# GENERAL DELEGATION OF PROCUREMENT AUTHORITY

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| **Type of Delegation Authority** | General Delegation of Procurement Authority |
| **From** | Department of General Services, Office of State Procurement (DGS OSP) |
| **To** | All State Agencies |
| **Effective Date** | November 12, 2026 |

**I. Statutory Authority:** In accordance with the State Finance and Procurement Article, Annotated Code of Maryland (*SFP) § 12-107(b)(2)* and subject to the authority of the Board of Public Works (BPW) under Code of Maryland Regulations (*COMAR) 21.02.01.04(B)*, the Department of General Services (DGS) Office of State Procurement ("*DGS OSP*") is responsible for the procurement of leases of real property, supplies, services, construction and construction-related services, including those for State correctional facilities, architectural and engineering services, leases of motor vehicles, and information technology. Under SFP § 12-107(b)(2)(ii), DGS may delegate procurement authority to units of State government ("agencies") while retaining oversight responsibility. Additionally, under COMAR 21.02.05.04(A)(1), DGS OSP may delegate procurement authority by commodity class or dollar value, subject to DGS review, reporting, and audit requirements, and may rescind such authority at its discretion.

**II. Delegation:** DGS OSP, under the direction of the Chief Procurement Officer (CPO), issues this General Delegation of Procurement Authority ("General Delegation") to all agencies, authorizing them to conduct procurements and award contracts within the delegated thresholds, subject to the limitations and conditions specified in Section V and VII of this document. Any procurement authority beyond the thresholds or scope established in this General Delegation must be separately authorized in writing by DGS OSP.

**III. Effective Date:** This *General Delegation* is effective on the date the CPO executes it and remains in effect until modified, suspended, or rescinded by the CPO.

**IV. Scope:** This *General Delegation* shall be exercised in accordance with the **Delegation of Authority Policy**. The General Delegation applies only to the procurement categories and thresholds specified in Section V, subject to the exclusions in Section VI and the conditions in Section VII.

Agencies shall comply with all applicable statutes, regulations, BPW requirements, the Maryland Procurement Manual ("Manual"), and DGS OSP policies and procedures. This General Delegation does not waive or supersede any otherwise applicable approval requirement.

Procurements outside the scope of this General Delegation shall be referred to DGS OSP unless separately authorized under a written delegation.

**V. Delegated Thresholds/Levels:**

Agencies may conduct the following procurements up to the specified thresholds measured by *total procurement value.*

| Category | Delegated Level | Delegated To | Threshold |
|---|---|---|---|
| Small Procurements | Level 4 | All agencies | Up to the Small Procurement threshold [1] |
| 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[2] | 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[3] | Level 4 | All agencies | Up to $200,000 |
| All procurements above small procurement threshold | Level 1 | All agencies | Exceeding the delegated threshold specified in this table above |

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);*

Contract modifications: 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.(Example: for a commodities contract with an original total value of $60,000, an agency may issue a contract modification(s) up to the total value of $100,00, assuming it otherwise complies with the applicable statutes and regulations, e.g. COMAR 21.02.01.04(B)(5)

Commodities and Construction procurements above the small procurement threshold are not included with this general delegation and must be requested in an agency-specific delegation.

[1] Small Procurement Threshold is set by COMAR 21.05.07.04
[2] Facilities Maintenance may include janitorial, guard services, landscaping, pest control
[3]Maryland Correctional Enterprises (MCE), Blind Industries and Services of Maryland (BISM), Employment Works Program (EWP), and Individual with Disability Owned Businesses

Levels denote what steps within the procurement are conducted by the agency and what steps require DGS OSP oversight. See the ***DGS OSP Delegations of Authority Delegation Framework Table*** *included below:*

## 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.*

**VI. Procurements Excluded from the General Delegation:**
The following procurements are excluded from this General Delegation and remain under DGS OSP authority unless separately authorized in writing:

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

**VII. Conditions and limitations:**

**To exercise and maintain procurement authority under this General Delegation, agencies shall comply 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 General Delegation.

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, when required by applicable law, regulation, or policy, 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 requirements.

B. Procurement Staffing and Internal Controls

1. Designate qualified procurement personnel 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) and Veteran-Owned Small Business Enterprise (VSBE) requirements and other applicable contract terms and statutory requirements.

D. Procurement Reporting and Documentation

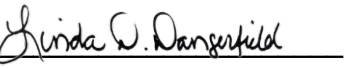
1. Submit procurements in excess of the applicable small procurement amount listed in COMAR 21.05.07.01in total procurement value, including information technology supplies, modifications, option renewals, and change orders to DGS OSP for inclusion in the Procurement Agency Activity Report (PAAR).
2.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

E. Oversight and Continued Eligibility

1. Cooperate with DGS OSP on periodic Agency Procurement Reviews (APR), audits, and other oversight activities, including providing requested procurement records and information.
2. Failing to comply with **Sections IV through VII** may lead to modification, reduction, suspension or revocation of an agency's *General Delegation*.

**Acting Chief Procurement Officer:**

**Name:** _Linda Dangerfield__

**Signature:**  **Date:** ___11/12/26_____

**Version History:**

| Version Number | Effective Date | Reason for Change |
|---|---|---|
| 02 | Nov. 12, 2026 | CPO signed General Delegation that supersedes the previous General Delegation dated October 2023. |