

Procurement Officer's Determination
Intergovernmental Cooperative Purchasing Agreement (ICPA)
COMAR 21.05.09.04

Date: 5/12/2026

Procurement Agency: Department of Service and Civic Innovation

Contract Title: Payroll & Professional Employer Organization (PEO) Services

Contractor: Infojini, Incorporated

Term of ICPA modification: 08/30/2026 - 08/31/2027

Estimated modification amount: \$6,000,000

Background: The Department of Service and Civic Innovation (DSCI) is requesting approval to modify an existing Intergovernmental Cooperative Purchasing Agreement (ICPA) with Infojini, Inc. to extend services from August 30, 2026, to August 31, 2027, in the amount of \$6,000,000.

While the original contract was structured to support up to 350 members, initial program implementation occurred under an accelerated timeline and utilization of the EOR model was limited, resulting in lower than projected expenditures during the first contract term. For the upcoming program year DSCI anticipates significant program growth. Increased participation in the EOR model is expected. Projected usage is estimated at approximately 300-400 members.

Determination: Based on the market research and price analysis conducted, OSP has determined that continued use of the ICPA is justified under COMAR 21.05.09.04, OSP has reviewed the request and determined that use of this ICPA modification is appropriate and in the best interest of the State. The requested increase of \$6,000,000 ensures sufficient capacity to support program expansion and avoids disruption to payroll and employment services. The pricing remains fair and reasonable. The modification and extension are necessary to support program continuity and expansion. The current Equalis Group cooperative purchase agreement (EQ-052522-01C) remains active and valid through August 31, 2028.

Market Research: The Department of Service and Civic Innovation (DSCI) conducted Market Research to evaluate comparable services offered by national payroll providers and Employer of Record (EOR) firms, typically structured as a percentage of payroll or per employee administrative fee. Industry research indicates that EOR/PEO administrative fee structures generally range from 2%-12% of payroll for standard services, up to 15% for programs with higher administrative complexity. Given the statewide scale, multiple host site partners, and compliance requirements of the Maryland Corps and Service Year Option programs, DSCI determined that use of the cooperative contract remains appropriate and advantageous.


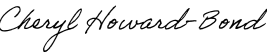




Pricing: The Infojini contract pricing structure remains unchanged under this modification and consists of approximately 88% pass through wages and employment-related costs. Approximately 12% administrative fee. Pass through costs are paid directly to program participants and are not subject to markup. The administrative fee of approximately 12% was evaluated against current market benchmarks and determined to be within the acceptable industry range for complex EOR services. The price is considered fair and reasonable given the scope and operational requirements of the program. The key factors supporting price reasonableness include high volume onboarding and annual cohort turnover and coordination across multiple host site partners statewide.



Wes Moore, Governor | Aruna Miller, Lt. Governor | Atif Chaudhry, Secretary

Conclusion: Based on the above, and in accordance with COMAR 21.05.09.04, OSP has determined that continued use of the ICPA is in the best interest of the State because it provides immediate continuity of critical payroll and compliance services. Additionally, it avoids delays and administrative burden associated with a new competitive procurement. It also leverages an existing competitively awarded contract with established pricing. Furthermore, it supports timely implementation of statewide service program and minimizes operational risk associated with transitioning payroll providers. Failure to utilize the existing cooperative contract would result in delays, increased administrative costs, and potential disruption to program participants and host site partners.

Approved By:

	05/12/2026
Stephanie Puryear, Procurement Officer, DGS OSP	Date
	05/12/2026
Cheryl Howard-Bond, Procurement Manager II, DGS OSP	Date
 JAMIE TOMASZEWSKI (May 17, 2026 17:30:35 EDT)	05/17/2026
Jamie Tomaszewski, Acting Deputy Chief Procurement Officer, DGS OSP	Date
	05/19/2026
Amit Khardori, Deputy Chief Procurement Officer, DGS OSP	Date
 JAMIE TOMASZEWSKI (May 21, 2026 08:48:47 EDT)	05/21/2026
Jamie Tomaszewski, Acting Deputy Chief Procurement Officer, DGS OSP	Date
 Linda Dangerfield (May 22, 2026 08:58:02 EDT)	05/22/2026
Linda Dangerfield, Acting Chief Procurement Officer, DGS OSP	Date












Infojin ICPA

Final Audit Report

2026-05-22

Created:	2026-05-12
By:	Stephanie Puryear (stephanie.puryear1@maryland.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAu5J9XxVdKXUbBm2WfkVblxrUitIQOeb5

"Infojin ICPA" History

-  Document created by Stephanie Puryear (stephanie.puryear1@maryland.gov)
2026-05-12 - 6:50:54 PM GMT
-  Document emailed to Cheryl Howard-Bond (cheryl.howard-bond@maryland.gov) for signature
2026-05-12 - 6:50:59 PM GMT
-  Email viewed by Cheryl Howard-Bond (cheryl.howard-bond@maryland.gov)
2026-05-12 - 6:51:13 PM GMT
-  Document e-signed by Cheryl Howard-Bond (cheryl.howard-bond@maryland.gov)
Signature Date: 2026-05-12 - 6:52:05 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document emailed to JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV) for signature
2026-05-12 - 6:52:07 PM GMT
-  Email viewed by JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
2026-05-17 - 9:27:42 PM GMT
-  Document e-signed by JAMIE TOMASZEWSK (JAMIE.TOMASZEWSKI@MARYLAND.GOV)
Signature Date: 2026-05-17 - 9:30:35 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Document emailed to Amit Khardori (amit.khardori@maryland.gov) for signature
2026-05-17 - 9:30:37 PM GMT
-  Email viewed by Amit Khardori (amit.khardori@maryland.gov)
2026-05-18 - 12:43:27 PM GMT
-  Document e-signed by Amit Khardori (amit.khardori@maryland.gov)
Signature Date: 2026-05-19 - 11:30:40 AM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document emailed to JAMIE TOMASZEWSK (jamie.tomaszewski@maryland.gov) for signature
2026-05-19 - 11:30:42 AM GMT

 Email viewed by JAMIE TOMASZEWSK (jamie.tomaszewski@maryland.gov)


2026-05-21 - 12:46:05 PM GMT

 Signer JAMIE TOMASZEWSK (jamie.tomaszewski@maryland.gov) entered name at signing as JAMIE TOMASZEWSKI

2026-05-21 - 12:48:45 PM GMT

 Document e-signed by JAMIE TOMASZEWSKI (jamie.tomaszewski@maryland.gov)

Signature Date: 2026-05-21 - 12:48:47 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW

 Document emailed to Linda Dangerfield (linda.dangerfield@maryland.gov) for signature

2026-05-21 - 12:48:49 PM GMT

 Email viewed by Linda Dangerfield (linda.dangerfield@maryland.gov)

2026-05-21 - 1:05:51 PM GMT

 Email viewed by Linda Dangerfield (linda.dangerfield@maryland.gov)

2026-05-22 - 12:54:52 PM GMT

 Document e-signed by Linda Dangerfield (linda.dangerfield@maryland.gov)

Signature Date: 2026-05-22 - 12:58:02 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW

 Agreement completed.

2026-05-22 - 12:58:02 PM GMT