



This document aims to capture key questions or action items from the most recent Senior Procurement Advisory Group (SPAG) meeting. Items may include questions that were not answered live, or perhaps required updates, adjustments, or additional research. To ensure clarity, this document is distributed to all SPAG participants who attended the respective meeting.

As always, should you have any questions, concerns, or further information to share related to procurement, please email central.procurement@maryland.gov. If you need to update your registration or add staff to the meetings, please complete the [online form](#).

August 2026

Question	Answer
Segment: Operations Corner	
Can you remind us of the funding threshold that requires OSP review?	All procurements over the small procurement threshold, generally \$100K, with the exception of Preferred Providers that are over \$200K.
Does the 3-step Procurement Review Process apply to all delegated procurements?	All procurements over the delegated small procurement threshold of \$100K.
How much time is anticipated for OSP response to each submission at each step?	It depends on you! If your package is clean and ready to go, the procurement review should go smoothly and quickly. The milestone tracker goal is 5 - 10 days, depending on the step. Step 2: Award Determination will be the longest, but will hopefully make Step 3: Award Recommendation and final approval shorter.
Do we have an estimation for how long we should expect the Award Determination review to take, so we can ensure we plan appropriately?	We anticipate Step 2 taking 10 days, depending on the procurement.

Will there be a checklist for these different stages?	Yes, we are updating the multiple checklists for procurement processes and DGS OSP approvals, including BPW approvals, to note where the steps come in and what documentation should be submitted.
When is OSP expecting AAG review for legal sufficiency to occur?	Prior to Step 1 and prior to Step 3, as required in SFP and COMAR. Step 2 is a review of the award determination prior to seeking internal agency approvals to move forward, so AAG is not required until OSP has validated the procurement.
Will the same OSP team member be assigned for both stages (2 and 3) of review?	The same OSP PO will be assigned to all three steps of the procurement review process: 1: Solicitation review, 2: Award determination (procurement review), and 3: Award recommendation (contract award review and approval).
Our AAG and Office of the Secretary review the Award Determination. Should this be before or after we submit the award determination to you?	The AAG and Agency Head (Secretary) should be approving the Award Recommendation Letter AFTER the draft letter has been reviewed by DGS OSP in Step 2: Award Determination.
The Award Determination goes to OSP first, and then, if that is acceptable, will it go to our legal team and OoS for approval?	Yes, that is correct. During Step 2, OSP is reviewing the procurement process and the draft Award Recommendation Letter.
Should Agencies AAGs review recommendation letters prior to them being sent to the potential awardees?	The process for AAG reviews is not changing. However, it should be after DGS OSP reviews the draft recommendation letter/memo to the Agency Head.
Will there be training available to walk one through the new process?	The checklists and tools available to the procurement officers for conducting procurements will be updated to note where these specific steps come into play; however, the process itself is not new. Once all tools and checklists are updated, we will provide additional training and guidance.

Why are we required to submit an explanation for the selection of a vendor on a PORFP with competition?	Per COMAR 21.05.13.06. F: "The designated procurement unit that awarded the master contract may require the secondary competition award recommendation to be reviewed and approved by that designated procurement unit prior to award."
Segment: Procurement Regulation Updates	
Is the BPW Approval Authority chart changing again?	The "DGS OSP & BPW Approval Authority Chart For All Contracts, Modifications & Options" will be updated with the new thresholds for DGS OSP & BPW approvals, as well as when the award is posted on eMMA. However, the "General Delegation of Procurement Authority" document is not being updated as the delegation from DGS OSP to the Agencies has not changed.
The delegation for cybersecurity was under \$1million. Is it now changed to \$500k?	DGS procurements to modernize State cybersecurity infrastructure valued at less than \$1,000,000 are not subject to BPW approvals, per SFP 12-101. This has not changed. What has changed is the up to \$500,000 delegation for non-infrastructure cybersecurity modernization contracts, other IT contracts, and related change orders
Are IGAs exempt from the eMMA posting requirement? In other words, is posting on eMMA only required for completed awards above 100k?	The IGAs with the Universities are required to be posted on eMMA.
Is that new 100k eMMA threshold applicable to Sole Source Procurements as well, or is it still 50k?	The "DGS OSP & BPW Approval Authority Chart For All Contracts, Modifications & Options" will be updated with the new thresholds for DGS OSP & BPW approvals, as well as when the award is posted on eMMA.
When can we expect the updated DGS OSP General Delegation to Agencies and the	The "General Delegation of Procurement Authority" document is not being updated

DGS OSP & BPW Approval Authority Chart to be downloaded from the webpage?	as the delegation from DGS OSP to the Agencies has not changed. With the COMAR changes, DGS OSP will have the authority from the BPW to approve procurement contract awards up to the new BPW delegation and report the awards on the DGS OSP PAAR. Once we have established a process for review of agency delegated procurements, DGS OSP will begin looking at possible increases in individual agencies' delegation from DGS OSP. The "DGS OSP & BPW Approval Authority Chart For All Contracts, Modifications & Options" will be updated with the new thresholds for DGS OSP & BPW approvals, as well as when the award is posted on eMMA.
What about pending items for BPW approval after 8/31 in the \$200K - \$500K range? Can those now be approved by primary procurement units?	We are reviewing the upcoming BPW draft agendas for 9/16 and beyond to approve those contact awards within DGS OSP, and they will be removed from the agendas on 8/31.
Segment: MBE/VSBE Form Updates	
Can we have a vendor use the new forms for a solicitation already in progress?	For relevant procurements advertised on or after September 1, 2026, firms and vendors are expected to adopt the revised documentation. Conversely, for solicitations published prior to September 1 or those currently in progress, earlier iterations of the forms shall remain in effect and will be accepted.
What is the timeframe for correction again?	For deficiencies, Procurement Officers will offer a three-business-day cure period.
Will a notice about the new forms go out in eMMA to firms to notify them of this change?	OSBA issued a formal communication to both internal stakeholders and external firms on August 27th to provide notification

	of these updates.
Segment: Updates to Contract Affidavit	
Attachment U - there are sections of part D that reference "§E(2)(b)" but should be "§D(2)(b)". Will DGS update those sections? Currently, we manually update them to pass Legal Form and Sufficiency for all contracts.	Thanks for letting us know! We will follow up on updating Attachment U.
General Questions	
There is a lot of confusion in my agency about procurement requirements related to employee travel. Can you consider doing a SPAG summary on that in the future?	Great suggestion. We will contact the DBM Travel Unit to be a guest presenter in the future.
Are there any exceptions to the step 2 recommendation to award review, ie, Agencies such as MDOT/MDH that have larger agency procurement units who would be completing those reviews now?	No, if your agency has "Level 1 Delegation" from DGS OSP, your agency is required to follow the approval process that is on the current "General Delegation of Procurement Authority" posted on procurement.maryland.gov <i>"Level 1 Delegated Activity means: All draft solicitations must be approved by DGS OSP prior to publishing on eMMA, and all contract award recommendations are reviewed and approved by DGS OSP. Depending on the total contract value, DGS OSP will either post the contract award on its monthly Procurement Agency Activity Report (PAAR) or submit an Action Agenda Item to the BPW for final approval and award."</i>