CERTIFICATION OF DELEGATED AUTHORITY

[Date]

[Agency Head Name]
[Title]
[Agency Name]
[Address]

RE: Certification of Delegated Procurement Authority

Effective Date: This delegation authority is effective as of [insert date M/D/YY] through [insert date M/D/YY].

Dear [Agency Head Name]:

In accordance with State Finance and Procurement Article § 12-107(b)(2), and subject to the authority of the Board of Public Works and applicable State procurement regulations, the Department of General Services (DGS), through its Office of State Procurement (OSP), exercises procurement authority over designated State procurement activities and may delegate specified procurement functions while retaining applicable statutory oversight responsibilities.

Based on this authority, DGS OSP hereby certifies that [Agency Name] (referred to as "the Agency") is authorized, pursuant to the Chief Procurement Officer's approval, to exercise the delegated procurement authority identified in this letter, subject to applicable statutory, regulatory, and State policy requirements and the conditions specified herein. Refer to the DGS OSP Procurement Delegation Policy for full details on the operations of delegation levels, procurement categories, and dollar thresholds.

Delegation Type: [Select applicable type - Agency-Wide OR Procurement Officer/Person-Specific OR Ad hoc]

Approved Delegated Levels and Threshold:

The Agency may conduct the following selected procurements up to the specified level and thresholds measured by *total procurement value*[1].

Select	Procurement Category	Delegation Level	Threshold

[1] Determining Total Procurement Value**:** Agencies shall determine *total procurement value* as the base period *plus* all potential option periods. (*Example:* Base period: $200,000; Option Year 1: $100,000; Option Year 2: $100,000; the *total procurement value* for this procurement is *$400,000)*

Maryland
DEPARTMENT OF GENERAL SERVICES

CERTIFICATION OF DELEGATED AUTHORITY

☐	**Commodities**	**Select Dele…**	**Enter Threshold**
☐	**Professional Services**	**Select Dele…**	**Enter Threshold**
☐	**Information Technology**	**Select Dele…**	**Enter Threshold**
☐	**Facilities Maintenance**	**Select Dele…**	**Enter Threshold**
☐	**Construction & Construction-Related Services**	**Select Dele…**	**Enter Threshold**
☐	**Preferred Providers**[2]	**Select Dele…**	**Enter Threshold**

These delegations are in addition to those provided under the General Delegation.

Contract modifications shall be subject to the applicable delegated authority, dollar thresholds, approval requirements, and limitations established by law, regulation, and DGS OSP policy. Authority to approve contract modifications is limited to the total procurement value threshold.. [This statement may be adjusted as needed]

Authorized Person(s), if applicable: [Name and Title]

Procurements Excluded from this Delegation:
The following procurement categories and actions are excluded from this delegation and remain under DGS OSP authority unless separately authorized in writing and permitted by applicable law:

1. Intergovernmental Cooperative Purchasing Agreements
2. Vehicle purchases and leases, including vehicle rentals;
3. Architectural and engineering services;
4. Telecommunications procurements; and
5. Non-transportation capital construction projects;
6. Any other procurement or procurement action specifically reserved to DGS OSP by statute, regulation, or BPW action.

Standard Conditions and Limitations:

This grant of authority is subject to compliance with the following conditions:

A. Compliance with Procurement Requirements

1. Comply with all applicable procurement statutes, regulations, BPW requirements, standards, policies, procedures, including the Maryland Procurement Manual and requirements published at https://procurement.maryland.gov/, as well as the terms of this certification.

[2] Maryland Correctional Enterprises (MCE), Blind Industries and Services of Maryland (BISM), Employment Works Program (EWP) and Individual with Disability Owned Businesses

2. Use of the applicable DGS OSP templates is strongly recommended to promote consistency and reduce errors and omissions.
3. All delegations are subject to all applicable limitations from the Board of Public Works and mandatory pre-approval requirements (e.g., emergency procurements, sole source, one bid or proposal received situations, and contract modifications)
4. Use an available Statewide contract that meets the agency's requirements before initiating a separate procurement, unless an applicable exception or approval permits otherwise.
5. For IT procurements, complete the Department of Information Technology (DoIT) intake review and obtain all required DoIT approvals before proceeding with the procurement.
6. Ensure that all procurements, contract modifications, renewals, and other procurement actions remain within the scope and thresholds of delegated authority.
7. Agencies shall not divide or structure procurements to circumvent delegated thresholds, competition requirements, or applicable approval requirement

B. Procurement Staffing and Internal Controls

1. Designate qualified Procurement Officers (POs) and maintain procurement staff with the training, qualifications, and resources necessary to exercise delegated authority.
2. Maintain adequate internal controls, including segregation of duties, appropriate approval authorities, and controls over procurement and payment functions. Maintain complete and accurate procurement records, including documentation supporting procurement methods, competition, evaluations, award decisions, and required approvals, in accordance with applicable recordkeeping requirements.

C. Contract Administration and Compliance

1. Ensure effective contract monitoring, including compliance with Minority Business Enterprise (MBE), Small Business Reserve (SBR), and Veteran-Owned Small Business Enterprise (VSBE) requirements and other applicable contract terms and statutory requirements.

D. Procurement Reporting and Documentation

1. Submit procurements in excess of the applicable small procurement amount listed in COMAR 21.05.07.01in total procurement value, including information technology supplies, modifications, option renewals, and change orders to DGS OSP for inclusion in the Procurement Agency Activity Report (PAAR).
2. If not using the Statewide Financial Management Information System (FMIS) for encumbrances or invoicing, shall submit quarterly Excel spend reports to the DGS OSP Reporting Unit in the prescribed format by October 31, January 31, April 30, and July 31, or the next business day if the date falls on a weekend or holiday.
    a. BPO/PO number,
    b. vendor name,
    c. FEIN,
    d. monthly spend including credit card purchases

E. Oversight and Continued Eligibility

Maryland
DEPARTMENT OF GENERAL SERVICES

CERTIFICATION OF DELEGATED AUTHORITY

1. This delegation is subject to ongoing oversight, compliance monitoring, and periodic review by DGS OSP in accordance with the Delegation of Procurement Authority Policy. The frequency and scope of reviews shall be determined based on the agency's experience, demonstrated compliance, risk level, and any conditions imposed as part of the delegation. DGS OSP may require additional or more frequent reviews when warranted by compliance findings, changes in agency capacity, or other identified risks.

   DGS OSP may impose additional conditions, modify, suspend, or revoke delegated authority, as authorized by applicable law and with the approval of the Chief Procurement Officer. The agency shall cooperate with DGS OSP on periodic Agency Procurement Reviews (APR), audits, and other oversight activities, including providing requested procurement records and information.

   In addition, as part of its oversight responsibilities, DGS OSP may withhold approval of a procurement action when it identifies noncompliance with applicable procurement statutes, regulations, policies, procedures, or delegation conditions. Depending on the nature and severity of the deficiency, corrective action, cancellation, or re-procurement may be required.

2. This certification is based on the information submitted by the agency and DGS OSP's evaluation of the request, including the agency's demonstrated need, organizational capacity, internal controls, procurement performance, and risk management practices. The agency is responsible for maintaining the staffing, qualifications, internal controls, and operational capacity represented in its approved request. Any material change that may affect the agency's ability to exercise the delegated authority, including the loss of required procurement personnel or a significant change in internal controls, must be communicated to DGS OSP within five business days after the agency becomes aware of the change.

Conditions and Limitations Specific to This Delegation:[Identify any additional procurement category restrictions, dollar thresholds, required OSP reviews or approvals, reporting requirements, staffing or qualification requirements, compliance monitoring requirements, or other limitations applicable to this delegation.]

If no additional conditions apply, state: "No additional conditions beyond the standard conditions and limitations established in this certification."

For Person-Specific Delegations: The authority granted is limited exclusively to the Procurement Officer identified in this certification, is not transferable, and terminates automatically upon the individual's separation from the requesting agency.

For Ad Hoc Delegations: The authority granted applies only to the procurement or project specifically identified in this certification and expires upon the date or event established in the approval. Any authority for subsequent contract modifications, renewals, or other actions must be expressly authorized.

Review and Continued Authorization

Maryland
DEPARTMENT OF GENERAL SERVICES

CERTIFICATION OF DELEGATED AUTHORITY

This certification does not supersede any statutory or regulatory limitation, authority reserved to the Board of Public Works or another authorized State entity, or approval requirement otherwise applicable to a procurement.

Please retain this letter with the agency's procurement policies and procedures and ensure that affected procurement personnel understand the scope and conditions of the approved authority.

Sincerely,

Linda Dangerfield, Acting Chief Procurement Officer
Department of General Services - Office of State Procurement

Date: [date of signature]

Certification Reference: [Reference Number]
Related Request: [Request Date or Tracking Number]

Attachment(s): [reference any attachments]