

Interacting with the State Procurement: Commodities, Facilities Maintenance, and Preferred Providers

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Who We Are

The Office of State Procurement (OSP) is a designated control agency for the State of Maryland. The Commodities and Facilities Maintenance unit conducts procurements for State Agencies when the dollar amount of the procurement exceeds the delegation the Board of Public Works (BPW) granted to them.

State Agencies conduct their own small procurements and procurements delegated to them by the BPW.



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Preferred Providers

The Preferred Providers Program is a State initiative that prioritizes certain designated organizations for fulfilling procurement needs before considering competitive bids. The program supports entities that provide critical services, such as employment and job training, to individuals with disabilities, those who are blind, and formerly incarcerated individuals. When no internal State resources or existing statewide contracts can meet the need, agencies must first consider these preferred providers before initiating an open procurement process.

➤ The order of priority for preferred providers is:

1. **Maryland Correctional Enterprises (MCE)** – <https://mce.md.gov>
2. **Blind Industries and Services of Maryland (BISM)** – <https://www.bism.org>
3. **Community Service Providers (Maryland Works)** – <http://www.mdworks.com>
4. **Individual-with-Disability-Owned Businesses**

Goods and Services Provided:

MCE:

Services – Furniture restoration, design, printing and copy services, data entry, laundry and embroidery services and more

Products – Furniture, office supplies, signs and banners and apparel and more

BISM:

Manufacture, remanufacture and/or assemble over 700 products including paper writing pads, cleaning chemicals, Jan-San products, towels and tissues, ware washing products, batteries and personal care kits and more

Maryland Works:

Services – Janitorial, landscaping, floor care, security guard, data entry, printing, total facilities maintenance and more



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Benefits of the Preferred Providers Program:

- **Supports social missions:** Purchasing from preferred providers helps advance critical social and economic programs, including rehabilitation, job training, and employment opportunities for individuals with disabilities and formerly incarcerated individuals.
- **Promotes community reinvestment:** These programs allow the State to reinvest taxpayer dollars into the local economy, fostering community development.
- **Ensures compliance with State priorities:** By using preferred providers, agencies align with State policies designed to support social enterprises and workforce development.
- If none of these providers can supply the required goods or services, agencies may proceed with a competitive procurement. When doing so, they should first consider designating the procurement as an **SBR (Small Business Reserve) Procurement**, which prioritizes small businesses. A list of certified small businesses can be found on eMMA through the "SBR Vendor" search.



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Who We Serve

- Department of the Environment
- Department of Labor
- Department of Veterans Affairs
- Department of Public Safety
- Military Department
- MD Public Television
- MD State Department of Education
- Department of Transportation
- MD Department of Health
- Department of Juvenile Services
- Department of Natural Resources
- And many, many more...



OSP Commodities Procures

- Uniforms/Clothing
- Bottled Water
- Vehicles
- Office Supplies and Equipment
- Maintenance, Repair & Operating (MRO)
- Heavy Equipment
- Grounds Maintenance Equipment
- Road Salt
- Fuel and Lubricants



OSP Facilities Maintenance Procures

- Janitorial Services
- Armed and Unarmed Guard Services
- HVAC
- Elevator Maintenance and Repair
- Grounds Maintenance/Landscaping
- Comprehensive Building Maintenance
- Pest Control



How OSP Procures

< \$5,000 – purchase from an existing state contract or awarded solely at the discretion and authority of an authorized purchaser, including Procurement Officers and/or designated Corporate Purchasing Card (CPC) holders.

\$5,000- \$50,000 - Purchase off Statewide contracts or solicit at least two quotes.

\$50,000- \$100,000 - Purchase off Statewide contract or Advertise on eMaryland Marketplace Advantage (eMMA) for a minimum of three (3) days.

> \$100,000 - Advertise on eMMA for twenty (20) days to solicit competitive bids or proposals.



How OSP Procures cont...

Statewide Contracts

Contracts that were competitively bid and for use by all State Agencies as well as local jurisdictions. Used to establish a source of supply for Indefinite Delivery Indefinite Quantity (IDIQ) commodities at a set price for a set term.

Statewide contracts can be viewed at procurement.maryland.gov

Solicit Oral or Written Quotes

Advertise Solicitations on eMMA



Before Competing...

- Register on eMMA!!! eMMA.Maryland.gov
- Keep Small Business Enterprise (SBE) and Minority Business Enterprise (MBE) certifications current
- Register for all applicable commodity or service codes
- Update eMMA, Agencies and Procurement Officers when contact info changes
- Make yourself known to agencies you'd like to service
- Maintain a list of reliable references, recent projects, professional certifications, and insurance coverages
- Be ready and ask questions



While Competing...

- Read and understand solicitations completely
- Respond to solicitations completely and submit all applicable required documents (ex.- MBE forms, references, recent projects, professional certifications, insurance coverages, bonds)
- Attend pre-bid/proposal conferences to understand requirements and form relationships
- Provide accurate pricing in the format requested
- Ask questions



After You Compete...

- Understand why you won or lost an award
- Submit all required post-solicitation documents
- Contact the winning vendor to ask about sub-contracting opportunities
- Make sure eMMA profile is current- commodity codes, certifications, and contacts



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Please feel free to contact us should you have additional questions.

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Thank you !