY WAR AND MAY 7, 1784, APPOINTED