

Prohibition for Requesting Specific Vendor Personnel/Resources

(Statewide Agile Resources & Teams 2024 Contract)

****NOTICE TO ALL STATEWIDE AGILE CONTRACT USERS****

All users and requestors under the Statewide Agile contract are strictly **prohibited from requesting, identifying, or directing the use of specific vendor personnel/resources**—whether by name, résumé, past assignment, or implied preference—in connection with any Work Order (WO) request or assignment.

This prohibition exists to ensure fair competition, vendor independence, and compliance with applicable **State procurement law, ethics provisions, and contractual obligations**.

Under **Section 3.14 of the Statewide Agile solicitation**, all work must be solicited and assigned **solely through the formal Work Order process**, which:

- Requires the issuance of a Work Order Request.
- Provides a **reasonable and uniform submission period** to all eligible Master Vendors/Contractors.
- Allows vendors to propose qualified personnel of their choosing; and
- Reserves the State's role to evaluate submissions based on merit.

Requesting Agency Must Follow the Below Guidelines:

- **Do not include** the names, identities, or résumés of individuals in WO scopes, justifications, or attachments.
- **Do not communicate** preferences, verbally or in writing, to vendors, current contractors and resources.
- **Do use** functional and performance-based descriptions of the required role, skills, or certifications.
- **Do rely** on the Work Order process to select resources from among the Work Order Requests submitted by vendors.

For questions/clarification on the proper use of the Statewide Agile contract, contact the **OSP Office of Contract Oversight (OCO)** at dgs.osp-oco@maryland.gov.

(Revised 1/23/26)