Policies and Procedures

Department of General Services, Office of State Procurement

Delegations of Authority

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I. SCOPE AND APPLICABILITY:

This guidance provides step-by-step procedures that the Department of General Services (DGS), Office of State Procurement (OSP), and the covered agencies shall follow to ensure smooth execution of the delegated procurement authority.

It addresses all types of delegations, including the updated General Delegation, which is granted to all agencies without a need to submit a delegation request. It also details the conditions under which agencies can request and may be granted additional authority for Agency-Specific, Person-Specific, and Ad Hoc Delegations.

The document also outlines the processes that DGS OSP will follow to delegate, review, and manage procurement authority for covered state agencies and their Procurement Officers (POs). The guidance intends to assist agencies and their POs in understanding the delegation process by clarifying the policy, procedures, responsibilities, requirements, and limitations, and it also provides templates for streamlined and efficient requests, fostering better collaboration.

II. POLICY:

1. Foundational Background

Maryland's State procurement system operates under a framework of statutory authority, regulatory requirements, and administrative oversight designed to promote transparency, accountability, competition, and the responsible stewardship of public resources. Within this framework, the Board of Public Works (BPW) establishes and exercises procurement approval authority, while the Department of General Services (DGS), through the Office of State Procurement (OSP), serves as a central procurement authority for State agencies, subject to the authority of the BPW.

The statutory foundation for DGS's procurement responsibilities is established in State Finance and Procurement (SFP) §12-107(b)(2), which assigns DGS responsibility, subject to BPW authority, for controlling the procurement of specified categories of goods and services, including supplies, services, construction and construction-related services, architectural and engineering services, leases of real property, motor vehicle leases, and information technology. The statute also provides the basis for further delegation by authorizing the Secretary of DGS or the Chief Procurement Officer (CPO) to grant procurement authority to individual agency procurement officers for designated procurements. This authority is further defined through COMAR Title 21, which establishes the regulatory structure governing State procurement and the allocation of procurement responsibilities. COMAR 21.02.01.04 identifies the procurement and contracting authority delegated by the BPW to designated State officials, including the Secretary of General Services, and establishes applicable dollar thresholds, categories, and exceptions. Additional provisions, including COMAR 21.02.05.04, provide for the further delegation of specified purchasing authority to using agencies, subject to conditions, procedures, reporting, and oversight established by DGS.

Together, these statutory and regulatory provisions establish a layered system of procurement authority in which the BPW delegates specified authority to DGS, and DGS may, in turn, authorize agencies and individual procurement officers to perform designated procurement functions within defined limits. Delegated authority is therefore not an independent or inherent agency authority; it is a formal authorization granted within the State's established procurement structure and subject to applicable law, regulation, and DGS OSP policy.



Delegation is an essential component of this structure. It enables agencies to conduct specified procurement activities in a manner responsive to their operational needs while preserving centralized oversight, consistent application of State procurement requirements, and accountability for the use of public funds. The scope of authority granted may vary by procurement category, dollar threshold, procurement method, contract action, agency, and/or individual procurement officer.

The Secretary of DGS and the CPO retain the ability, within their respective authorities, to establish conditions, modify delegation limits, require additional review, and rescind delegated authority. DGS's published delegation policy expressly provides for granting authority above established thresholds, lowering or rescinding published authority, and documenting additional delegations through formal authorization. DGS OSP's continuing responsibilities for administering its delegation framework and ensuring that authority is exercised consistently include:

- *Establishing delegation standards.* Defining eligibility criteria, authority levels, procurement categories, dollar thresholds, and conditions for the exercise of delegated authority.
- *Evaluating agency readiness.* Assessing demonstrated need, organizational capacity, internal controls, procurement performance, and risk before granting or expanding authority.
- *Maintaining consistent policy application.* Providing guidance, templates, training, and interpretation to promote consistent procurement practices across State agencies.

- *Monitoring delegated activity.* Reviewing procurement activity, required reports, compliance records, and other procurement performance indicators to assess whether delegated authority is being exercised appropriately.
- *Providing oversight and intervention.* Requiring corrective action, additional review, or heightened oversight when deficiencies, elevated risks, or changing circumstances warrant it.
- *Adjusting delegated authority.* Modifying, limiting, suspending, or rescinding authority when an agency no longer meets the conditions under which it was granted.
- *Maintaining accountability to BPW*. Ensuring that delegated procurement activity remains within the scope of authority granted by BPW and that required reporting and approvals are completed.

This approach recognizes that delegation and oversight are complementary. DGS may distribute procurement responsibilities without relinquishing its responsibility to establish, administer, and monitor the delegation system.

The purpose of this framework is to establish a consistent, transparent, and risk-informed approach for evaluating, granting, monitoring, and adjusting procurement authority delegated by DGS OSP. It recognizes that agencies have different operational needs, procurement portfolios, organizational capabilities, and levels of experience. Accordingly, the appropriate level of delegation should reflect not only an agency's demonstrated need for greater autonomy, but also its capacity to exercise that authority responsibly, effectively, and in compliance with applicable requirements.

2. Understanding Delegated Procurement Authority

Delegated authority is the formal authorization granted by DGS OSP to an agency or designated procurement officer to perform specified procurement functions within defined parameters. Depending on the terms of the delegation, these functions may include conducting a solicitation, evaluating responses, making an award determination, approving an award, administering certain contract actions, or exercising renewal options. The specific authority granted may vary by procurement category, dollar threshold, procurement method, agency, and individual procurement officer. Delegation does not transfer the State's underlying statutory or regulatory responsibilities, nor does it relieve an agency or procurement officer of the obligation to comply with applicable procurement law and policy. Rather, it establishes the scope within which an agency may independently perform designated procurement activities. This policy does not contain any information on procurement authorities delegated to agencies delegated directly by statutes and regulations.

A delegation may be:

- *General:* Authority available to all agencies that meet established conditions and limitations.
- *Agency-specific:* Authority granted to an agency based on its operational needs, organizational capacity, or procurement portfolio.

- *Person-specific:* Authority granted to an individual procurement officer based on qualifications, experience, training, and demonstrated competency.
- *Ad hoc:* Authority granted for a particular procurement, project, or defined set of actions.

Delegations may also be limited by procurement category, dollar value, procurement method, contract action, or other conditions established by DGS OSP. The central principle is that delegated authority is an earned and conditional level of operational autonomy—not an exemption from State procurement requirements or oversight. Delegated authority is also accompanied by responsibility. When an agency or Procurement Officer is authorized to conduct a procurement under a delegated level, that authority carries with it responsibility for the procurement process, the decisions made, and compliance with applicable requirements. The roles and responsibilities below clarify what is expected of the agency and the Procurement Officer at each stage of delegated procurement and help ensure that greater flexibility is balanced with appropriate accountability and oversight.

Agency responsibilities:

- Maintain adequate internal controls and qualified procurement staff who are current on required training to support the delegated authority.
- Maintain current contact information for the agency procurement head and authorized procurement staff.
- Ensure delegated procurement activities are conducted in accordance with applicable statutes, regulations, policies, procedures, and OSP requirements.
- Maintain effective contract management and monitoring processes, including processes to monitor MBE/VSBE compliance, as applicable.
- Submit required delegated procurement reports and PAAR data to OSP in the prescribed format and timeframe, when applicable.
- Demonstrate successful contract monitoring and contract management.
- Monitor and report agency use of Statewide Contracts and coordinate with OSP to ensure applicable Statewide Contracts are considered before conducting stand-alone procurements.
- Submit all required procurement reports, records, and certifications accurately and timely, in accordance with established reporting requirements and the applicable annual, quarterly, monthly, or other prescribed cadence.
- Provide documentation and information necessary for OSP procurement audits, compliance, and organizational performance reviews.
- Address identified deficiencies and implement required corrective actions.

- Ensure procurement staff complete required annual training, including eMMA, FMIS, and applicable DoIT approval requirements.

- Notify OSP of material changes that may affect the agency's ability to exercise delegated authority, including changes in procurement leadership, staffing, organizational structure, internal controls, or significant compliance issues.

- Escalate exceptions, significant risks, or potential noncompliance to OSP or the appropriate authority.

Procurements assigned by statute to another State authority, including banking, financial, and insurance services under the jurisdiction of the State Treasurer, are outside the scope of DGS's general delegation framework. Nothing in a general or specific delegation supersedes statutory or regulatory requirements, BPW approval authority, or the authority of another designated State official or procurement unit.

3. Introducing the Updated Delegation Framework

With the COMAR 21.02.01.04(B)(1) revisions dated August 31, 2026, the Board of Public Works (BPW) delegated threshold generally increased from $200,000 to $500,000. Below is the summary of these delegations by procurement categories.

Type	Previous Threshold	Revised Threshold[1]
New Competitive Procurements[2]	$200,000	$500,000
Secondary competition awards, renewal options, and modifications in accordance with COMAR 21.05.13.06	$200,000	$500,000
Change Orders[3]	$200,000	$500,000
Information Technology Supplies	-	$500,000
Single item of commodity, supply, or equipment with a unit price of $500,000 or less	$200,000	$500,000

[1] As amended, COMAR 21.02.01.04's revised thresholds are set to expire on December 31, 2030, at which time the previous thresholds would become operative again.
[2] Capital construction / construction-related services / information technology, including contracts for information technology system and cybersecurity upgrades modernization / telecommunication systems or services / other services contracts / architectural and engineering / maintenance contract / rental vehicle supplies
[3] Capital construction / capital construction-related service /information processing services change / cloud computing / information technology system and cybersecurity upgrades change orders

Contract Modifications	$50,000	$100,000[4]
Exercise the agency contract renewal option	$200,000	$500,000
Single Bid / Sole Source	$50,000 / $100,000[5]	$200,000
Emergency or Emergency Contract Modification	$50,000	$100,000[6]
PAAR Reports[7]	$50,000 - $200,000	Above Small Procurement Threshold - $500,000

The increase in the Board of Public Works (BPW) delegated approval threshold from $200,000 to $500,000 does not automatically increase the procurement authority delegated by DGS to individual State agencies. Agencies shall continue to operate within their existing delegated procurement authority unless and until additional authority is formally granted by the DGS OSP Chief Procurement Officer (CPO) or authorized designee. Procurements exceeding an agency's delegated authority remain subject to applicable DGS OSP review and approval requirements.

In addition, the DGS OSP & BPW Approval Chart outlines applicable postings, approval, and reporting requirements for contracts, modifications, and renewal options.

With these revisions, DGS OSP is establishing an updated delegation framework that includes assessment criteria, governance structure, and administrative processes necessary to support a more comprehensive and consistent delegation model.

THE LEVELS

The updated delegation framework establishes five levels of procurement authority that define the respective roles of the State agencies and OSP in conducting and approving State procurements. Each level represents a defined degree of agency autonomy, OSP involvement, and oversight. Agency independence increases as OSP solicitation review is removed at Level 2, separate award determination review is removed at Level 3, and pre-award approval is removed at Level 4 in favor of post-award compliance review. Level 5 addresses procurements requiring BPW approval, with OSP review and approval of the award recommendation retained.

Each level identifies the respective responsibilities of OSP and the agency and establishes the applicable oversight requirements before a procurement may proceed. The levels provide a common structure for evaluating and assigning authority while recognizing that agencies may demonstrate different levels of readiness across procurement categories and contract actions.

[4] Requires Board approval
[5] Sole Source - COMAR 21.02.01.04(B)(6)
[6] Small Procurement Threshold
[7] All procurement contracts in excess of the applicable small procurement amount listed in COMAR 21.05.07.01, including information technology supplies

The graphic below illustrates this progression, from procurements requiring direct OSP oversight and approval to those conducted independently by qualified agencies within established limits, with BPW approval retained where required.

Delegation Framework – Agency and OSP Roles

For each delegation level, the table below shows the maximum threshold, the agency's role, and OSP's role in the procurement process.

DELEGATION LEVEL	THRESHOLD (Maximum Possible)	AGENCY ROLE	OSP ROLE
LEVEL 1	Any threshold	Conducts procurement	Reviews solicitation and award determination; approves award recommendation
LEVEL 2	Any threshold	Conducts procurement	Reviews award determination; approves award recommendation
LEVEL 3	Below BPW threshold	Conducts procurement, report through the PAAR only procurements above small procurement threshold.	Reviews and approves award recommendation
LEVEL 4	Below BPW threshold	Conducts procurement independently, report through the PAAR only procurements above small procurement threshold.	No OSP review/approval
LEVEL 5	Above BPW threshold	Conducts procurement	Approves award recommendation for submission to BPW

Note: Thresholds are subject to change based on policy updates and applicable regulations.

The DGS OSP General Delegation has been streamlined and updated, and is available to any agency, provided they comply with applicable statutory and regulatory requirements, established dollar thresholds, and all conditions and limitations in the delegation. The General Delegation primarily provides agencies with authority to conduct small procurements and other procurements within the authorities and thresholds specified in the delegation. Agencies do not need to obtain an agency-specific delegation to exercise authorities expressly provided under the General Delegation. The updated general delegation establishes the existing applicable authority for agencies under the five-level delegation framework. To understand how these levels apply across procurement categories and thresholds, the framework and its associated review, approval, and oversight requirements are described below.

The table below provides a summary of delegations available by the DGS OSP's General Delegation. These specified thresholds are measured by *total procurement value*[8].

Category	Delegated Level	Delegated To	Threshold
Small Procurements	Level 4	All agencies	Up to the Small Procurement threshold [9]
Commodities	Level 4	All agencies	Up to $100,000
Professional Services	Level 4	All agencies	Up to $100,000
Information Technology (IT)	Level 4	All agencies	Up to $100,000
Facilities Maintenance[10]	Level 4	All agencies	Up to $200,000
Construction & Construction-Related Services	Level 4	Department of Public Safety and Correctional Services (DPSCS)	Up to $200,000
Preferred Provider contracts[11]	Level 4	All agencies	Up to $200,000
All procurements above small procurement threshold[12]	Level 1	All agencies	Exceeding the delegated thresho specified in this table above

Agencies seeking procurement authority beyond the authorities or thresholds provided under the General Delegation may request additional delegation authority through the updated delegation framework, as further explained in this guidance.

The new framework established in 2026 is intended to build upon the previously existing delegation structure. For agencies seeking authority beyond the General Delegation, it will provide a more transparent, consistent, and risk-informed basis for assigning procurement authority, recognizing differences in agency capabilities and procurement portfolios while maintaining DGS OSP's responsibility for oversight and accountability. DGS OSP will evaluate

[8] 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);
[9] Small Procurement Threshold is set by COMAR 21.05.07.04
[10] Facilities Maintenance may include janitorial, guard services, landscaping, pest control
[11] Maryland Correctional Enterprises (MCE), Blind Industries and Services of Maryland (BISM), Employment Works Program (EWP), and Individual with Disability Owned Businesses
[12] Commodities and Construction procurements above the small procurement threshold are not included with this general delegation

each agency's demonstrated operational need, organizational capacity, internal controls, performance, and ability to manage procurement risk. These factors will inform the appropriate level of authority and the conditions under which it may be exercised.

The framework will therefore organize delegation around three connected considerations:

1. *Level qualification:* The agency's demonstrated need, organizational capacity, controls, performance, and risk-management maturity establish its eligibility for a particular level of authority.
2. *Category-specific authority:* The agency's experience and capability within individual procurement categories determines where that authority may be exercised.
3. *Transaction-level requirements:* Maximum dollar threshold limitations establish the 'per-procurement-category' monetary thresholds potentially available for delegation.

This approach allows DGS OSP to assign authority in a way that is responsive to agency needs without treating delegation as a blanket authorization. It also provides a consistent basis for monitoring performance, identifying opportunities for improvement, and adjusting authority as agency capabilities and operational requirements evolve.

PROCUREMENT CATEGORIES and THE DELEGATED THRESHOLDS

The updated framework recognizes that an agency's ability to manage one procurement category may differ from its readiness to manage another, and that authority for new procurements, modifications, and renewal options may warrant different levels of oversight. Delegation levels and associated thresholds are established in accordance with applicable statutory requirements, State procurement regulations, and policies, while allowing OSP to tailor delegations to an agency's procurement capabilities, operational needs, and responsibilities. Based on the outcome of the agency's readiness assessment, DGS OSP assigns delegation levels and maximum dollar thresholds by procurement category, rather than granting a blanket agency-wide increase. Certain agencies may receive higher levels of delegated authority for procurement categories directly related to their core functions or specialized expertise. For example, an agency demonstrating high proficiency and low risk may receive Level 4 authority for facilities maintenance, while remaining at Level 1 for complex IT or professional services procurements.

CONDITIONS AND DURATION

Agency-specific and person-specific delegations may include conditions or limitations appropriate to the authority granted, including additional review, reporting, training, internal control, or oversight requirements. Delegations may also be issued for varying periods based on the nature of the authority, demonstrated agency capability, operational need, and associated risk. Where appropriate, delegations may be time-limited, generally for periods ranging from six months to three years, and may be renewed, modified, or expanded based on agency performance and continued compliance with delegation requirements. Person-specific

delegations are limited to procurements by the agency requesting the delegation. An individual's separation from the agency will result in removal of such delegation

Ad Hoc Delegations:
Ad hoc delegations may also be issued to address a specific procurement or circumstance. Such delegations will be limited to the procurement, authority, dollar threshold, circumstance, or period identified in the delegation instrument and will expire when the specified purpose or limitation has been satisfied.

Categories Requiring Special Consideration:
The following categories are generally not delegated and require special consideration:

- Vehicle leases and rentals;
- Telecommunications; and
- Intergovernmental cooperative purchasing.

The following additional categories require special consideration for the authorities beyond the general delegations, with delegation generally focused on procurements directly related to the agency's unique needs, mission, and specialized responsibilities:

- Commodities
- Construction
- A&E contracts

III. PROCEDURES

REQUESTING INCREASED AUTHORITY & EVALUATING AGENCY READINESS

This process establishes the formal mechanism through which individual state agencies and Procurement Officers (POs) may request an escalation of their delegated procurement authority. This practice shifts agencies from rigid baseline limits to a dynamic, competency-based, and risk-mitigated model. Under this program, DGS OSP evaluates an agency's institutional maturity across five core dimensions before modifying any assigned procurement levels or maximum dollar thresholds. Agencies with existing delegation are not required to "reapply" with this policy issuance, as their delegations remain effective until the identified expiration date.

Agencies may request agency-specific or person-specific delegation of procurement authority as follows:

Step 1: Obtain and submit the application.
Agencies should complete the **REQUEST FOR INCREASED DELEGATED AUTHORITY** and the appropriate **Agency Self-Assessment Form (Form 2A or Form 2B)** using the links provided below. All required supporting documentation should be uploaded directly through the Smartsheet form prior to submission.

- **Form 2A- Agency Specific Form (***Agency-specific:* Authority granted to an agency based on its operational needs, organizational capacity, or procurement portfolio.)

- **Form 2B- Person-Specific Form** (*Person-specific:* Authority granted to an individual procurement officer based on qualifications, experience, training, and demonstrated competency.)

Once submitted, the completed form and supporting documentation will be automatically routed to the DGS Office of State Procurement (OSP) for review. There is no need to submit a separate email.
As part of this assessment, agencies must provide procurement volume by category and dollar value; current procurement processing volumes and cycle times; historical reliance on OSP for procurement reviews, approvals, and other assistance; anticipated future procurement volume; staffing assigned to procurement, including personnel capacity, experience, and credentials; and a clear explanation of the operational benefits expected from increased delegation, such as improved processing efficiency, reduced delays, and greater alignment with mission requirements. This information supports an evidence-based evaluation of whether the requested authority is justified and sustainable.

This submission requires the agency to verify its operational proficiency in five specific areas:

- *Staffing & Capability*, evaluating the headcount, experience, and credentials of dedicated procurement professionals;
- *Demonstrated Need*, providing a data-backed justification demonstrating that anticipated procurement volume aligns with agency mission and operational needs;
- *Performance Metrics*, analyzing historical transaction data, processing cycle times, and file accuracy results through audits;
- *Internal Governance Controls*, proving clear delineation of and strict adherence to separation of duties, supervisor approval tiers, and anti-fraud parameters; and
- *Risk Mitigation*, assessing the agency's historical audit record and its success in preventing or mitigating past compliance violations and the capacity of the procurement unit to identify and elevate risk issues.

Step 2: OSP evaluation of the agency's request.
Upon a requesting agency's formal submission of the application to the CPO and their designee(s), DGS OSP conducts a compliance review. DGS may validate all self-reported responses by cross-referencing agency records against central systems, executing random spot-checks of past procurement files, performing interviews, and evaluating the stability of the agency's internal controls to establish an objective recommendation.

Step 3: Coordination with the agency.
Based on this evaluation, DGS OSP develops a preliminary decision identifying the proposed delegation level(s), applicable procurement categories and dollar thresholds, any conditions or limitations, the proposed effective date, and the validity period (could range from six months to three years) of the delegation. The agency is then provided an opportunity to discuss the preliminary decision with DGS OSP, clarify outstanding issues, and respond to any proposed conditions before a final recommendation is prepared.

Step 4: The CPO or designee approves, conditionally approves, or denies the request.
DGS OSP anticipates communicating the decision within 30 business days after receiving a complete application. If additional information or review is needed, DGS OSP will notify the agency of the revised anticipated timeframe. Approved authority is assigned by procurement category and may vary by delegation level and dollar threshold; approval does not establish a blanket agency-wide increase.

DGS OSP will establish target review timelines to promote consistency, transparency, and predictability throughout the delegated authority evaluation process. Following receipt of a complete agency-wide delegation request, DGS/OSP will target completion of its independent evaluation and preliminary determination within 30 business days. Individual and ad hoc delegation requests will follow an expedited review process commensurate with the scope and complexity of the request. Review timelines may be extended when additional documentation, clarification, or consultation is necessary. The CPO retains final approval authority for all increases in delegated procurement authority.

Upon approval, the agency receives its formal Delegated Authority Certification, signed by the authorized official (CPO or designee), documenting the approved authority, applicable conditions, validity period, and effective date.

DGS OSP uses the standard **Certificate of Delegated Procurement Authority template** to issue a written delegation signed by the authorized official. The Certificate identifies the approved procurement categories, delegation levels, dollar thresholds, conditions, effective date, and validity period, generally ranging from six months to three years. Conditions may include additional review, reporting, training, or internal control requirements.

The agency may exercise the increased authority only within the scope and limitations established in the final certification and remains subject to applicable monitoring, compliance reviews, and renewal or reassessment requirements.

Step 5: Maintain delegation records and report material changes.
Agencies must retain their Certificate of Delegated Procurement Authority, supporting application and documentation, and any subsequent modifications on file. Agencies are responsible for promptly notifying DGS OSP of any material change to, or loss of, the capacity or conditions supporting an approved delegation, including changes in required procurement staffing, personnel qualifications, internal controls, or other elements of its reviewed profile. DGS OSP may reassess the agency's delegated authority and modify, restrict, suspend, or revoke the approved delegation, as appropriate, based on the nature and impact of the change.

ONGOING COMPLIANCE REVIEWS AND MONITORING
DGS OSP will conduct periodic compliance reviews and ongoing monitoring to assess agencies' exercise of delegated procurement authority under the General Delegation and any additional delegations granted. Reviews will assess compliance with applicable laws, regulations, policies, procedures, and the specific terms of each delegation. The frequency and scope of compliance

reviews will be determined based on an agency's experience, demonstrated compliance, and risk level, as outlined below:

- Experienced Agencies: Agencies with a high-level delegation and at least three years of documented successful experience exercising authority above the general delegation level will be subject to a comprehensive compliance review every three years. Agencies must submit an annual self-assessment to verify their procurement profile and continued compliance with delegation requirements.
- Intermediate Agencies: Agencies with a conditional delegation and less than three years of documented experience exercising delegated procurement authority above the general delegation level will be subject to an annual review conducted by OSP. Agencies must submit an annual self-assessment.
- New / least experienced Agencies: Agencies with no prior documented experience exercising procurement authority above the general delegation level: will be subject to a compliance review within the first year, including at least one spot-check review. Agencies demonstrating satisfactory compliance may transition to the oversight requirements established for Intermediate Agencies.
- High Risk or Corrective Action Agencies: Agencies with identified compliance deficiencies or those operating under a corrective action plan will be subject to compliance reviews at intervals of six to twelve months, based on the nature and severity of the findings. These agencies will also be subject to quarterly monitoring to assess progress in addressing identified deficiencies and maintaining compliance.

All agencies must document their internal delegation of procurement authority to procurement officers and/or purchasing staff. This documentation must identify the authority assigned and applicable limits and conditions, be maintained on file at the agency, and be available to DGS OSP upon request.

Agencies receiving approvals with no conditions for increased delegated authority will be subject to an annual review, while agencies receiving conditional approval will be reviewed at six-month intervals or annually, as determined by DGS OSP based on the nature of the conditions imposed, identified risks, and the agency's demonstrated capacity. Review frequency for the General Delegation and other delegations will be determined by DGS OSP based on applicable delegation requirements and risk.

The results of these reviews may inform adjustments to an agency's delegated authority, including modifications to delegation levels, dollar thresholds, conditions, or other limitations, as appropriate. DGS OSP will engage with agencies regarding identified issues and opportunities for improvement and, where appropriate, provide guidance, training, or other support to strengthen procurement capacity. The objective of this ongoing oversight is not only to ensure compliance and manage procurement risk, but also to help agencies build procurement expertise, strengthen internal practices, and successfully exercise greater delegated authority over time. This ongoing oversight is intended to ensure compliance, manage procurement risk,

and help agencies build the expertise and internal practices needed to exercise delegated authority successfully over time.

IV. CONCLUSION:

This updated framework establishes a consistent pathway for agencies to understand the criteria for increased authority, identify capability gaps, and demonstrate readiness for greater autonomy. At the same time, it provides DGS OSP with a structured basis for determining the appropriate level of oversight and for maintaining, expanding, conditioning, or adjusting delegated authority over time. Any increased delegation granted under this model remains a privilege tied directly to performance; DGS retains the statutory right to immediately downgrade an agency's assigned level or lower its financial thresholds if subsequent compliance reviews identify a degradation of internal controls, critical audit findings, or a failure to maintain mandatory staffing credentials.

V. RELATED STATUTES, REGULATIONS, POLICIES, AND OTHER RESOURCES:

- State Finance and Procurement Article, Annotated Code of Maryland (*SFP) § 12-107(b)(2)*
- Code of Maryland Regulations (*COMAR) 21.02.01.04(B)(1)*
- COMAR 21.02.01.04
- COMAR 21.05.07.04

VERSION HISTORY:

Version Number	Effective Date	Reason for Change
01	November 12, 2026	New Policy and Procedures, providing guidance for delegating, requesting, and managing procurement authority for covered state agencies and their Procurement Officers per *COMAR) 21.02.01.04*