



Bill No. 22-20  
Concerning: Amendments to Various Procurement  
Code Sections  
Introduced: September 6, 2022  
Revised: \_\_\_\_\_ Draft No. \_\_\_\_\_  
Enacted: \_\_\_\_\_  
Effective: \_\_\_\_\_  
Expires: December 5, 2022  
Frederick County Code, Chapter \_\_\_\_\_  
Section(s) Various \_\_\_\_\_

## COUNTY COUNCIL FOR FREDERICK COUNTY, MARYLAND

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By: Council President M.C. Keegan-Ayer on behalf of County Executive Jan Gardner

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**AN ACT** to: amend various procurement code sections to enable necessary updates to the procurement process, reflect the proper County department titles, and make other minor changes for consistency purposes.

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Date Council Approved: \_\_\_\_\_ Date Transmitted to Executive: \_\_\_\_\_

Executive: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Vetoed: \_\_\_\_\_ Date: \_\_\_\_\_

Date returned to Council by County Executive with no action: \_\_\_\_\_

By amending:

Frederick County Code, §1-2 Section(s) Various

Other: \_\_\_\_\_

**Boldface**

Underlining

[Single boldface brackets]

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*Heading or defined term.*

*Added to existing law.*

*Deleted from existing law.*

*Existing law unaffected by bill.*

Bill No. 22-20

The County Council of Frederick County, Maryland, finds it necessary and appropriate to amend various sections of the Frederick County Code regarding the procurement process in order to enable necessary updates to the procurement process, reflect the proper County department titles, and make other minor changes for consistency purposes.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF FREDERICK COUNTY, MARYLAND, that the Frederick County Code be, and it is hereby, amended as shown on the attached Exhibit 1.

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M. C. Keegan-Ayer, President  
County Council of Frederick County,  
Maryland

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1   **CHAPTER 1-2 ADMINISTRATION, ARTICLE II: PURCHASES**

2   Section

3    1-2-16   Definitions

4    1-2-17   [Purpose] Authority and applicability

5    1-2-18   Ethics

6    1-2-19   Signature Authority

7    [1-2-18] 1-2-20   Powers and duties of Procurement and Contracting Director [generally]

8    [1-2-19] 1-2-21   Rules, [and]regulations, and policies

9    [1-2-20   Purchases or contracts made contrary to article to be void; splitting of requirements  
10   prohibited]

11   [1-2-21] 1-2-22   [Procedural] Prerequisites for award of contracts

12   [1-2-22] 1-2-23   [Specifications] Exemptions

13   [1-2-23] [Contract formation and award—methods of source selection (purchases in excess  
14   of \$30,000)]

15   1-2-24   [Competitive sealed bidding (purchases in excess of \$30,000)] Specifications

16   1-2-25   [Competitive sealed proposals (contracts in excess of \$30,000)] Open market  
17   purchases – Agency purchases, Informal Bids, Written Informal Bids

18   1-2-26   [Procurement of architectural and engineering services by qualification based  
19   selection] Formal Solicitations

20   1-2-27   [Piggybacking off other entities contracts and cooperative purchasing] Alternative  
21   methods of procurement

22   1-2-28   [Competitive negotiated procurement] Payment Vouchers

23   1-2-29   [Competitive reverse auctions] Contract terms and extensions

24   1-2-30   [Emergency purchases] Insurance

25   1-2-31   [Single source purchases] Bonds

26   1-2-32   [Open market purchases and sales (not in excess of \$30,000)] Agreements

27   1-2-33   [Procurement of construction (capital improvement projects)] Contractor  
28   responsibility board

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29        1-2-34 [Cancellation of solicitations] Limitations on award of contracts  
30        1-2-35 [Responsibility of bidders and offerors] Records retention  
31        1-2-36 Hiring of illegal aliens prohibited for performance of county work  
32        [1-2-37] [Inspections and tests of materials, supplies, etc.]  
33        [1-2-38] 1-2-37 Surplus, obsolete and waste articles  
34        [1-2-39] [Health Department purchases]  
35        [1-2-40] [Bid and purchase approval]  
36        [1-2-41] [Limitation on award of contracts]  
37

38 **§ 1-2-16. DEFINITIONS.**

39        The following words, terms and phrases, when used in this article, shall have the meanings  
40 ascribed to them in this section:

41        **AGENCY.** Any service area, division, department, board or commission of the [c]County,  
42 including all entities, however structured, that utilize the [c]County's financial system, except the  
43 County Board of Education and Frederick Community College.

44        **AGENCY PURCHASE.** An Open Market purchase of less than \$10,000 and conducted by the  
45 Agency.

46        **AGREEMENT.** The document resulting from a procurement and enforceable by law between  
47 the County and one or more entities.

48        **[ALTERNATIVE DELIVERY METHOD PROCESS.** A process of construction using a  
49 construction manager process, a design/build process or job order cost process instead of the  
50 traditional design-bid-build process.]

51        **AMENDMENT.** An addition to, deletion from, correction or modification of a solicitation or  
52 [contract] Agreement.

53        **[ARCHITECTURAL SERVICES.** Professional or creative work in connection with the  
54 design and supervision of construction or alteration of a building or its parts, requiring  
55 architectural education, training, and experience in consultation, investigation, evaluation,  
56 planning, architectural design and preparation of related documents, and coordination of services  
57 furnished by structural, civil, mechanical, electrical engineers, and other consultants.]

58        **BEST VALUE.** A [technique, in a]competitive bid/quote process, which permits the  
59 evaluation of objective criteria in addition to price to determine the best overall value to the  
60 C[c]ounty.

61        **BID.** A formal price offer submitted by a prospective [vendor] Contractor to furnish specific  
62 goods and/or services to the C[c]ounty in response to an Invitation for Bids (IFB).

63        **BIDDER.** An entity providing a response to a solicitation.

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64       **[BLANKET PURCHASE ORDER.]** A purchase order whereby a vendor provides to the  
65 county supplies, or services including maintenance work on demand or on a prescribed schedule,  
66 which shall not exceed a period of 12 consecutive months. A blanket purchase order may be  
67 used as a release and encumbrance document to authorize the county to order on an as-needed  
68 basis a predetermined amount of supplies, services, or construction work from an indefinite  
69 quantity contract.]

70       **BRAND NAME.** A [specification limited] specific manufacturer, firm, or trademark desired or  
71 required which may be utilized in a specification description limiting acceptable responses to one  
72 (1) or more items by manufacturers' names or catalog numbers.

73       **[BUSINESS ENTITY.]** A corporation, general or limited partnership, sole proprietorship,  
74 limited liability company, joint venture, unincorporated association or firm, institution, trust,  
75 foundation or other entity operated for profit. **BUSINESS ENTITY** does not include a  
76 governmental entity.]

77       **CAPITAL IMPROVEMENT PROJECT.** Any public improvement in the capital budget  
78 planned and budgeted by the County in advance. [undertaken by the county, including the  
79 construction or reconstruction, in whole or in part, of any building, plant, structure, road or other  
80 facility necessary in carrying out the activities of the county.]

81       **CATALOG PRICE.** The price included in a catalog, price list, or schedule. [which:  
82       (1) Is regularly maintained by a manufacturer or contractor; or  
83       (2) Is either published or otherwise available for inspection by customers; and  
84       (3) States prices at which sales are currently or were last made to a significant number of  
85 any category of buyers or buyers constituting the general buying public for the supplies or  
86 services involved.]

87       **CHANGE ORDER.** Any written modification to an existing Agreement [contract] authorizing  
88 changes within the scope of work, additions or deletions to the work, or an adjustment to any  
89 other provision of the contract.

90       **CONSTRUCTION.** The process of building, improving, altering or demolishing  
91 improvements. **CONSTRUCTION** shall not include the operation, repair, or maintenance of  
92 improvements.

93       **CONSULTANT.** A Contractor working in an advisory capacity that [person who agrees to  
94 provide certain services under a contract with the county,] works according to [his] its own  
95 methods or methods set forth in a solicitation. [, is not subject to the direction and control of the  
96 county except as to the results of the work, does not receive a salary from the county, does not  
97 accrue annual or sick leave, frequently does the majority of the work in his own office instead of  
98 in a county office, and does not receive county benefits.]

99       **[CONSULTANT SELECTION COMMITTEE.]** The committee that reviews offers and  
100 responses to requests for proposals (RFP) from consultants, including but not limited to those for  
101 engineering and architectural services, in accordance with the policies and procedures of this  
102 article.]

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103       **[CONSTRUCTION MANAGER PROCESS.]** The process of entering into a contract for the  
104       design and construction of a project together with a contract with a business organization having  
105       the expertise and resources to help manage the design and construction of the project and  
106       establish a guaranteed maximum price for the project.]

107       **CONTRACT.** Any agreement enforceable by law between the C[county and Contractor(s), [or  
108       more outside parties,] regardless [~~of~~ of form or title. [, for the procurement of materials, services  
109       or construction or the disposal of materials.]

110       **[CONTRACT AMENDMENT.]** Any written alteration to the terms and conditions of any  
111       contract accomplished by mutual action of the parties of the contract.]

112       **CONTRACTOR.** Any person, company, firm, legal entity or vendor having a contract or  
113       Agreement with the C[county, including Consultants.

114       **CONTRACTOR RESPONSIBILITY BOARD (CRB).** The group that reviews the work and  
115       projects of contractors performing for the County, including consultants, to address issues as  
116       they arise.

117       **COOPERATIVE PURCHASING.** Procurement conducted by, or on behalf of, more than one  
118       public procurement entity.

119       **[COST DATA.]** Factual information concerning the cost of labor, material, overhead and other  
120       cost elements which are expected to be incurred or which have been actually incurred by the  
121       contractor in performing the contract.]

122       **COUNTY.** Frederick County, Maryland.

123       **COUNTY COUNCIL.** County Council of Frederick County, Maryland.

124       **COUNTY EXECUTIVE.** County Executive of Frederick County, Maryland, or their designee.

125       **[COUNTY GOVERNING BODY.]** County Council and County Executive of Frederick  
126       County, Maryland.]

127       **[DAYS.]** Calendar days unless otherwise specified.]

128       **[DEPARTMENT.]** The Department of Procurement and Contracting.]

129       **DESIGN-BID-BUILD.** A construction project delivery method in which [the agency or owner  
130       contracts with separate entities for each of] the design and construction of a project are bid  
131       sequentially and contracted for separately with two individual contracts.

132       **DESIGN/BUILD [PROCESS].** A [process for managing a] construction project delivery  
133       method in which a [primary or main] contractor submits one [a combined] proposal to provide  
134       both the design and construction services for the entire construction project.

135       **DESIGNEE.** A duly authorized representative of a person holding a superior position.

136       **[DIRECT FINANCIAL INTEREST.]** Ownership of or control over an interest in a business  
137       entity. **DIRECT FINANCIAL INTEREST** does not include ownership of less than 5% of the  
138       shares of a publicly traded business entity.]

139       **DIRECTOR.** The Director of Procurement and Contracting unless otherwise stated.

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140        ***DISCOUNT-FROM-LIST CONTRACTS.*** Contracts wherein award [Those contracts  
141 whereby price] is determined by applying a percentage discount from established catalog prices.  
142 [This type of contract may be used when it is determined by the Procurement and Contracting  
143 Director that this contracting methodology is in the best interest of the county.]

144        **[*DISCUSSIONS.*** Communication with an offeror, bidder or respondent for the purpose of:

145            (1) Eliminating minor irregularities, informalities, or apparent clerical mistakes in the offer  
146 or response;

147            (2) Clarifying any offer or response to assure full understanding of, and responsiveness to,  
148 solicitation requirements;

149            (3) Resolving minor variations in contract terms and conditions; or

150            (4) Establishing the competency or financial stability of any offeror, bidder or respondent.]

151        ***ELECTRONIC.*** Electrical, digital, magnetic, optical, electromagnetic, or [any other] similar  
152 technology.

153        ***ELIGIBLE PUBLIC PROCUREMENT ENTITY.*** Any state, county, city, town, other  
154 political subdivision, and any other public authority, educational, health or other institution, and  
155 to the extent provided by law, any other entity which expends public funds for the procurement  
156 of supplies, services and construction.]

157        ***ENGINEERING SERVICES.*** Professional [or creative] work in connection with the design or  
158 construction of public or private utilities, structures, buildings, machines, equipment, etc. by a  
159 certified and/or licensed engineer. [and processes for projects requiring engineering education,  
160 training, and experience and the application of special knowledge of the mathematical, physical  
161 and engineering sciences to such professional service or creative work as consultation,  
162 investigation, evaluation, planning, design, and supervision of construction for the purpose of  
163 assuring compliance with specifications and design.]

164        ***EVALUATION PROCESS.*** A process led by P&C in which an Evaluation Team determines  
165 award of a solicitation, including assessing and discussing the Proposals, interviewing  
166 Contractors, soliciting Best and Final Offers, and assisting in the negotiation of Best Value for  
167 the County.

168        ***EVALUATION TEAM.*** A group of individuals led by P&C selected to assist in determination  
169 of award of a solicitation process.

170        ***[FORCE ACCOUNT.*** Construction work performed by the county's regularly employed  
171 personnel.]

172        ***FORMAL SOLICITATIONS.*** The purchase of goods or services anticipated to be greater  
173 than \$50,000 conducted by P&C utilizing formal processes in writing and requiring Public  
174 Notice.

175        ***GOODS.*** Any tangible [personal] property other than services or real property.

176        ***IMPROVEMENTS.*** Any [structure, building, street, utility or other valuable] addition to real  
177 property amounting to more than mere repairs or partial replacement and intended to enhance its

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178 value or utility [or to adapt it for new or further purposes]. This term shall not include  
179 Maintenance.

180 **INDEFINITE DELIVERY QUANTITY CONTRACT AGREEMENT (IDO).** A[n] Master  
181 Agreement utilized [master contract for] to [completion of a project or provision of services or  
182 materials on an as-needed basis establishing] establish standard [all] terms, and conditions and  
183 pricing for an indefinite quantity of identified services or materials which the County will  
184 contract for in the future via issuance of a Task Order, and which does not identify a specific  
185 scope of work. [requested by the county except those contained in the task (work) orders to be  
186 issued pursuant to the indefinite quantity contract.]

187 **INFORMAL BID.** An Open Market purchase of less than \$25,000 by obtaining not less than  
188 three quotes and conducted by the Agencies at the discretion of P&C.

189 **INFORMALITY.** A minor or immaterial irregularity in a bid that is a matter of form rather  
190 than of substance; a variation of a bid or proposal from the exact requirements of the IFB or  
191 RFP, which can be corrected or waived without being prejudicial to other bidders, and has no  
192 material effect on the price, quality, quantity, or delivery schedule of the goods, services, or  
193 construction being procured.

194 **INVITATION FOR BIDS (IFB).** A formal request to prospective [vendors] Contractors  
195 soliciting bids for the purchase of goods or services. [; contains, or incorporates by reference, the  
196 specifications or scope of work and all contractual terms and conditions.]

197 **INVITATION FOR REVERSE AUCTION BID.** All documentation, written or electronic,  
198 whether attached or incorporated by reference, which are used for soliciting bids in accordance  
199 with procedures prescribed in § 1-2-29 of this article.]

200 **JOB-ORDER-CONTRACTING.** A method of obtaining an indefinite quantity of not  
201 specifically defined project services such as construction, preconstruction, finance, maintenance,  
202 operations, design, etc., performed via Task Orders issued during the course of the Master  
203 Agreement. [construction project delivery method in which:

- 204 (1) The contract is a requirements contract for indefinite quantities of construction.
- 205 (2) The construction to be performed is specified in job (task) orders issued during the  
206 contract.
- 207 (3) Finance services, maintenance services, operations services, preconstruction services,  
208 design services and other related services may be included.]

209 **LANDSCAPE ARCHITECT SERVICES.** Professional or creative work such as consultation,  
210 investigation, research, planning, design, and preparation of drawings and  
211 specifications. **LANDSCAPE ARCHITECT SERVICES** may also mean responsible supervision  
212 of the development of land areas when the objective is to preserve, enhance, or determine the  
213 following:

- 214 (1) Proper land uses;
- 215 (2) Natural land features;
- 216 (3) Planting;

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217 (4) Natural and aesthetic values;  
218 (5) Settings and approaches to structure or other improvements;  
219 (6) Settings of grades and determining drainage;  
220 (7) Providing for storm drainage systems when these systems do not require the hydraulic  
221 design, structural design, or system components and are restricted to the use, when relevant, of  
222 any standards prescribed by local or state authorities; and  
223 (8) Determination of environmental problems of land, including erosion, blight, and other  
224 hazards.]

225 **LITIGATION SERVICES.** Professional or other services procured by the County Attorney  
226 for the purpose of evaluating, preparing, providing or presenting evidence at the trial of any  
227 lawsuit to which the county is a party.]

228 **KICKBACK.** Any money, fee commission, credit, gift, gratuity, thing of value or  
229 compensation of any kind that is provided directly or indirectly to any Contractor, Contractor  
230 employee, Subcontractor or Subcontractor employee for the purpose of improperly obtaining or  
231 rewarding favorable treatment in connection with a Contract or Subcontract.

232 **LETTER OF INTEREST (LOI).** A step in the procurement process to ascertain interest in  
233 performing a specific job or service for the County wherein Contractors are solicited to express  
234 their interest in performing the services.

235 **MASTER CONTRACT.** An Agreement resulting from an Indefinite Delivery Quantity  
236 Contract.

237 **MAINTENANCE.** Acts of repair, replacement or other actions necessary to keep [any  
238 improvements or personal] property in proper condition and good working order. [, to prevent  
239 decline in, failure or cessation of the existing condition of the improvement or personal property  
240 or to restore any improvement to its original condition after partial failure or destruction.] This  
241 term shall not include I[i]mprovements.

242 **MATERIALS.** All personal property, including but not limited to supplies, equipment, parts,  
243 printing and insurance; excluding, however, leases of a permanent interest in real property,  
244 securities and financial paper.]

245 **MULTIPLE-AWARD CONTRACTS.** Those contracts which provide awards to more than  
246 one vendor for the same item or type of items. The county may use this type of contract only  
247 when it is determined by the Procurement and Contracting Director that the use of more than one  
248 vendor is in the best interest of the county.]

249 **NEGOTIATIONS.** An exchange of information or any form of communication [cooperation]  
250 during which the [offeror] Contractor and the C[c]ounty may formalize an Agreement or  
251 Amendment to an Agreement for the purchase of goods or services. [alter or otherwise change  
252 the conditions, terms, and price, unless prohibited, of the proposed contract.]

253 **OCA.** Office of the County Attorney.

254 **OFFEROR.** See Bidder.

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255 **OPEN MARKET PURCHASE.** A purchase of an amount less than \$50,000, made by an  
256 Agency utilizing the P&C rules and regulations and not requiring formal Public Notice.

257 **P&C.** Procurement and Contracting Office.

258 **PAYMENT VOUCHER.** A method of payment for certain approved transactions for which  
259 there is no competitive purchasing function. [The method of payment for certain approved  
260 transactions for which there is no competitive purchasing function; and the using agency may  
261 make a request for payment directly to accounts payable without processing the transaction  
262 through the office of purchasing. Direct payment vouchers require all the necessary approvals  
263 and signatures as a requisition. The following transactions are normally approved for payment  
264 using a payment voucher: debt- related expenses, mileage reimbursements, towing, forensic  
265 services, witness expenses, storage expenses, copies of records, transcripts, child support  
266 payments, housing assistance payments, payments issued to constitutional officers, indigent  
267 medical payments, indigent burials, medical insurance refunds (personnel only), memberships,  
268 outside counsel, other legal services, including paralegal services, expert witnesses, and court  
269 reporters, all types of taxes, assessments, fees, permits, utility payments for utilities which cannot  
270 be competed, deposits, postage (U.S. Post Office only), pre-approved interview and/or moving  
271 expenses (personnel only), taxes, parking violations, risk management claims settlements,  
272 subscriptions to and legal advertisements in newspaper and periodicals, tax deed application  
273 expenses, tuition, lab fees and books required course materials to approved schools (registration  
274 forms required).]

275 **PIGGYBACK.** A procedure of procuring goods or services without formal [bid] procedures  
276 via utilizing other public entity's award of solicitations, [an Invitation to Bid or Request for  
277 Proposal. This procedure permits piggybacks off] contracts awarded by the State of Maryland,  
278 [and] contracts[, and] awarded [bids] by local and state government agencies, [and] cooperative  
279 purchasing organizations, [or] purchasing associations, and federal government schedules  
280 [allowable by law of national government agencies] such as General Services Administration  
281 (GSA).

282 **PILOT PROGRAM.** A small-scale or limited time experimental purchase of goods or services  
283 conducted to determine the feasibility of use, processes, or functions and move toward making a  
284 determination for future purchases while limiting risk of large-scale involvement or cost.

285 **PRICE DATA.** Factual information concerning prices for items substantially similar to those  
286 being procured. "Prices" as used in this definition shall refer to offered or proposed selling  
287 prices, historical selling prices and current selling prices.]

288 **PRICING AGREEMENT.** An agreement by which procurements are conducted by or on  
289 behalf of more than one (1) governmental body.

290 **PROCUREMENT.** The purchasing, renting, leasing, or other acquisition of any materials,  
291 services, professional services or construction. **[PROCUREMENT]** It shall also include all  
292 functions that pertain to obtaining any supplies, services including professional services or  
293 construction, including the description of requirements, the selection and solicitation of sources  
294 and the preparation and award of contract. **[PROCUREMENT]** It shall not include the buying,  
295 purchasing, renting or leasing of real property, or any interest in real property.

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296     **PROFESSIONAL SERVICES.** The furnishing of labor, time, effort or expertise by a licensed  
297 or certified contractor with specialized knowledge acquired and formalized by a postgraduate  
298 degree in a specialized field, including but not limited to architects, auditors, doctors, engineers  
299 and lawyers.

300     **PROGRAM.** A detailed framework of steps or activities specifically designed to address a  
301 specific initiative of the County.

302     **[PROFESSIONAL SERVICES.]** The furnishing of labor, time, effort or expertise by a  
303 contractor with specialized knowledge in a field, including but not limited to architecture,  
304 engineering, medicine, finance, accounting, appraisal and land surveying.]

305     **PROPOSAL.** The documents submitted in response to a solicitation [RFP to be used as the  
306 basis of negotiation, and/or to become incorporated in a contract upon acceptance by the county].

307     **PROPOSAL REVISION.** A change to a proposal made after the solicitation closing date, at  
308 the request of or as allowed by the Director of P&C [Procurement and Contracting Director], as  
309 the result of negotiation.

310     **PUBLIC NOTICE.** [Any publication reasonably calculated to inform responsible bidders or  
311 offerors. Public notice shall occur for a reasonable time and may be disseminated through any  
312 means of mass communication, including but not limited to newspapers, other written  
313 publications, posting, television, radio, other broadcasting media, web publishing and electronic  
314 billboards.] Advertising notification to the public of solicitations offered by the County, changes  
315 to solicitation, cancellation of solicitations, etc. which allows a reasonable amount of time for  
316 potential bidders to gather information and provide a response.

317     **PURCHASE ORDER.** A C[c]ounty document which encumbers funds and is used to  
318 authorize a purchase transaction with a Contractor. [Vendor. It should contain provisions for  
319 goods and/or services ordered; applicable terms as to payment, discounts, date of performance  
320 and transportation and other factors or conditions relating to the transaction.] Acceptance [by  
321 vendor] of a [county purchase order] Purchase Order by a Contractor shall constitute a contract,  
322 or part of a contract.

323     **QUALIFICATIONS BASED SELECTION (QBS).** A process for pre-qualifying or selecting  
324 one (1) or more entities to provide professional design services based on qualifications and  
325 experience designing similar work. [The QBS process usually includes all or part of the  
326 following steps:

- 327       (1) The using agency identifies the general scope of work and project definition.
- 328       (2) A schedule for selecting a design professional is established.
- 329       (3) Purchasing calls for Statements of Qualifications (SOQs).
- 330       (4) Statements of Qualifications are received and evaluated.
- 331       (5) All firms are informed of their rating and ranking (optional).
- 332       (6) A short-list of four to six firms is prepared, and a Request for Proposal (RFP) is issued  
333 (if required).

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334 (7) A tour of the site and/or facility may be arranged for short-listed firms.

335 (8) After proposals are received, interviews are conducted and the firms are ranked based on  
336 pre-established criteria.

337 (9) The client negotiates scope of services, fees/expenses, and payment schedules with the  
338 top-ranked firm. (If an agreement cannot be reached with the top-ranked firm, those negotiations  
339 are ended and negotiations begin with the second-ranked firm, and so on down the list until an  
340 agreement is reached.)

341 (10) An agreement is prepared.

342 (11) An award recommendation is made to the County Executive.

343 (12) All firms involved are informed of the outcome after the selection has been made.]

344 **QUALIFIED RELATIVE.** A spouse, parent, or child.

345 **QUOTATION.** A document containing cost information for goods and services valued at  
346 \$50,000 or less submitted in response to a solicitation [from a contracting authority].

347 **[REDUCED CANDIDATE LIST.]** A "short list".]

348 **REQUEST FOR INFORMATION (RFI).** A nonbinding solicitation method whereby the  
349 County solicits input, comments, feedback or reactions from interested parties for a possible  
350 future solicitation. [of responses which will satisfy a need rather than a firm specification and in  
351 which the respondent is given latitude in order to develop a product and/or service which will  
352 fulfill the need.]

353 **[REQUEST FOR LETTER OF INTEREST (RLI).]** A solicitation of responses from vendors  
354 whereby vendors are invited to state their interest in performing a specific job or service for the  
355 county. Requests for letters of interest are usually issued with requests for qualifications and  
356 utilized by the county to determine which vendors shall be short listed, interviewed, and selected  
357 for final contract negotiations.]

358 **[REQUEST FOR QUALIFICATIONS.]** All documents, written or electronic, whether  
359 attached or incorporated by reference, which are used for soliciting responses from qualified  
360 respondents.]

361 **REQUEST FOR PROPOSALS (RFP).** All documents, whether attached or incorporated by  
362 reference, utilized for soliciting proposals wherein Best Value is determined in an evaluation  
363 process by an evaluation team, and price may not be a primary factor in determining award.

364 **REQUEST FOR QUOTATION (RFO).** An informal request on the Open Market to  
365 prospective [vendors] Contractors soliciting pricing for goods and services valued at \$50,000 or  
366 less.

367 **RESPONSIBLE BIDDER or OFFEROR.** An [person] individual or entity that has submitted  
368 a response to a solicitation which has proven that it is fully capable to meet all of the  
369 requirements of a solicitation, that [who] meets the criteria specified in the solicitation, that [this  
370 article and who] has the capability in all respects to perform fully the contract requirements, and  
371 [the] that has the experience, integrity, reliability, capacity, facilities, equipment, insurance, and

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372 credit to [which will] ensure good-faith performance as determined by the Director of P&C. The  
373 Director of P&C may utilize the expertise of agencies in making the determination of  
374 Responsibility.

375 **RESPONSIVE BIDDER** or **OFFEROR**. An [person] individual or entity [whose] that has  
376 submitted a response to a solicitation that fully conforms to the requirements of the solicitation  
377 response requirements in all material respects, including form and substance as determined by  
378 the Director of P&C. [bid or offer conforms in all material respects to the requirements set forth  
379 in the invitation for bids or request for proposals.]

380 **SERVICES**. The furnishing of labor, time or effort by a C[c]ontractor [, consultant,  
381 subcontractor or subconsultant] which does not involve the delivery of a specific end product  
382 other than required performance and reporting. [design documents or reports and performance.  
383 Services do not include employment agreements or collective bargaining agreements. The  
384 definition of **SERVICES** includes, but is not limited to, consulting, personal, professional, legal  
385 counsel, auditing, technical, professional design and construction services.]

386 **SHORT LIST**. A reduced list of Offerors [candidates] winnowed by application of uniform  
387 criteria in an approved process, [applying uniform criteria from a longer list who have been  
388 selected for further consideration for award] that has been deemed eligible to move forward in an  
389 evaluation process by an Evaluation Team, and from which the successful [o]Offeror will be  
390 chosen.

391 **SPECIFICATION**. Detailed [Any] description of the physical or functional characteristics of  
392 or the nature of the goods or services required and what a Bidder or Offeror must be responsive  
393 to in order to be considered for award of a contract. [material, service or construction item. It  
394 may include a description of any requirement for inspecting, testing or preparing a material,  
395 service or construction item for delivery or a procedure for determining whether the  
396 requirements are satisfied.]

397 **SUBCONTRACTOR** [or **SUBCONSULTANT**]. An individual or entity [person who]  
398 [contracts to] performs work or [render] provides service to or for a [c]Contractor that has a  
399 Contract with the County [or consultant as defined by this section or to another subcontractor or  
400 subconsultant as a part of a contract with the county.]

401 **SURPLUS**. Goods owned by the County deemed no longer necessary or useful and designated  
402 for disposal.

403 **TASK ORDER**. A written statement of work defining a service or material with a definite  
404 project, price and time of completion having been negotiated between a Contractor and the  
405 County on the basis of terms, conditions and pricing awarded in an Indefinite Delivery Quantity  
406 Agreement (IDQ) which details the specifics of a project. [written order defining a discrete  
407 service and/or material with a definite project, price and time of completion which is used in  
408 conjunction with a work order contract to create an enforceable contract.]

409 **USING AGENCY**. Any service area, division, department, board or commission of the county  
410 except the County Board of Education and Frederick Community College.]

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411        **WRITTEN INFORMAL BID.** An Open Market purchase of less than \$50,000 by obtaining  
412 not less than five quotes in writing and conducted by the Agency at the discretion of P&C.

413        **[WRITTEN or IN WRITING.]** The product of any method for forming characters on paper, or  
414 other materials, or viewable screens, which can be read, retrieved, and reproduced, including  
415 information that is electronically transmitted and stored.]

416

417        **§ 1-2-17. [PURPOSE] AUTHORITY AND APPLICABILITY.**

418        (A.) *Intent.* The [purposes] intent of this article [are] is:

419            (1.) To provide for the fair and equitable treatment of all persons involved in [public  
420 purchasing by] the [c]County's procurement processes, to maximize the purchasing value  
421 of public funds, to codify and standardize the C[c]ounty's purchasing procedures for the  
422 orderly and efficient administration thereof, to provide safeguards for maintaining a  
423 procurement system of quality and integrity and to foster effective, broad-based  
424 competition within the free enterprise system.

425            (2.) To secure for the C[c]ounty taxpayers the advantages and economies which will  
426 result from centralized control over the expenditures of [c]County funds for supplies,  
427 materials, equipment, public improvements, professional, and contractual services by the  
428 application of modern, business-like procurement and contracting methods and by better  
429 utilization of the articles procured at public expense.

430            (3.) To memorialize the [c]County's intent that with respect to [p]Procurement  
431 activities, the rules and regulations [and rules] established by or promulgated under  
432 authority of [the] this article shall extend to all [a]Agencies as defined herein and establish  
433 a uniform and standard [Court Procurement] Procurement practice.

434        (B.) *Applicability.* The provisions of this chapter shall apply to the following:

435            (1.) Every expenditure of public [monies] funds by the [is] [c]County unless otherwise  
436 exempted by the [c]County, irrespective of their source, including federal assistance  
437 monies;

438            (2.) Disposal of [s]Surplus [m]Material; and

439            (3.) Contracts where there is no expenditure of public monies or where the [c]County  
440 is offering something of value to the business community when the [c]County determines  
441 source selection and award of a contract.

442        (C.) *Requirement of good faith.* The provisions of this article require all parties involved in the  
443 development, performance, or administration of purchasing contracts of the [c]County to act in  
444 good faith.

445        (D.) *Exemptions.* The following are exempt from the provisions of this article:

446            (1.) The sale or lease of [c]County real property;

447            (2.) Contracts for professional witnesses if the purpose of such contracts is to provide  
448 for services or testimony relating to an existing or potential [probable] judicial proceeding

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449 in which this [c]County is or may become a party or to contracts for special investigative  
450 services for law enforcement purposes;

451 (3.) Goods and/or services specifically designated by law enforcement as necessary for  
452 undercover, investigative work;

453 (4.) Agreements negotiated by the County Attorney in settlement of litigation or  
454 threatened litigation;

455 (5.) The purchases of materials for resale in a concession operation which shall be made  
456 in accordance with procedures prescribed by the Director of P&C;

457 (6.) Contracts for municipal improvement districts;

458 (7.) Items identified as eligible for payment via [p]Payment [v]Voucher; [or]

459 (8.) Insurance proposals pursuant to the provisions of the most recently adopted  
460 resolution[.]; or

461 (9.) Purchases made by the Office of Economic Development for public relations  
462 purposes, subject to written approval by the Director of P&C.

463  
464 [8] (E.) Agency authorization. The County Executive may authorize, in writing, any  
465 [a]Agency to purchase or contract for certain specified supplies, materials, equipment, capital  
466 improvement or contractual services independently of the Director of P&C [Procurement and  
467 Contracting Director], but shall require that such purchases or contracts shall be made in  
468 conformity with the applicable provisions of this article and shall further require periodic reports  
469 from the agency on the purchases and contracts made under such written authorization.

470 (F.) Legal services. The procurement of legal advice or engagement of a law firm to assist with  
471 County legal matters may only occur after receipt of written authorization from the County  
472 Attorney.

473 (G.) All purchases shall follow. All procurements are subject to the requirements of the  
474 Frederick County Charter and Code and the Rules and Regulations. Any procurement made  
475 contrary to the provisions herein is voidable by the Director of P&C, with the approval of the  
476 County Executive, and the County shall not be bound thereby. The head of the Agency making  
477 such purchase transaction shall be personally liable for the costs of such purchase or contract and,  
478 if already paid for out of County funds, the amount thereof may be recovered in the name of the  
479 County in an appropriate action therefore. Known violations of the provisions set forth herein may  
480 result in disciplinary action(s) as deemed appropriate by Human Resources.

481 (H.) Splitting requirements. An Agency may not split or divide into increments the amount of  
482 needed services, supplies, materials, or equipment in a manner that would then allow use of a  
483 different procurement method.

484 (I.) Electronic authorization. Electronic media, including acceptance of Electronic  
485 signatures, is authorized and may be utilized in accordance with the State of Maryland's  
486 applicability statute, regulatory and other guidance for use of such media, provided the media  
487 provides for:

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488 (1.) Appropriate security to prevent unauthorized access to the quotation, approval,  
489 and award processes; and

490 (2.) Accurate retrieval or conversion of Electronic forms of records and information  
491 into a medium which permits inspection and copying.

492

493 **§ 1-2-18. ETHICS. [POWERS AND DUTIES OF PROCUREMENT AND**  
494 **CONTRACTING DIRECTOR GENERALLY.]**

495 (A.) Conduct of P&C, including all employees, shall meet the highest ethical standards in  
496 accordance with the following principles:

497 (1.) To consider first the interest of the County in all transactions and carry out its  
498 established policies.

499 (2.) To buy without prejudice, seeking to obtain the maximum Best Value for each  
500 dollar of expenditure.

501 (3.) To strive consistently for knowledge of the materials and processes of manufacture,  
502 and to establish practical methods for the conduct of the office.

503 (4.) To subscribe to and to work for honesty and truth in buying and selling and to  
504 denounce all forms and manifestations of commercial bribery.

505 (5.) To accord a prompt and courteous reception, so far as conditions will permit, to all  
506 who call on a legitimate business mission.

507 (6.) To respect the obligations of a caller and to require that obligations to the caller and  
508 to the County be respected and be consistent with good business practice.

509 (7.) To counsel and assist fellow purchasing professionals in the performance of their  
510 duties whenever occasion permits.

511 (8.) To cooperate with all organizations and individuals engaged in activities designed  
512 to enhance the development, standards, and integrity of the public purchasing profession.

513 (B.) County employees involved in the procurement of goods and services shall:

514 (1.) Engage in conduct, both professional and personal, which does not in any way bring  
515 the County into disrepute.

516 (2.) Accept no gratuities or gifts from Bidders, Offerors, or Contractors other than those  
517 declared nominal in value and which have been sanctioned by the County.

518 (3.) Disallow offers of hospitality, or those with vested interests, to influence or be  
519 perceived to influence business decisions.

520 (4.) Maintain the highest standard of integrity in all business relationships.

521 (5.) Not use their authority or position for their own financial or personal gain or use  
522 their position to obtain a price consideration better than that offered to the general public,  
523 unless it is one offered to all employees separate from a solicitation or aware process.

524 (6.) Strive for equal and transparent competition.

525 (7.) Not allow an existing relationship with Bidders, Offerors, or Contractors to affect  
526 a negotiation with a competing contractor.

527 (8.) Immediately report any instances of unethical or questionable behavior by Bidders,  
528 Offerors, Contractors, or County employees.

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Bill No. 22-20

531 (C.) Contractors and Subcontractors

532 (1.) No Contractor or Subcontractor shall demand or receive from any of its suppliers  
533 or its subcontractors, as an inducement for the award of a subcontract or order, any  
534 payment, loan, subscription, advance, deposit of money, services or anything, present or  
535 promised, unless consideration of substantially equal or greater value is exchanged.

536 (2.) No subcontractor or supplier shall make or offer Kickbacks.

537 (3.) No person shall demand or receive any payment, loan, subscription, advance,  
538 deposit of money, services or anything of value in return for an agreement not to compete  
539 on Contract.

540 (4.) If a Subcontractor or supplier makes a Kickback or other prohibited payment as  
541 described in this section, the amount thereof shall be conclusively presumed to have been  
542 included in the price of the Subcontract or order and ultimately borne by the public body  
543 and shall be recoverable from both the maker and recipient. Recovery from one  
544 offending party shall not preclude recovery from other offending parties.

545

546 **§ 1-2-19. SIGNATURE AUTHORITY.**

547 (A.) The Director of P&C is authorized to:

548

549 (1.) Award bids for procurements in the amount of \$100,000 or less;  
550 (2.) Execute documents binding on the County which are necessary or incidental to  
551 procurements in the amount of \$100,000 or less;  
552 (3.) Execute documents binding on the County which are necessary or incidental to a  
553 settlement approved by the Contractor Responsibility Board under §1-2-33, in the amount  
554 of \$100,000 or less;  
555 (4.) Approve purchases of vehicles and software as delegated by the County Executive  
556 and which were approved in the budget for the then current fiscal year; and  
557 (5.) Terminate contracts of \$100,000 or less, when it is determined to be in the best  
558 interest of the County.

559 (B.) The County Executive is authorized to:

560

561

562 (1.) Award bids for procurements in amounts in excess of \$100,000, upon the  
563 recommendation of the Director of P&C;  
564 (2.) Execute documents binding on the County which are necessary or incidental to  
565 procurements in amounts in excess of \$100,000, upon the recommendation of the Director  
566 of P&C;  
567 (3.) Execute documents binding on the County which are necessary or incidental to a  
568 settlement approved by the Contractor Responsibility Board under §1-2-33, in amounts in  
569 excess of \$100,000;  
570 (4.) Specify which vehicles and software approved in the budget for the then current  
571 fiscal year for which the authority to purchase is delegated to the Director of P&C; and  
572 (5.) Terminate contracts in excess of \$100,000, when it is determined to be in the best  
573 interest of the County.

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574  
575 (C.) The County Executive may delegate to any Division Director the authority to execute and  
576 bind the County via a Task Order in any dollar amount that does not exceed the estimated  
577 annual “not to exceed” dollar amount set forth in a non-binding Indefinite Delivery  
578 Quantity Master Agreement.

579  
580 (D.) The Council shall authorize by law any contract in excess of \$20,000 that would obligate  
581 the County to appropriate funds in the Operating Budget for more than a single fiscal year.

582 **§ 1-2-20. POWERS AND DUTIES OF PROCUREMENT AND CONTRACTING**  
583 **DIRECTOR [GENERALLY]. [RULES AND REGULATIONS.]**

584 (A.) The [Procurement and Contracting] Director of P&C [shall] serves as the [public]  
585 purchasing official for the [c]County, [and shall be] is responsible for the procurement [and  
586 contracting] of all materials, services, professional services and construction services for the  
587 [c]County, [which are] as governed by the terms of this article.

588 (B.) The [Procurement and Contracting] Director of P&C or Designee [such individual as he  
589 may designate shall] will, subject to the provisions of this article:

590 (1.) Purchase all supplies, materials, equipment and contractual services required by the  
591 [a]Agencies and for all capital improvement projects of the [c]County, subject to the  
592 approval of the County Executive, when necessary.

593 (2.) Negotiate contracts for professional services, subject to the approval of the County  
594 Executive, when necessary.

595 (3.) Use specifications established in accordance with this article when[ever they are]  
596 applicable to purchase orders and contracts, and ensure compliance with such  
597 specifications through adequate inspection, including testing.

598 (4.) Solicit information via the Request for Information process to gain insight and  
599 information on goods, services, industry practices, industry interest, service standards, etc.  
600 which may not be easily gleaned from County employees and that may be utilized in a  
601 future solicitation or selection process.

602 (5.) Transfer to or between [a]Agencies or exchange, trade-in or sell those supplies,  
603 materials and equipment, which are surplus, obsolete or unused.

604 (6.) Develop, with the approval of the OCA [County Attorney] as to legal sufficiency,  
605 standard forms and conditions of solicitations [invitations to bid], purchase orders and  
606 contracts. Develop and prescribe the use by [a]Agencies of other forms required in  
607 carrying out the provisions of this article and amend or eliminate any forms.

608 (7.) Terminate contracts of \$[50,000]100,000 or less when the Director of P&C  
609 determines [he determines] that it is in the best interest of the [c]County. [The Procurement  
610 and Contracting Director shall submit as required to the County Executive a report on the  
611 work of his office in carrying out the provisions of this article.]

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612                   (8.) Recommend termination of contracts in excess of \$100,000 to the County  
613                   Executive when the Director of P&C determines that it is in the best interest of the County.

614                   (C.) The Director of P&C will submit, as required by the County Executive, a report on the  
615                   work of the P&C in implementing the provisions of this article.

616                   (D.) The Director of P&C shall recommend revisions to these Code provisions as needed and  
617                   conduct a comprehensive review five (5) years from the date of the most recent comprehensive  
618                   update.

619                   (E.) The Director of P&C has the authority to cancel any solicitations.

620                   (1.) Any solicitation may be canceled, with all bids, proposals or submissions being  
621                   rejected in whole or in part as specified in the solicitation when the Director of P&C has  
622                   determined it to be in the best interest of the County.

624                   (2.) Prior to a solicitation bid opening, a solicitation may be canceled in whole or in part  
625                   when the Director of P&C determines in writing that:

- 627                   (a.) The County no longer requires the materials, services, or construction;
- 628                   (b.) The County can no longer reasonably expect to fund the procurement;
- 629                   (c.) Proposed amendments to the solicitation would be of such magnitude that a  
630                   new solicitation is in the best interest of the County; or
- 631                   (d.) Any reason determined by the Director of P&C to be in the best interest of  
632                   the County.

634                   (3.) The Director will provide Public Notice of the cancellation.

636                   (4.) After bid opening, but prior to award, all bids, proposals or submissions may be  
637                   rejected in whole or in part when the Director of P&C determines in writing that:

- 639                   (a.) The County no longer requires the materials, services, or construction;
- 640                   (b.) Ambiguous or otherwise inadequate specifications or scopes of work were  
641                   part of the solicitation;
- 642                   (c.) The solicitation did not provide for consideration of all factors of  
643                   significance to the County;
- 644                   (d.) Prices exceed available funds and it would not be appropriate to adjust  
645                   quantities to come within available funds;
- 646                   (e.) All otherwise acceptable bids, statements of qualifications, or proposals  
647                   received are at clearly unreasonable prices;
- 648                   (f.) There is reason to believe that the bids, statements of qualifications, or  
649                   proposals may not have been independently arrived at in open competition, may  
650                   have been collusive, or may have been submitted in bad faith; or
- 651                   (g.) Competition was insufficient or no bids, proposals, or submissions were  
652                   received.

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654 (G.) The Director of P&C will determine whether a Bidder or Offeror is Responsible by  
655 considering:

657 (1.) The ability, capacity, and skill of the Bidder or Offeror to perform the contract or  
658 provide the services required;  
659 (2.) Whether the Bidder or Offeror can perform the contract or provide the service  
660 promptly and within the time specified without delay or interference;  
661 (3.) The character, integrity, reputation, judgment, experience, and efficiency of the  
662 Bidder or Offeror;  
663 (4.) The quality of the Bidder's or Offeror's performance of previous contracts or  
664 services;  
665 (5.) The previous and current compliance by the Bidder or Offeror with laws and  
666 ordinances relating to the contract or service;  
667 (6.) The sufficiency of the financial resources and ability of the Bidder or Offeror to  
668 perform the contract or provide the service;  
669 (7.) The quality, availability, and adaptability of the materials and services to the  
670 particular use required;  
671 (8.) The ability of the Bidder or Offeror to provide future maintenance and service for  
672 the use of the subject of the contract;  
673 (9.) Any other circumstances which may affect the Bidder's or Offeror's performance  
674 of the contract; and  
675 (10.) The Agency's research if it is called upon for assistance in determination.

677 (H.) No contract shall be awarded to any Bidder or Offeror who is in default on the performance  
678 of any other contract with the County or in the payment of any taxes, licenses, or other monies due  
679 the County or State.

681 (I.) The Director of P&C shall be the sole contact for Agreement negotiation with Contractors.  
682 No officer or employee of the County shall contract directly or indirectly with any vendor or  
683 Contractor except with the approval of the Director of P&C.

685 (J.) The Director of P&C is authorized to accept early payment discounts as the lowest price  
686 offered if it is determined that the County can meet the discount terms.

688 (K.) The Director of P&C will, when possible, avoid oral communications with Contractors and  
689 facilitate all interaction in writing so as to avoid misunderstandings and to provide a historical  
690 background and audit file.

692 (L.) The Director of P&C shall maintain an open record policy whereby prices obtained through  
693 open competition and quotations are available to the public after a purchase is made, upon written  
694 receipt of a request, pursuant to the Public Information Act State Government Article Title 10,  
695 Subtitle 6, Annotated Code of Maryland.

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697 (M.) The Director of P&C shall determine award methodology in the event competition was  
698 insufficient or no bids, proposals, or submissions were received.

699  
700 (N.) The Director of P&C may utilize a geographic distribution award methodology whereby  
701 contract awards are made to different Contractors for the provision of goods or services in separate  
702 identifiable geographic areas of the County when justified by the need for timely delivery, service,  
703 availability, or price differential.

704  
705 (O.) The Director of P&C is responsible for assuring specification conformance of purchased  
706 goods and services.

707  
708 (1.) The Director of P&C will inspect and test, or cause to be inspected and tested,  
709 supplies, materials, and equipment, and the furnishing of contractual services, and the  
710 construction of capital improvement projects, to ensure their conformance with the  
711 specifications or fitness for use or performance requirements set forth in the purchase order  
712 or contract.

713 (2.) Agencies may be authorized to complete the inspection and testing as deliveries are  
714 made or services performed.

715 (3.) Chemical and physical tests of samples may be required by the Director of P&C  
716 and an outside laboratory may be utilized for this purpose.

717 (4.) The Director of P&C shall promulgate necessary rules and regulations for  
718 inspection of deliveries.

719  
720 (P.) The Director of P&C will oversee purchases made by the Frederick County Health  
721 Department. The Frederick County Health Department is authorized to fulfill its procurement  
722 requirements by:

723  
724 (1.) Conducting procurement actions through the Frederick County Government  
725 procurement process;  
726 (2.) Conducting procurement in-house as authorized in writing by the Director of P&C;  
727 or  
728 (3.) Conducting all procurement following the State of Maryland procurement  
729 regulations as delineated in COMAR, Title 21.

730  
731 (Q.) The Director of P&C will oversee purchases made by Citizens Care and Rehabilitation  
732 Center and Montevue Assisted Living Facility.

733  
734 (R.) The Director of P&C will oversee the selection process for grant awardees.

735  
736 (S.) The Director of P&C may assess liquidated damages in accordance with solicitation or  
737 contract terms and conditions when necessary and permitted by the solicitation and at the sole  
738 discretion of the Director of P&C.

739  
740 (T.) The Director of P&C has the sole authority to issue all County Purchase Orders.

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Bill No. 22-20

741  
742 (1.) No purchases shall be made without a purchase order or contract except for the  
743 authorized use of procurement cards or as otherwise stated in this article.

744 (2.) Agency Directors will be personally responsible for the cost of all purchases or  
745 expenses incurred in a manner inconsistent with the provisions of the County Code and  
746 P&C Rules and Regulations.

747 (3.) No notice of award will be signed, no open market purchase order will be issued,  
748 or procurement card purchase made without prior verification that an unencumbered  
749 account balance in excess of all unpaid obligations is sufficient to pay the amount of the  
750 purchase order, contract award, or procurement card purchase.

751 (4.) The Budget Director is responsible for providing the Director of P&C with a  
752 detailed budget and capital outlay listing for each County Agency.

753 (5.) It is the responsibility of each Agency Director to monitor and control expenditures  
754 made by their Agency's employees via procurement cards.

755  
756 (U.) The P&C may participate in joint or cooperative purchase activities with other public  
757 jurisdictions or agencies, including but not limited to the municipalities within Frederick County,  
758 the Frederick County Board of Education, and Frederick Community College, Metropolitan  
759 Washington Council of Governments Cooperative Purchasing (MWCOG), Baltimore Regional  
760 Cooperative Purchasing Committee (BRCPC), Northeast Maryland Waste Disposal Authority  
761 (NMWDA), etc. Volunteer Fire and Rescue companies that are recognized participants in the  
762 Frederick County Fire and Rescue system may also participate in such joint or cooperative  
763 purchases.

764  
765 (V.) Notwithstanding §1-2-25, the Director of P&C may elect to manage any purchase not  
766 exceeding \$50,000 according to any of the procurement methods listed under §1-2-26 or §1-2-27.

767  
768 **§ 1-2-21[19]. RULES, [AND] REGULATIONS, AND POLICIES.**

769  
770 (A.) Rules and regulations. The [Procurement and Contracting] Director of P&C [shall  
771 prepare] may promulgate rules for the implementation of this [a]Article. [Such] [r]Rules [shall]  
772 may include, but not be limited to, provisions for:

773  
774 (1.) The handling of bids, including advertising, [their] custody and safeguarding,  
775 [advertising,] opening and tabulation, acceptance or rejection and re-advertising, [, and  
776 the procedure for determining:]

777 (2.) Procedures to determine:

778 (a.) The lowest, Responsive and Responsible Bidder; and  
779 (b.) Award recommendations based on Best Value when applicable.

780 [(1) The lowest, responsive and responsible bidder;  
781 (2) Award recommendations based on "best value" when applicable;]

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782

783 [(B)](3.) The procedure [and the forms] for securing from B[b]idders and  
784 prospective B[b]idders the data necessary to determine whether or not the B[b]idders are  
785 responsible and the bids are responsive.

786 [(C)](4.) The procedure [and the forms] for reporting receipt of supplies, materials,  
787 equipment, and services, and for reporting progress on and completion of capital  
788 improvements.

789 [(D)](5.) The procedure for submission, examination, and approval of invoices for  
790 supplies, materials, equipment and services delivered to any and all agencies, and for  
791 progress and final payment on capital improvements.

792 [(E)](6.) Such other matters as may be necessary to give effect to such rules and to  
793 the provisions of this article. The [Procurement and Contracting] Director of P&C shall  
794 submit such rules to the County Executive for approval. The [Procurement and  
795 Contracting] Director of P&C shall enforce such rules. A copy of them shall be [kept in  
796 his office and shall be] open to public inspection during regular business hours. [(1959  
797 Code, § 36-4)]

798 (B.) Policies. Policies outlining routines to be taken in the execution of the rules and regulations  
799 shall be approved by the Chief Administrative Officer on an as-needed basis and shall be updated  
800 no less than every five (5) years.

801

802

803 **[§ 1-2-20. PURCHASES OR CONTRACTS MADE CONTRARY TO ARTICLE TO BE  
804 VOID; SPLITTING OF REQUIREMENTS PROHIBITED]**

805 [(A) If any agency purchases or contracts for any supplies, materials, equipment or services  
806 contrary to the provisions of this article, such purchase or contract shall be void and of no  
807 effect. The head of the agency making such purchase transaction shall be personally liable for  
808 the costs of such purchase or contract and, if already paid for out of county funds, the amount  
809 thereof may be recovered in the name of the county in an appropriate action therefore.

810 (B) It shall be unlawful for any agency to split its requirements for supplies, materials,  
811 equipment and services in order to bypass, avoid or evade the provisions of § 1-2-25 of this  
812 Code.]

813

814 **§ 1-2-22. [PROCEDURAL] PREREQUISITES FOR AWARD OF CONTRACTS.**

815 (A.) [In the case of a] When a procurement contract [for procurement] is primarily for the use  
816 of a specific [department or] A[a]gency of the C[c]ounty, the Director of the Agency shall  
817 recommend the approval of award to the Director of P&C who will reject, award or recommend  
818 award of the contract. When more than one Agency utilizes the contract, the Director of P&C  
819 will determine which Agency(ies) shall recommend. [the head of such using agency or designee  
820 thereof shall also approve an award before written notice of the award is sent.]

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821 (B.) [In any case w]Where competitive sealed bids or proposals are required by this article  
822 and only one bid or proposal is received, the [Procurement and Contracting] Director of P&C  
823 shall document the rationale for rejecting or awarding the bid or proposal and may negotiate with  
824 the single responder to develop a contract.

825 (C.) Where responsive bids are received from two or more responsible Bidders and all bid  
826 prices received exceed the amount of allocated funds, the Director of P&C may: reduce or  
827 modify the scope of work and solicit revised bids from the responsive and responsible Bidders  
828 on the original solicitation; or cancel the solicitation and rebid.

829 [(C)](D.) The [Procurement and Contracting] Director of P&C may [shall] not award any  
830 contract or finalize any procurement [until] unless the funds necessary to defray the cost of such  
831 procurement are appropriated and available, except[ing only]:

- 832 (1.) [Cases of] In an emergency as defined in §[1-2-30] 1-2-27(B.) of this code; and
- 833 (2.) [Cases w]Where revenue to pay the [bidder or offeror] Contractor will be [raised]  
834 provided through the performance of the contract.

835 [(D)](E.) [No c]Contracts for the acquisition of property, [or] the construction of  
836 improvements, or other expenditures which [is] are to be financed by bonds or other obligations  
837 [shall be effective] may not take effect until the proceeds of the bonds or obligations have been  
838 received and verified as available by the Finance Director. Improvements to be paid for by  
839 special assessment[s] funds are exempt[ed] from this requirement.

## 840

## 841

## 842 § 1-2-23. EXEMPTIONS.

843 (A.) An Agency Director may submit to the Director of P&C a written request for an exemption  
844 from the Rules and Regulations solicitation requirements: to purchase goods or services from other  
845 government entities or quasi-governmental agencies; for a short-term Pilot Program; when specific  
846 expertise is required; or to contract with a non-profit offering services to persons with disabilities  
847 or special needs.

848 (B.) An exemption from the Rules and Regulations may be approved or revoked at the sole  
849 discretion of the Director of P&C. Agencies granted an Exemption will be required to provide  
850 periodic reports to the Director of P&C on the purchases and performance under contracts executed  
851 pursuant to the exemption. The reports shall provide the Contractor's name, description of goods  
852 and services provided, quantities received and total prices paid.

853 (C.) If an exemption is granted, the Agency will still be bound by all applicable (non-exempted)  
854 provisions of the Frederick County Charter, Code and the P&C Rules and Regulations.

855 (D.) If the Director of P&C determines that the exemption is no longer warranted or in the best  
856 interest of the County, the exemption may be revoked.

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## § 1-2-[22]24. SPECIFICATIONS.

865 (A.) *Intent.* All specifications [ , including but not limited to design, performance, and brand  
866 name specifications,] shall be drafted so as to provide a nonrestrictive, clear, and concise  
867 description of the material, service, or construction [desired] sought.

868 (B.) *Preparation.*

869 (1.) [Before any procurement, the Procurement and Contracting] The Director of P&C [shall  
870 cause to be prepared] will prepare written specifications detailing the C[c]ounty's requirements  
871 for the materials, service, or construction. The Director of P&C may also request that an Agency  
872 [other departments or agencies of the county] assist with the preparation of [to prepare]  
873 specifications for the procurement[s to be made primarily for such department or agency].

874 (2.) No person who, for compensation, prepares a Specification on behalf of the County shall  
875 submit a bid or proposal for that procurement or any portion thereof, or disclose to any Bidder or  
876 Offeror information concerning the procurement that is not available to the public. However, the  
877 Director of P&C may permit such person to submit a bid or proposal for the procurement or any  
878 portion thereof if the Director of P&C determines that the exclusion of the person would limit the  
879 number of potential qualified Bidders or Offerors in a manner contrary to the best interest of the  
880 County.

881 (C.) Approval. Both the Agency Director and the Director of P&C will approve the  
882 specification prior to public distribution. If the Agency Director and the Director of P&C are  
883 unable to reach an agreement, the matter will be referred to the Chief Administrative Officer for  
884 resolution.

885 [(1) Specifications prepared primarily for a procurement for a specific department or agency  
886 of the county shall be approved by both the Procurement and Contracting Director and the head  
887 of the using agency before being submitted for bid.

888 (2) If the Procurement and Contracting Director and head of the using agency cannot agree,  
889 the matter shall be referred to the Chief Administrative Officer.]

890 (D.) *Brand N[n]ame specification.*

891 (1.) A B[b]rand N[n]ame specification may be used [when] after the [Procurement and  
892 Contracting] Director of P&C has determined that sufficient sources for competition exist  
893 for the procurement of the material and that the use of the B[b]rand N[n]ame  
894 specification is not intended to limit or restrict competition.

895 (2.) A B[b]rand N[n]ame specification may [also] be used to describe the standard of  
896 quality, performance, and other salient characteristics of a material in lieu of a description  
897 of its physical or functional characteristics[. In such cases] and, the solicitation [shall  
898 contain explanatory language] will state that the use of [a] the B[b]rand N[n]ame is for

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899 the purpose of describing the standard desired and that the substitution of equivalent  
900 materials is permitted.

901 (3.) A Brand Name specification may be used as the sole brand acceptable after the  
902 Director of P&C has determined that alternative products will result in a higher overall  
903 cost to the County, will otherwise harm the County's financial interests, or will impede  
904 the County's administrative functions or delivery of services to the public.

905 (4.) [A user] An A[a]gency requesting a B[b]rand N[n]ame specification [shall] will  
906 provide written evidence to support a B[b]rand N[n]ame determination to the Director of  
907 P&C for approval. Inconvenience of [drawing] drafting specifications or developing  
908 performance specifications [do] will not be sufficient justification[y] to the use of a  
909 B[b]rand N[n]ame specification.

910 (E.) *Specifications prepared by other than C[County] personnel.* The requirements and intent  
911 of this section [article] regarding [the intent and] nonrestrictive[ness of] specifications [shall]  
912 applies[y] to [all] specifications prepared [other than] by non C[County] individuals and entities  
913 [personnel], including, but not limited to, [those prepared by] architects, engineers, designers,  
914 and consultants for public contracts, or subcontractors. No [person] individual or entity that  
915 prepares[ing] specifications on behalf of the County may [shall] receive any direct or indirect  
916 benefit from the utilization of [such] those specifications.

917

918 **[§ 1-2-23.] [CONTRACT FORMATION AND AWARD—METHODS OF SOURCE**  
919 **SELECTION. (PURCHASES IN EXCESS OF \$30,000).]**

920

921 [All procurements subject to the terms of this article shall be awarded by competitive sealed  
922 bidding pursuant to § 1-2-24, except as provided in:

923 (A) Section 1-2-25 concerning awards by competitive sealed proposals;

924 (B) Section 1-2-26 concerning procurement of architectural and engineering services by  
925 qualification based selection (QBS);

926 (C) Section 1-2-27 concerning piggybacking off other entities contracts and cooperative  
927 purchasing;

928 (D) Section 1-2-28 concerning competitive negotiated procurement (Enterprise Funds);

929 (E) Section 1-2-29 concerning competitive reverse auctions;

930 (F) Section 1-2-30 concerning emergency purchases; and

931 (G) Section 1-2-31 concerning "Single Source" procurements.]

932

933 **[§ 1-2-24.] [COMPETITIVE SEALED [BIDDING (PURCHASES IN EXCESS OF**  
934 **\$30,000)]**

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936 [ (A) Procurements accomplished pursuant to this section shall be awarded to the lowest  
937 responsive and responsible bidder after competitive sealed bidding.

938 (B) An invitation for bids shall be issued and shall include specifications and all evaluation  
939 criteria. Contractual terms and conditions applicable to the procurement may be included within  
940 the solicitation document or incorporated by reference.

941 (C) Public notice shall be given and shall include the bid title, place, date and time of bid  
942 opening.

943 (D) All bids shall be opened in public at the time and place stated in the invitation for bids.  
944 The amount of each bid and such other relevant information as the Procurement and Contracting  
945 Director deems appropriate, together with the name of each bidder, shall be recorded. Thereafter,  
946 the record of bids and each bid shall be available for public inspection in the office of the  
947 Procurement and Contracting Director in the same manner as are other public records. In the  
948 event of good cause as determined by the Procurement and Contracting Director, bid openings  
949 may be postponed by issuance of written addenda prior to the time and date established for the  
950 opening of bids.

951 (E) *Late bids.* A bid is late if it is received at the location designated in the invitation for bids  
952 after the time and date set for bid opening. The Department's clock is the governing clock. A late  
953 bid shall be rejected. A late bid shall not be opened except for, if necessary, identification  
954 purposes. Such bids may be returned to the bidder. Bidders submitting bids that are rejected as  
955 late shall be so notified.

956 (F) Bids shall be accepted without alteration or correction, except as authorized in subsection  
957 (G) of this section. Bids shall be evaluated based on the requirements set forth in the invitation  
958 for bids, which may include criteria and/or processes for determining acceptability, such as  
959 inspection, provision of sample materials, testing, quality, workmanship, delivery and suitability  
960 for a particular purpose. Those criteria that will affect the bid price shall be objectively  
961 measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for  
962 bids shall set forth all evaluation criteria to be used. No criteria may be used in bid evaluations  
963 that are not set forth in the invitation for bids.

964 (G) Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or  
965 cancellation of awards or contracts based on such bid mistakes, may be authorized in adherence  
966 to the following:

967 (1) Mistakes of any type discovered before bid opening may be corrected or withdrawn in  
968 writing by the bidder. Any such corrections or notices of withdrawal must be received in the  
969 office designated in the invitation for bids prior to the time set for bid opening.

970 (2) After bid opening, a low bidder alleging a clerical error was made may be permitted by  
971 the County Executive, to withdraw its bid if:

972 (a) The clerical mistake is clearly evident on the face of the bid but the intended correct  
973 bid is not similarly evident, or

974 (b) The clerical mistake is not clearly evident on the face of the bid but the bidder submits  
975 evidence to the Procurement and Contracting Director which clearly and convincingly

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976 demonstrates that a clerical mistake was made, in which case the bidder must show the nature of  
977 the mistake and the bid price actually intended.

978 (c) A bidder who is requesting to withdraw his bid based on a judgmental mistake of fact  
979 shall not be permitted to withdraw his bid after bid opening.

980 (d) Errors in bids awarded by unit price may be corrected as follows:

981 1. Errors in the extension of unit prices stated in a bid or in multiplication, division,  
982 addition, or subtraction in a bid may be corrected by the Procurement and Contracting Director  
983 prior to award. In such cases, the unit prices shall not be changed.

984 2. No bidder shall be permitted to correct a bid mistake after bid opening that would  
985 cause such bidder to have the low bid, except that any bidder may correct errors in extension of  
986 unit prices stated in the bids, or in multiplication, division, addition, or subtraction. In such cases,  
987 unit prices bid shall not be changed.

988 3. Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price  
989 from the lowest responsive and responsible bidder after bid opening provided such reduction is  
990 not conditioned on, or does not result in, the modification or deletion of any specifications or  
991 conditions contained in the invitation for bids.

992 (e) A prequalification process may be conducted prior to the issuance of an invitation for  
993 bids in order to establish a list of qualified bidders. In the event a prequalification process is  
994 used, only bids that are submitted from prequalified bidders shall be considered for award.

995 (f) *Contract award based on "best value".* Notwithstanding § 1-2-24(A), a contract may  
996 be awarded on best value analysis provided that the criteria for analysis was included in the  
997 invitation for bids. The contract shall be awarded by written notice to the responsive, responsible  
998 bidder whose bid is determined to be the best value to the county and that conforms in all  
999 material respects to requirements and criteria set forth in the invitation for bids.

1000 (g) All contracts in excess of \$50,000 shall be awarded by the County Executive.]

1001

1002 **§ 1-2-25. [COMPETITIVE SEALED PROPOSALS (CONTRACTS IN EXCESS OF  
1003 \$30,000).] OPEN MARKET PURCHASES – AGENCY PURCHASES, INFORMAL  
1004 BIDS, WRITTEN INFORMAL BIDS.**

1005 (A.) LEVEL I Purchases.

1006 (1.) LEVEL I- Agency Purchase, an Open Market purchase by which an Agency may  
1007 procure small amounts of goods and services totaling less than \$10,000, without  
1008 requirement of a bidding process and may be conducted on the Open Market by  
1009 RFQ.

1010 (2.) If the total cost of a purchase will exceed \$10,000, the purchase may not be split  
1011 in order to appear to be a Level I purchase.

1012 (B.) LEVEL II Purchases

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1014 (1.) LEVEL II- Informal Bid, an Open Market purchase where an Agency procures  
1015 goods or services totaling less than \$25,000 by quote. Informal Bids are conducted  
1016 by the Agency in the Open Market at the discretion of P&C.

1017 (2.) If the total amount of the expenditure for a service, commodity, or for a class of  
1018 commodities normally obtainable from the same source of supply is estimated to  
1019 be less than \$25,000, or if the sale of personal property which has become obsolete  
1020 or unusable is estimated to be less than \$25,000, it may not be subject to the  
1021 requirements of a formal solicitation conducted by P&C unless determined  
1022 necessary by the Director of P&C.

1023 (3.) All Level II Open Market transactions require solicitation of not less than three (3)  
1024 competitive quotes and shall be submitted for approval of P&C. Copies of  
1025 quotations or proposals collected by the Agency in award of an Informal Bid are  
1026 subject to review and approval of P&C prior to purchase.

1027 (4.) The Agency may solicit quotes from Contractors by telephone or Electronic  
1028 methods.

1029 (5.) Award will be made to the lowest Responsive and Responsible Bidder or Offeror.  
1030 A Best Value award may be utilized at the sole discretion of P&C.

1031

1032 (C.) *LEVEL III- Written Informal Bids.*

1033 (1.) LEVEL III- Written Informal Bid, an Open Market purchase where an Agency  
1034 procures goods or services totaling less than \$50,000 by written RFQ. Written  
1035 Informal Bids are conducted by the Agency in the Open Market at the discretion of  
1036 P&C but the method must be approved by P&C.

1037 (2.) If the total amount of the expenditure for a service, commodity, or for a class of  
1038 commodities normally obtainable from the same source of supply is estimated to  
1039 be less than \$50,000, or if the sale of personal property which has become obsolete  
1040 or unusable is estimated to be less than \$50,000, it is not subject to the requirements  
1041 of a formal solicitation conducted by P&C unless determined to be necessary by  
1042 the Director of P&C.

1043 (3.) All Level III Open Market transactions require solicitation of not less than five (5)  
1044 competitive written quotes and shall be submitted for approval of P&C. Copies of  
1045 quotations or proposals collected by the Agency in award of a Written Informal Bid  
1046 are subject to review and approval of P&C prior to purchase.

1047 (4.) The Agency may solicit quotes from Contractors by telephone, Electronic, or  
1048 written methods, but the Contractor must provide its quote in writing.

1049 (5.) Award will be made to the lowest Responsive and Responsible Bidder or Offeror.  
1050 A Best Value award may be utilized at the sole discretion of P&C.

1051 (6.) The Director of P&C may require the use of a more formal procurement method  
1052 for a purchase not exceeding \$50,000 when it is determined that the nature of the  
1053 procurement requires additional support.

1054 (7.) If the total cost of purchase will exceed \$50,000, the purchase may not be split in  
1055 order to be a Level III- Written Informal Bid.

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1057 [(A) Procurements for the following are eligible for award by competitive sealed proposals:

1058 (1) Services when the Procurement and Contracting Director determines in writing that the  
1059 use of competitive sealed bidding is either not practicable or not advantageous to the county;

1060 (2) Professional services and complex capital improvement projects when the Consultant  
1061 Selection Committee determines that the use of alternative project delivery methods will provide  
1062 substantial benefit to the county while retaining sufficient competitive pricing and performance.

1063 (a) The selection of Architects and Engineers and other selected professional services for  
1064 the various projects undertaken by Frederick County is administered by the Frederick County  
1065 Consultant Selection Committee under the chairmanship of the Frederick County Procurement  
1066 and Contracting Director. It shall be the responsibility of the Consultant Selection Committee to  
1067 make recommendation for professional service contracts in excess of \$30,000 subject to the  
1068 provisions of this subsection (A)(2).

1069 (b) The Consultant Selection Committee shall be made up of the following members:

1. Procurement and Contracting Director - Chairman
2. Chief Administrative Officer or designee
3. Public Works Division Director
4. Utilities and Solid Waste Management Division Director
5. Finance Division Director
6. Planning Division Director
7. Parks and Recreation Division Director
8. Representative of Contracting Division or Agency (if not represented above)

1078 (c) The Chief Administrative Officer shall have the authority to designate selected  
1079 professional services other than construction related services for consideration by the Consultant  
1080 Selection Committee referenced under (A)(2)(a) above.

1081 (3) High technology and software procurements when the Procurement and Contracting  
1082 Director determines in writing that the use of competitive sealed bidding is either not practicable  
1083 or not advantageous to the county;

1084 (B) Procurements accomplished pursuant to this section shall be solicited through a request  
1085 for proposals, subject to the following:

1086 (1) Public notice shall be given and shall include the proposal title, place, date and time of  
1087 proposal opening.

1088 (2) The request for proposals shall state evaluation factors and their relative importance.

1089 (3) Proposals shall be "opened" so as to avoid disclosure of contents to competing offerors  
1090 during the process of negotiation. A register of proposals shall be maintained containing the  
1091 name of each offeror and shall be open for public inspection after the award of the contract in the

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1092 office of the Procurement and Contracting Director in the same manner as are other public  
1093 records.

1094 (4) *Selection committee.* The Director shall appoint a selection committee to evaluate the  
1095 proposals and make a recommendation based on the criteria set forth in the request for proposals.  
1096 No other factors or criteria may be used in the evaluation.

1097 (5) Interviews may be conducted with the highest ranked responsible offeror or offerors for  
1098 the purpose of clarification and to assure full understanding of, and responsiveness to,  
1099 solicitation requirements. Offerors selected for interview shall be accorded fair and equal  
1100 treatment with respect to any opportunity for discussion and revision of proposals. Revisions  
1101 may be permitted after submissions and prior to award in order to reflect clarifications in the  
1102 proposal's scope of work or contract amount. In conducting interviews, there shall be no  
1103 disclosure of any information derived from proposals submitted by competing offerors, or of  
1104 information discussed by the evaluation committee in selecting the highest ranked offeror. After  
1105 the contract has been awarded and a written contract executed with the selected offeror(s), the  
1106 scoring of the evaluation committee will be retained by the Procurement and Contracting  
1107 Director for a period of time consistent with the County's record retention policy. Individual  
1108 rating sheets and notes prepared or utilized by members of the evaluation committee shall not be  
1109 made available for public inspection.

1110 (6) Recommendation for award shall be for the selected responsible offeror whose proposal  
1111 is determined to be the most advantageous to the county, taking into consideration the evaluation  
1112 factors set forth in the request for proposals. No other factors or criteria shall be used in the  
1113 evaluation.

1114 (7) The Procurement and Contracting Director is authorized to negotiate the final price and  
1115 precise scope of work with the selected offeror.

1116 (8) A prequalification process may be conducted prior to the issuance of a request for  
1117 proposals in order to establish a list of qualified offerors. In the event a prequalification process  
1118 is used, the Procurement and Contracting Director and the proposal evaluation committee shall  
1119 only consider proposals that are submitted from prequalified offerors.

1120 (9) All contracts in excess of \$50,000 shall be awarded by the County Executive.]

1121

1122 **§ 1-2-26. [PROCUREMENT OF ARCHITECTURAL AND ENGINEERING SERVICES  
1123 BY QUALIFICATION BASED SELECTION.] FORMAL SOLICITATIONS.**

1124 (A.) A procurement estimated to exceed \$50,000 will be conducted by P&C through a Formal  
1125 Solicitation. This includes all goods and services, as well as Discount-From-List Contracts or  
1126 Pricing-Agreements.

1127 (B.) The Formal Solicitation process will contain specifications, evaluation criteria, and  
1128 contractual terms and conditions.

1129 (C.) Public Notice of the initial posting of the solicitation and of all addendums to the  
1130 solicitation is required.

1131 (D.) Changes, additions, or modifications to the contents of a Formal Solicitation, or the bid or  
1132 proposal opening date, time, and location may only be made by addendum.

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1133 (E.) Bids or proposals not received by P&C before the time and date of opening will be rejected.  
1134 The P&C time clock will govern.

1135 (F.) Bids or proposals will be evaluated solely on the solicitation requirements.

1136 (G.) To establish a list of qualified bidders, a prequalification process may be conducted prior  
1137 to the issuance of a solicitation. If a prequalification process is used, only bids submitted by  
1138 prequalified Bidders will be considered for award.

1139 (H.) An award may be based upon Best Value if evaluation criteria are identified in the  
1140 solicitation.

1141 (I.) Bids or proposals may be withdrawn prior to the public opening.

1142 (J.) Bids or proposals may be changed prior to the public opening by submission of a written  
1143 amendment on the bidder's letterhead.

1144 (K.) Contract awards of \$100,000 or less shall be awarded by the Director of P&C, while  
1145 contract awards exceeding \$100,000 shall be awarded by the County Executive.

1146 (L.) The Council shall authorize by law any contract in excess of \$20,000 that would obligate  
1147 the County to appropriate funds in the Operating Budget for more than a single fiscal year.

1148 (M.) The following types of Formal Solicitation may be utilized:

1149 (1.) INVITATION FOR BID

1150 (a.) After opening the competitive sealed bids, the award will be made to the  
1151 Responsive and Responsible Bidder upon the lowest price per item, lowest overall  
1152 cost, or highest discount. Discounts based on less than net 30 may be considered  
1153 for award at the discretion of the Director of P&C.

1154 (b.) Bids will be opened in public at the same time and a tabulation of the totals  
1155 made available for public inspection.

1156 (c.) Bids may be withdrawn after bid opening if a clerical error is clearly evident  
1157 or after receipt of evidence of a clerical error if the Director of P&C allows the  
1158 withdrawal of the bid.

1159 (d.) Errors may be corrected under the following circumstances:

1160 (i.) Errors in the extension of unit prices in multiplication, division,  
1161 addition, or subtraction in a bid may be corrected by the Director of P&C  
1162 prior to award. The unit prices prevail and will not be changed.

1163 (ii.) After bid opening, a Bidder may ask to correct errors in extension  
1164 of unit prices, multiplication, division, addition, or subtraction. Unit prices  
1165 prevail and will not be changed.

1166 (iii.) A voluntary reduction in price by the lowest Responsive and  
1167 Responsible Bidder may be accepted after bid opening, provided the  
1168 reduction is not conditioned on, or does not result in, the modification or  
1169 deletion of any specifications or conditions contained in the Invitation for  
1170 Bids.

1171 (2.) REQUEST FOR PROPOSALS

1172 (a.) An award will be made based upon Best Value after a competitive sealed  
1173 procurement process.

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1176 (b.) Entities submitting proposals in response to the solicitation will be  
1177 identified in a list of respondents made available for public inspection. Contents of  
1178 proposals, including price, will not be made available in any format until the award  
1179 has been made. Price information for unsuccessful bids will be considered  
1180 proprietary and not be disclosed to the public.

1181 (c.) The following are eligible for award by competitive sealed proposals:

1182 (i.) Goods, services, and professional services at the discretion of the  
1183 Director of P&C;

1184 (ii.) Capital improvement projects when the Director of P&C determines  
1185 that the use of alternative project delivery methods would not provide  
1186 substantial benefit to the County;

1187 (iii.) Technology and software procurements at the discretion of the  
1188 Director of P&C; and

1189 (iv.) Job-Order-Contracting when the Director of P&C determines that it  
1190 would provide substantial benefit to the County.

1191 (d.) Request for Proposals will be evaluated by an Evaluation Team approved  
1192 by the Director of P&C.

1193 (e.) Evaluation will be conducted by the Evaluation Team following a  
1194 confidential review and evaluation of each proposal and utilizing the criteria set  
1195 forth in the solicitation and addenda, which may include oral interview discussions  
1196 with all of the highest qualified Offerors, requests for clarification or Proposal  
1197 Revisions, reference checks, and request for best and final offers, etc.

1198 (f.) The Evaluation Team will determine a short list of Offerors, after which  
1199 price submissions of the short-listed entities will be opened and evaluated. Award  
1200 will be recommended by the Evaluation Team unanimously based on the offer that  
1201 provides the Best Value to the County. Any non-unanimous Evaluation Team  
1202 results will be determined by the Director of P&C.

1203 (g.) The Director of P&C is authorized to negotiate the final price and scope of  
1204 work with the recommended awardee to obtain the Best Value for the County and  
1205 may allow Proposal Revisions during negotiation.

1206 (h.) At the sole discretion of the Director of P&C, a prequalification process  
1207 may be conducted prior to the issuance of a Request for Proposals to establish a list  
1208 of prequalified Offerors. In the event a prequalification process is used, the  
1209 Evaluation Team will only consider proposals submitted from the pre-qualified  
1210 Offerors.

1211 (3.) QUALIFICATION BASED SELECTION FOR ARCHITECTURAL AND  
1212 ENGINEERING SERVICES

1213 (a.) At the sole discretion of the Director of P&C, a Qualification Based  
1214 Selection process may be utilized for preliminary and schematic phases, design  
1215 development phase, contract document phase, bidding phase, construction phase,  
1216 post-construction phase, commissioning services, or construction observation  
1217 services.

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1220 (b.) Upon receipt of an Agency's submittal of a comprehensive Program for the  
1221 project which sets forth all of the information necessary to design the proposed  
1222 improvement and a projected timeline, the P&C will request Statements of  
1223 Qualification and Letters of Interest from prospective Offerors.  
1224 (c.) Upon receipt of the information requested from prospective Offerors, each  
1225 submission will be reviewed by the Evaluation Team for inclusion on the Short List  
1226 of qualified entities.  
1227 (d.) Entities included on the Short List are invited to respond to a Request for  
1228 Proposal and only proposals submitted by entities on the pre-qualified Short List  
1229 will be evaluated for award.

1230  
1231 (4.) INDEFINITE DELIVERY QUANTITY:

1232 (a.) Indefinite Delivery Quantity Agreements may be utilized at the sole  
1233 discretion of the Director of P&C for the purpose of obtaining bids or proposals to  
1234 provide materials and services routinely needed by one or more Agencies for  
1235 different applications, to be provided on an as-needed basis.  
1236 (b.) Indefinite Delivery Quantity bids or proposals will be solicited by the  
1237 appropriate procurement method as determined by P&C. Solicitations will include  
1238 a list of potential materials and services sought, typical types of projects, and the  
1239 explanation that the list is a representative sample of materials, services, and  
1240 projects which may be contracted for. The list will not be considered as a limitation  
1241 upon the type of projects for which a Task Order may be executed, nor will it  
1242 prohibit an Agency from requesting that P&C conduct a formal solicitation for  
1243 similar services for a specific project.  
1244 (c.) An award may be made to one or more Bidders or Offerors and a Master  
1245 Agreement executed. The Master Agreement establishes pricing and standard  
1246 terms and conditions required by the County applicable to future Task Orders, but  
1247 does not include a specific scope of work to be performed.  
1248 (d.) Task Orders consistent with the terms of the Master Agreement may be  
1249 executed in accordance with the authority set forth in this Article. The Task Order  
1250 will define a specific scope of work to be performed and the amount of  
1251 compensation to be paid determined under the compensation terms of the Master  
1252 Agreement and constitute a binding contract between the County and the  
1253 Contractor. The Agency may require competition among awarded Bidders or  
1254 Offerors when the scope of work is estimated to exceed \$50,000 and the Task Order  
1255 will be issued to the Bidder or Offeror providing lowest pricing. If one of several  
1256 IDQ Bidders or Offerors possesses particular expertise in a field, is familiar with a  
1257 specific site or structure, or is better able to complete the work in the required  
1258 timeframe, a Task Order may be issued with or without competition among  
1259 awarded Bidders or Offerors, or to a Bidder or Offeror that does not provide the  
1260 lowest pricing.  
1261 (e.) The total scope of a project to be performed pursuant to an IDQ Agreement  
1262 may not be split so that the cost of the Task Order is under \$50,000.

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(f.) Indefinite Delivery Quantity Agreement solicited by P&C on behalf of one Agency may be utilized by any Agency.

(N.) CONSTRUCTION SERVICES:

(1.) Alternatives. Solicitations for construction services shall be conducted in accordance with the requirements of §1-2-26 (M.)(1) INVITATION FOR BID and may use alternative methodologies including but not limited to Design-Bid-Build, Design-Build, and Job-Order Contracting at the discretion of the Director of P&C.

(2.) *Capital Improvement Projects.* If an alternate construction delivery method has not been authorized for a Capital Improvement Project, competitive sealed bids will be secured and the contract awarded in accordance with the requirements.

### (A) *Applicability.*

(1) This section establishes policy and procedures for the procurement and award of contracts, consultant agreements, or other for architectural services or engineering services utilizing Qualifications Based Selection.

(2) The QBS process may be utilized to compete and develop contracts for all architectural and engineering services related to all or any combination of the phases listed:

- (a) Preliminary and schematics phase;
- (b) Design development phase;
- (c) Contract document phase;
- (d) Bidding phase;
- (e) Construction phase;
- (f) Post-construction phase;
- (g) Commissioning Services;
- (h) Construction Observation Services

(B) *Architectural/engineering services defined.* For the purposes of this section, architectural services and engineering services are defined in § 1-2-16 under “architectural services” and “engineering services” and “landscape architectural services”. The definition does not include construction inspection services.

**(C) Requests for procurement of A & E Services.**

(1) A user division desiring to procure architectural services or engineering services shall submit its request to the Procurement and Contracting Director including the following:

(a) A comprehensive program for the project which sets forth all information necessary to design the proposed improvement.

(b) A projected project time line.

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1299 (2) *Review of request.*

1300 (a) If the division director of the user department or the Procurement and Contracting  
1301 Director believes that the requested solicitation should be conducted utilizing QBS, the  
1302 Procurement and Contracting Director will schedule the request for consideration by the  
1303 Consultant Selection Committee (CSC).

1304 (b) The Consultant Selection Committee will determine whether QBS will be utilized for  
1305 this solicitation. If QBS is selected a Request for Qualifications and Letters of Interest will be  
1306 utilized to create a short list of qualified candidates.

1307 (D) *Solicitations of Letters of Interest and Statements of Qualification.*

1308 (1) Purchasing shall request Statements of Qualification and Letters of Interest from firms  
1309 who have registered to receive notification and via public announcement. An electronic Federal  
1310 Form SF-330 Parts I and II, modified for county use, may be utilized to facilitate the collection  
1311 and evaluation of qualifications.

1312 (2) *Public announcement and notification guidelines.*

1313 (a) Generally, public announcements shall be placed for a specific project. However, to  
1314 the extent practical and feasible, as determined by the Procurement and Contracting Director,  
1315 two or more projects which are similar in nature and scope of services may be included in a  
1316 single public announcement, and multiple reduced candidate lists established from those  
1317 responding to the announcement.

1318 (b) In some cases, the county may desire to award two or more open-end contracts which  
1319 are identical in nature and scope of services, for work to be performed. In these cases, the public  
1320 announcement shall indicate that two or more contracts may be awarded from a single reduced  
1321 candidate list.

1322 (c) The requirement for public announcement pertains only to solicitation for which an  
1323 award is estimated to be in excess of \$30,000. However, if state or federal guidelines related to a  
1324 solicitation require public notice for a lesser amount the state or federal guidelines shall prevail.

1325 (3) The public announcements shall normally include the following:

1326 (a) Name of the using division(s).

1327 (b) Project number.

1328 (c) Description of the project, and the architectural or engineering service to be procured.

1329 (d) Notice that respondents must indicate their prime participant or participants, and the  
1330 areas of involvement of each named subcontractor and that if respondents are placed on the  
1331 reduced candidate list, their submission of proposals must substantially reflect this same  
1332 composition and areas of involvement.

1333 (e) Indication that reduced candidate lists shall consist of two or more firms from whom  
1334 technical proposals shall be requested, and that contract negotiations shall be conducted with the  
1335 firm which submits the highest rated technical proposal.

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1336 (f) Indication that multiple reduced candidate lists may be established for two or more  
1337 projects similar in nature and scope of services.

1338 (g) Indication that a single reduced candidate list may be established for two or more  
1339 identical open-end contracts.

1340 (h) Specific requirements as a prerequisite for consideration.

1341 (i) Major factors/criteria for the establishment of a reduced candidate list.

1342 (j) Indication how interested firms may receive additional documentation about the  
1343 procurement, if available.

1344 (k) Provision of 15 days, or other minimum period from the date of announcement for  
1345 response by interested firms.

1346 (E) *Selection procedures.*

1347 (1) *Candidate list.* The Procurement and Contracting Department shall establish a list of all  
1348 persons who have responded to the QBS solicitation.

1349 (2) *Qualification criteria.* Beyond the specific criteria to be applied to individual projects,  
1350 general qualification criteria to be evaluated for each respondent firm may include, but not be  
1351 limited to, the following:

1352 (a) General competence;

1353 (b) Past performance on similar work;

1354 (c) Compatibility of the size of the firm with the size of the proposed project;

1355 (d) Capacity to accomplish the proposed work in the required time;

1356 (e) Financial responsibility;

1357 (f) Measures of protection for the county against errors and omissions.

1358 (3) *Reduced candidate list.* The consultant screening committee shall evaluate the candidate  
1359 list and establish a recommended reduced candidate list composed of two or more candidates.

1360 (4) The recommendation for reduced candidate list shall be submitted to the Procurement  
1361 and Contracting Director.

1362 (5) The Procurement and Contracting Director shall present the screening committee's  
1363 recommendation to the Consultant Selection Committee for action officially establishing a  
1364 reduced candidate list and authorizing release of a request for proposals to all firms on the  
1365 reduced candidate list.

1366 (6) *Notification to solicitation of interest respondents.*

1367 (a) The Procurement and Contracting Department shall promptly notify the respondents  
1368 on the reduced candidate list that they can anticipate a request for technical proposals.

1369 (b) The Procurement and Contracting Department shall promptly notify the respondents  
1370 not on the reduced candidate list and inform them that they might request a debriefing.

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1371 (F) *Request for technical proposals.*

1372 (1) Upon establishment of a reduced candidate list, the Procurement and Contracting  
1373 Department shall:

1374 (a) Forward the reduced candidate list to the user division; and

1375 (b) In collaboration with the user division, prepare a request for technical proposals  
1376 package, including a description of the project and a comprehensive scope of the services  
1377 required, major factors/criteria to be used in evaluating proposals, and any other project  
1378 requirements.

1379 (2) After preparation of technical proposals package, the Procurement and Contracting  
1380 Department shall request technical proposals from each firm on the reduced candidate list. The  
1381 request for proposals shall state that the county shall conduct contract negotiations with the firm  
1382 that submits the highest rated technical proposal.

1383 (G) *Pre-proposal meeting.* Along with the request for proposals, a date shall be designated for  
1384 a pre-proposal meeting, if deemed necessary by the Procurement and Contracting Director.

1385 (H) *Technical proposal evaluation and recommendation.*

1386 (1) The consultant screening committee shall:

1387 (a) Review technical proposals for consistency with the statement of qualifications  
1388 submitted by each firm. Substantial modification in either composition or areas of involvement  
1389 from that shown in the firm's statement may disqualify a proposal. However, upon a showing of  
1390 compelling justification, the consultant screening committee may accept a proposal, as modified,  
1391 if this is determined, in the committee's discretion, as necessary. This determination shall be  
1392 made as soon as practicable after justification is submitted by a firm.

1393 (b) Evaluate technical proposals received in response to the request for proposals.

1394 (c) Recommend possible consultants for selection, in ranked order, to the Procurement  
1395 and Contracting Director.

1396 (2) The Procurement and Contracting Director shall either concur with the  
1397 recommendations of the consultant screening committee or otherwise document his reasons for  
1398 non-concurrence.

1399 (3) The Procurement and Contracting Director shall present a ranked order recommendation  
1400 to the Consultant Selection Committee. If the Procurement and Contracting Director's award  
1401 recommendation differs from that of the Consultant Screening Committee, both  
1402 recommendations shall be represented to the CSC. A representative of the Consultant Screening  
1403 Committee shall be provided opportunity to present the committee's recommendation.

1404 (4) The Consultant Selection Committee shall establish an official ranking of all firms on a  
1405 reduced candidates list.

1406 (5) The user department(s), after receiving negotiating direction from the Procurement and  
1407 Contracting Director, shall proceed with contract negotiations with the top-ranked firm.

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1408       (6) The Consultant Selection Committee may, with the concurrence of the Procurement and  
1409 Contracting Director, elect to negotiate a contract with the top ranked firm based on the rankings  
1410 from the Request for Qualifications and interviews without issuing technical proposals if after  
1411 careful consideration of the project requirements and/or time considerations the Consultant  
1412 Selection Committee believes that is in the best interests of the County.

1413       (I) *Contract negotiations.*

1414       (1) Negotiating teams shall include representation from the user agency(s) and  
1415 purchasing. Additional team members may be added.

1416       (2) A negotiating team shall be designated for the purpose of conducting contract  
1417 negotiations.

1418       (3) Contract negotiations shall be initiated as follows:

1419           (a) The Procurement and Contracting Department, through the negotiating team, shall  
1420 initiate contract negotiations with the firm which the agency's consultant screening committee  
1421 has ranked highest based on the evaluation of the technical proposals.

1422           (b) In those cases where the county desires to award two or more identical open-end  
1423 contracts, negotiations may be conducted simultaneously with two or more of the firms which  
1424 have submitted the highest rated technical proposals.

1425       (4) The negotiating team shall determine that the negotiated price and all rates to be paid  
1426 under the contract are fair, competitive, and reasonable. In making that determination, the  
1427 negotiating team shall:

1428           (a) Consider the scope and complexity of the professional services required; and  
1429           (b) Conduct a detailed analysis of the cost of the services.

1430       (5) In cases of unsuccessful negotiations, the negotiating team shall act as follows:

1431           (a) If the negotiating team is unable to negotiate a satisfactory contract with the highest  
1432 ranked firm at a price which it determines to be fair, competitive, and reasonable, user division,  
1433 with the approval of the Procurement and Contracting Director, shall terminate negotiations with  
1434 that firm. The user division then shall negotiate with the second-ranked firm in the same manner.  
1435 If agreement cannot be reached with the second-ranked firm, the user department shall negotiate  
1436 with other ranked firms, consecutively in their order of ranking.

1437           (b) In those cases when simultaneous negotiations are being conducted with two or more  
1438 firms for the awarding of identical open-end contracts, and the user division is unable to  
1439 negotiate a satisfactory contract with any of the highest ranked firms, then negotiations shall be  
1440 conducted with other ranked firms, consecutively in their order of ranking.

1441       (6) If the user agency is unable to negotiate a satisfactory contract with any of the firms  
1442 selected and ranked by the consultant screening committee, the agency head shall request the:

1443           (a) Consultant screening committee to make recommendations for the selection of  
1444 additional firms, in ranked order; and

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1445 (b) Negotiating team to continue negotiations in accordance with this section until a  
1446 satisfactory agreement or impasse is reached.

1447 (7) The negotiating team shall submit its recommendations to the Procurement and  
1448 Contracting Director for concurrence. The Procurement and Contracting Director may elect to  
1449 reject all remaining proposal and re-advertise.

1450 (J) *Recommendation to the County Executive.* The Procurement and Contracting Director  
1451 shall submit the recommendations of the agency's Consultant Selection Committee and  
1452 negotiating team, with indication of his concurrence, to the County Executive, along with the  
1453 documentation for the selection. ]

1454

1455 **§ 1-2-27. [PIGGYBACKING OFF OTHER ENTITIES CONTRACTS AND**  
1456 **COOPERATIVE PURCHASING.] ALTERNATIVE METHODS OF PROCUREMENT.**

1457

1458 (A.) Sole source.

1459 (1.) Sole source or single source procurement may be utilized only when no reasonable  
1460 alternative sources exist. A record of sole source procurements will be maintained as a  
1461 public record.

1462 (2.) When the County requires supplies, materials, or equipment which are produced by  
1463 only one manufacturer, the Director of P&C may specify one manufacturer's make or  
1464 brand in the solicitation and obtain competitive pricing from the authorized dealers or  
1465 distributors of the manufacturer. If the manufacturer is the sole Bidder and sole source of  
1466 supply, the Director of P&C is authorized to negotiate an open market purchase order or  
1467 contract with the manufacturer at prices and on terms most advantageous to the County.

1468 (3.) When the County requires supplies, materials, or equipment which are patented or  
1469 proprietary and which are obtainable in two (2) or more equally satisfactory and  
1470 competitive makes, brands, or types, the Director of P&C will identify all acceptable and  
1471 competitive makes, brands, or types in the solicitation. Unless a prequalification process  
1472 has been completed or the item has been "standardized" such lists will also include the  
1473 phrase "or equal to".

1474 (4.) When the County requests an estimate for repair of equipment and the cost to obtain  
1475 the estimate is significant, the Director of P&C is authorized to negotiate price, delivery,  
1476 and terms for the repair to be completed by the Contractor that provided the estimate, in  
1477 lieu of expending additional funds to obtain multiple estimates.

1478 (5.) The Director of P&C may accept bids which contain alternate or additional makes,  
1479 brands, or types. The Bidder has the burden to prove to the satisfaction of the County that  
1480 the alternate or additional make, brand, or type is equal in quality and performance to those  
1481 listed in the solicitation.

1482 (6.) A contract may be awarded without competition when, after conducting a good  
1483 faith review of available sources or in the event competition was insufficient or no bids,  
1484 proposals, or submissions were received, or the goods are used/refurbished, the Director of  
1485 P&C determines in writing that there is only one responsible source for the required  
1486 material, service, or construction item. If a sole source award is requested by an Agency,

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1487 written evidence to support a sole source award must accompany the request. The Director  
1488 of P&C may require that negotiations are conducted as to price, delivery, and terms. The  
1489 Director of P&C may require the submission of cost or pricing data in connection with an  
1490 award under this section.

1491 (7.) Miscellaneous exemptions – A contract for materials, professional services, or  
1492 services may be awarded without competition if the Director of P&C determines in writing  
1493 that one (1) or more of the following conditions exists:

1494 (a.) Although there exists more than one (1) responsible source, a competitive  
1495 process cannot reasonably be used or, if used, will result in a substantially higher  
1496 cost to the County, will otherwise injure the County's financial interests, or will  
1497 substantially impede the County's administrative functions or the delivery of  
1498 services to the public.

1499 (b.) A particular material or service is required to maintain interchangeability or  
1500 compatibility as a part of an existing integrated system.

1501 (c.) A particular material, professional service, or service is required in order to  
1502 standardize or maintain standardization for the purpose of reducing financial  
1503 investment or simplifying administration.

1504 (d.) The material is perishable.

1505 (e.) The material qualifies as an object of fine art.

1506 (f.) A particular material is required to match materials in use, so as to produce  
1507 visual harmony.

1508 (g.) The material, professional service, or service is the subject of a Change  
1509 Order.

1510 (h.) The contract is for electricity or utilities.

1511 (i.) The contract is with another governmental, quasi-governmental agency, or  
1512 Frederick County affiliated entity as determined at the sole discretion of the  
1513 Director of P&C.

1514 (j.) The contract is for high technology, online subscriptions, or software  
1515 purchases wherein competitive sealed bidding is not practicable or advantageous to  
1516 the County.

1517 (8.) A construction Change Order which authorizes a new scope of work under a  
1518 construction contract may be executed without competition when:

1519 (a.) The new scope of work is required for the completion of the improvement  
1520 under construction pursuant to a competitive bidding or competitive proposal  
1521 process;

1522 (b.) The new scope of work results from the discovery of differing or unforeseen  
1523 physical conditions at the site of the improvement under construction and is  
1524 required for the completion of the improvement under construction; and

1525 (c.) An administrative finding has been made by the Director of P&C that it  
1526 would be in the County's best interest to negotiate with the on-site Contractor for  
1527 the new scope of work.

1528 (9.) The requirements of any procurement using Federal or State of Maryland bid  
1529 processes or funds take precedence over the County's requirements.

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1531 (B.) *Emergency.*

1532 (1.) An emergency will be deemed to exist when a threat to the health, safety, or welfare  
1533 exists, when a breakdown of equipment or of an essential service occurs, or when  
1534 unforeseen circumstances arise, which may include delays by contractors, transportation  
1535 delays or failures, or when a revenue source may be compromised.

1536 (2.) Upon receipt of notice of an emergency situation, the Agency Director(s) will take  
1537 immediate action to mitigate or remediate the emergency situation.

1538 (3.) Agency Directors are responsible for making all reasonable efforts to avoid the  
1539 need for Emergency Procurements.

1540 (4.) If an emergency occurs during regular business hours, the Agency Director will  
1541 immediately notify the Director of P&C, who will either purchase the required commodity  
1542 or service or authorize the Agency Director to do so.

1543 (5.) If an emergency occurs at times other than regular business hours, the Agency  
1544 Director may purchase the commodity or service required. The Agency Director will,  
1545 whenever possible, secure competitive telephone bids and purchase from the lowest  
1546 responsible Bidder.

1547 (6.) The Agency Director must submit to the Director of P&C a complete explanation  
1548 of the circumstances of the emergency.

1549 (a.) If the emergency required expenditure(s) of less than \$50,000, the  
1550 explanation may be provided via email from the Agency Director to the Director of  
1551 P&C.

1552 (b.) If the emergency required expenditure(s) of \$50,000 or more, the  
1553 explanation shall be provided by a memorandum from the Agency Director to the  
1554 Director of P&C.

1555 (7.) The Director of P&C shall submit to the County Executive, as required, a tabulation  
1556 of all emergency purchases in the amount of \$50,000 or more, with an explanation of the  
1557 circumstances of each emergency purchase.

1558 (C.) *Riding a competitively bid solicitation.*

1559 (1.) The County may ride or “piggyback” the competitively bid solicitation of another  
1560 jurisdiction or entity so long as the following conditions exist:

1561 (2.) The solicitation must be active and not expired.

1562 (3.) The County’s award must be in accordance with terms and conditions, prices, time  
1563 frames, and other criteria included in the solicitation. Changes to terms and  
1564 conditions are not allowable except those driven by locale, application of Maryland  
1565 law, public disclosure policy, or delivery costs. Addition of items or like services  
1566 required to meet the intended use by the County are permitted if provided under the  
1567 same discount pricing structure, and shall be included in the County’s Agreement.

1568 (a.) Determination of the eligibility to ride another jurisdiction’s contract and  
1569 acceptance of the supporting price and documentation is at the sole discretion of  
1570 the Director of P&C.

1571 (b.) The supporting documentation supplied shall include the original  
1572 solicitation, the Contractor’s response, and indication that the County is eligible to  
1573 ride the contract.

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1575

1576 (D.) Cooperative purchasing.

1577 (1.) The County may participate in public cooperative purchasing when a cooperative  
1578 purchasing agreement between public entities has been executed between the parties, or  
1579 the parties are members of a cooperative purchasing group or authority that permits  
1580 cooperative use among its membership.

1581 (2.) The County may participate in or sponsor cooperative purchasing for the  
1582 procurement of goods, services, or construction.

1583 (3.) The County may choose to purchase, cooperatively utilize, and provide personnel  
1584 or other internal resources, as requested and deemed necessary, to support the cooperative  
1585 purchasing effort.

1586 (4.) Independent Fire and Rescue companies authorized to operate in the County may  
1587 participate through the County in piggyback, joint, or cooperative purchases.

1588

1589 (E.) Competitive negotiation.

1590 (1.) Procurement of goods, services, products for resale or redistribution, distribution  
1591 services, and competitive business arrangements related to the establishment of strategic  
1592 business plans or relationships of any County utility or agency in a competitive market  
1593 environment or failed competitive procurement process are eligible for award by  
1594 competitive negotiation under this Section provided the following conditions are met:

1595 (a.) The Agency Director has identified potential qualified vendors of the goods  
1596 or services to be procured, and investigated and researched the market for such  
1597 goods or services, and provides detailed information and justification in a  
1598 memorandum to P&C.

1599 (b.) The Director of P&C concurs with the Agency Director's memorandum and  
1600 determines in writing that the use of competitive sealed bidding or competitive  
1601 sealed proposal processes are either not practicable or not advantageous to the  
1602 County; and

1603 (c.) A minimum of two (2) Offerors are willing and able to provide the goods,  
1604 services, or products to be procured and to participate in a competitive negotiation  
1605 process.

1606

1607 (2.) The Director of P&C, working with the Agency Director, may contact identified  
1608 Offerors and may consider qualified Offerors that have initiated contact with the County,  
1609 provided that the criteria for identifying Offerors is applied consistently.

1610 (3.) P&C shall be responsible for soliciting and receiving all offers.

1611 (4.) Each Offeror participating in a competitive negotiation will be accorded a fair and  
1612 reasonable opportunity to present and explain the goods or services to be provided.

1613 (5.) The basis for the final selection of a Contractor under the competitive negotiation  
1614 process, and the final terms of the contract for the goods or services to be procured will be  
1615 subject to the review and approval of the Director of P&C.

1616 (6.) Prior to the renewal or extension of any contract for goods or services procured by  
1617 competitive negotiations beyond the original term, the Director of P&C will assess the

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1618 Contactor's performance and the benefits to the County of continuing under the terms of  
1619 the contract.

1620  
1621 (F.) *Expedited procurements.*

1622 (1.) The Director of P&C may authorize the use of an Expedited Procurement when the  
1623 amount of the procurement is estimated to exceed \$50,000, no emergency exists, and  
1624 prompt procurement action best serves the public interest, for example to avoid the loss  
1625 of Federal or State funding or to avoid adverse impact on the economic welfare or  
1626 economic development of the County.

1627 (2.) Agencies are required to use all reasonable efforts to avoid the need for Expedited  
1628 Procurements.

1629 (3.) To the extent practicable, the procedures for Competitive Sealed Bidding and  
1630 Competitive Sealed Proposals shall be used for Expedited Procurements.

1631 (4.) The Director of P&C will document in writing the circumstances that cause there  
1632 to be insufficient time for a standard competitive solicitation to be completed.

1633  
1634 (G.) *Reverse auction procurements.*

1635 (1.) Bids may be solicited through an invitation for reverse auction bids. The  
1636 solicitation will include specifications and applicable evaluation criteria.

1637 (2.) Notice of the invitation for reverse auction bids will be electronically posted and  
1638 the solicitation available for public inspection prior to the date set forth therein for the close  
1639 of the auction. The Public Notice will identify the location of the internet website hosting  
1640 the reverse auction.

1641 (3.) The Director of P&C will document in writing a decision to allow the correction of  
1642 inadvertently erroneous bids before auction closing, the withdrawal of inadvertently  
1643 erroneous bids after auction closing, or the cancellation of awards or contracts based on  
1644 bid mistakes.

1645 (4.) The contract will be awarded to the lowest Responsive and Responsible Bidder  
1646 whose bid conforms in all material respects to requirements and criteria set forth in the  
1647 solicitation.

1648  
1649  
1650 [(A) *Piggybacking.* The county is authorized to utilize other public entities' awards of an

1651 Invitation to Bid or Request for Proposal under the following conditions:

1652 (1) A piggybacked bid should not have been awarded more than 12 months prior to  
1653 piggyback, or currently be during the term of the contract.

1654 (2) The award must be in accordance with all the terms and conditions, prices, time frames,  
1655 and other criteria as included in the Invitation to Bid. Changes to terms and conditions, are not  
1656 allowable except for changes driven by locale such as application of Maryland law and public  
1657 disclosure policy. Adjustments to delivery costs are permitted. Additional options may be  
1658 included, including

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1659 additional items if they are provided at the same discount pricing structure and are required to  
1660 meet the intended use by the county.

1661 (3) The documentation necessary to authorize shall include as relevant complete copies of  
1662 the Invitation to Bid or Request for Proposal, pricing and cost data, and documentation of award  
1663 including dates, signatures and expiration date.

1664 (4) Procurement and Contracting Department obtains a commitment letter/quotation letter  
1665 from vendor offering to honor the same prices under the same terms and conditions as indicated  
1666 in the Invitation to Bid or the final contract resulting from an RFP process.

1667 (5) Only purchases can be piggybacked, sale or trade-ins must be sold separately. Should  
1668 the piggybacked bid have a line item(s) for trade-in of used equipment, this line item(s) cannot  
1669 be piggybacked.

1670 (6) All piggyback purchases must be approved by the Procurement and Contracting Director  
1671 and purchases exceeding \$50,000 must also be approved by the County Executive.

1672 (B) *Cooperative purchasing.* The county may participate in public cooperative purchasing  
1673 when a cooperative purchasing agreement between public entities has been executed between the  
1674 parties or the parties are members of a cooperative purchasing group or authority that permits  
1675 cooperative use amongst its membership. All cooperative agreements entered into pursuant to  
1676 this section shall be approved by the Procurement and Contracting Director. Contracts  
1677 exceeding \$50,000 shall also be approved by the County Executive.

1678 (1) The county may either participate in, sponsor, conduct or administer a cooperative  
1679 purchasing agreement for the procurement of any materials, services, or construction with one or  
1680 more "eligible public procurement entity" in accordance with an agreement entered into between  
1681 the participants.

1682 (2) Parties under a cooperative purchasing agreement may:

1683 (a) Sponsor, conduct or administer a cooperative agreement for the procurement or  
1684 disposal of any materials, services, or construction.

1685 (b) Cooperatively use materials or services.

1686 (c) Commonly use or share warehousing facilities, capital equipment and other facilities.

1687 (d) Provide personnel resources in accordance with the agreement.

1688 (e) On request, make available to other eligible public procurement units informational,  
1689 technical or other services that may assist in improving the efficiency or economy of  
1690 procurement.

1691 (3) Independent fire and rescue companies, financially supported by the county, may  
1692 participate through Frederick County Government in piggyback or joint or cooperative  
1693 purchases.

1694 (4) With respect to purchases for the county's Citizens Care & Rehabilitation Center or  
1695 Montevue Home, the Procurement and Contracting Director may participate in piggyback or  
1696 joint or cooperative purchases with private purchasing groups if prices available to the county

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1697 through a private purchasing group were (i) obtained by the private purchasing group on a  
1698 verifiable competitive basis, or (ii) would be in addition to prices for the same or essentially  
1699 similar items otherwise available to the county through existing public entity purchase  
1700 agreements, it being the county's intent to obtain the lowest possible price for required materials  
1701 and supplies meeting specifications and the "best value" for equipment and services.]

1702

1703 **§ 1-2-28. [COMPETITIVE NEGOTIATED PROCUREMENT.] PAYMENT  
1704 VOUCHERS.**

1705 (A.) Utilization of Payment Vouchers bypasses formal procurement measures and may only be  
1706 used in instances wherein formal procurement measures are not practicable at the discretion of the  
1707 Director of P&C.

1708

1709 (B.) Direct Payment Vouchers require the same approvals and signatures as a requisition.

1710

1711 (C.) The following transactions may be approved for payment via Payment Voucher:

1712 (1.) Debt-related expenses;

1713 (2.) Mileage reimbursements;

1714 (3.) Storage expenses;

1715 (4.) Copies of records or transcripts;

1716 (5.) Child support payments;

1717 (6.) Housing assistance payments;

1718 (7.) Indigent medical payments, indigent burials, and medical insurance refunds  
1719 (personnel only);

1720 (8.) Memberships and subscriptions, legal advertisements in newspapers and  
1721 periodicals;

1722 (9.) Outside counsel and other legal services including paralegal services, expert  
1723 witnesses, court reporters, witness expenses, forensic services, or payments issued to  
1724 constitutional officers;

1725 (10.) Taxes, assessments, and related fees or tax deed application expenses;

1726 (11.) Permits;

1727 (12.) Utility payments for utilities which cannot be competed;

1728 (13.) Deposits;

1729 (14.) Postage;

1730 (15.) Pre-approved interview and/or moving expenses (personnel only);

1731 (16.) Parking violations or towing expenses;

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**(17.) Risk management claims settlements;**

(18.) Tuition, lab fees, books, or required course materials to approved schools (registration forms required); and

(19.) Other expenses for which formal procurement is not practicable as approved by the Director of P&C.

1737

1738 (A) Procurement for goods, services, products for resale or redistribution, distribution services  
1739 usage and competitive business arrangements that are related to the establishment of strategic  
1740 business plans or relationships of any county utility or agency in a competitive market  
1741 environment shall be eligible for award by competitive negotiation under this section, provided  
1742 that the following conditions are met:

1743 (1) The Procurement and Contracting Director determines in writing, that the use of  
1744 competitive sealed bidding or competitive sealed proposal processes are either not practicable or  
1745 not advantageous to the county; and

1746 (2) There is a minimum of 2 vendors/ businesses willing and able to provide the basic  
1747 goods, services or products to be procured through competitive negotiation.

1748 (B) In order to initiate a competitive negotiated procurement under this section, the procuring  
1749 utility or agency shall, in a manner acceptable to the Procurement and Contracting Director as  
1750 sufficient to identify potential appropriate and qualified vendors of the goods or services to be  
1751 procured, investigate and research the market for such goods or services, and identify those  
1752 vendors determined to be appropriate and qualified candidates in light of the competitive and  
1753 other interests of the procuring utility or agency.

1754 (C) The procuring utility or agency may contact selected vendors, or may consider  
1755 appropriate and qualified vendors that have initiated contact with the county, provided that a  
1756 rational basis for identifying and selecting candidate vendors in view of the interests of the  
1757 procuring utility or agency are applied consistently to all vendors reasonably known to the  
1758 procuring utility.

1759 (D) The Procurement and Contracting Director shall be responsible for accepting and  
1760 soliciting all offers made on behalf of the procuring agency under the provisions of this section.

1761 (E) Each vendor participating in competitive negotiations under this section shall be accorded  
1762 a fair and reasonable opportunity to present and explain the goods or services to be provided by  
1763 such vendor.

1764 (F) The basis for final selection of a vendor under a competitive negotiation process, and the  
1765 final terms of the contract under which goods or services shall be procured under this section,  
1766 shall each be subject to the review and approval of the Procurement and Contracting Director  
1767 and County Executive if appropriate.

1768 (G) Prior to the renewal or extension of any contract for goods or services under this section  
1769 beyond the original potential term of such contract, the Procurement and Contracting Director  
1770 may require that an assessment of the subject vendor's performance and the benefits to the

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1771 county of the terms of such contract be conducted by a qualified third party, to be selected by the  
1772 Procurement and Contracting Director.]

1773

1774 **§ 1-2-29. [COMPETITIVE REVERSE AUCTIONS.] CONTRACT TERM AND**  
1775 **EXTENSIONS.**

1776 (A.) Every Contract will state the term and the length of time which it will be in effect.

1777

1778 (B.) A Contract may include provisions allowing for its extension or renewal for a like period  
1779 of time if determined by the Director of P&C to be in the best interest of the County.

1780

1781 (C.) The provisions allowing any extension or renewal will include an objective method of  
1782 determining the price(s) applicable to an extension or renewal, and will be included in the  
1783 solicitation.

1784

1785 (D.) A Contract funded through the Operating Budget, having a term of an extension or renewal  
1786 that extends beyond the County's current fiscal year must include a provision stating that  
1787 the County's obligations are contingent upon the appropriation and availability of funding.

1788

1789 (E.) Prior to the renewal or extension of any contract, the Director of P&C may require that an  
1790 assessment of the Contractor's performance and the benefits to the County be provided by  
1791 the Agency or investigated by a third party.

1792

1793

1794 [(A) Competitive reverse auction bids shall be solicited through an invitation for reverse  
1795 auction bids. The invitation for reverse auction bids shall be issued and shall include  
1796 specifications and any applicable evaluation criteria. Contractual terms and conditions may be  
1797 included within the solicitation document or incorporated by reference.

1798 (B) A prequalification process may be conducted prior to the issuance of an invitation for  
1799 reverse auction bids in order to establish a list of qualified bidders. In the event a prequalification  
1800 process is used, only bids that are submitted from prequalified bidders shall be eligible for  
1801 award.

1802 (C) *Public notice.* Notice of the invitation for reverse auction bids shall be electronically  
1803 posted and the invitation for reverse auction bids shall be available for public inspection not less  
1804 than 14 days prior to the date set forth therein for the close of the auction. A shorter time may be  
1805 deemed necessary for a particular procurement as determined in writing by the Director. The  
1806 public notice shall state the location of the internet website hosting the reverse auction.

1807 (D) *Bid acceptance and bid evaluation.* Bids shall be unconditionally accepted without  
1808 alteration or correction, except as authorized in this article. Bids shall be evaluated based on the  
1809 requirements set forth in the invitation for reverse auction bids, which may include criteria to

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1810 determine acceptability such as inspection, testing, quality, workmanship, delivery, and  
1811 suitability for a particular purpose. The invitation for reverse auction bids shall set forth the  
1812 evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the  
1813 invitation for reverse auction bids.

1814 (E) *Correction or withdrawal of bids; cancellation of awards.* Correction of inadvertently  
1815 erroneous bids before or withdrawal of inadvertently erroneous bids after auction closing, or  
1816 cancellation of awards or contracts based on such bid mistakes, may be permitted where  
1817 appropriate. Mistakes discovered before auction closing may be modified or withdrawn by  
1818 written notice received in the department prior to the time set for auction closing. Mistakes  
1819 discovered after auction closing may be withdrawn only to the extent that the bidder can show by  
1820 clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature  
1821 of the mistake, and the bid price actually intended. After auction closing, no changes in bid  
1822 prices or other bid provisions prejudicial to the interest of the county or fair competition shall be  
1823 permitted. In lieu of bid correction, a bidder alleging a mistake may be permitted to withdraw its  
1824 bid if:

1825 (1) The mistake is clearly evident in the auction transcripts, but the intended correct bid is  
1826 not similarly evident; or

1827 (2) The bidder submits evidence that clearly and convincingly demonstrates that a mistake  
1828 was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards based  
1829 on bid mistakes, shall be supported by a written determination made by the Director.

1830 (F) *Contract award.* The contract shall be awarded to the lowest responsible and responsive  
1831 bidder whose bid conforms in all material respects to requirements and criteria set forth in the  
1832 invitation for bids.]

1833

#### 1834 **§ 1-2-30. [EMERGENCY PURCHASES.] INSURANCE.**

1835 (A.) Contractors providing goods or services to the County must maintain insurance for the  
1836 term of the contract and any extensions or renewals of the type and in the amounts required by the  
1837 Director of P&C in consultation with Risk Management.

1839 (B.) Prior to the execution of an Agreement by the County, Contractors must provide current  
1840 Certificates of Insurance evidencing the coverages required, with the exception of Emergency  
1841 Procurements under §1-2-27 (B.). The Certificates of Insurance may be required to name  
1842 Frederick County, Maryland including its agents, servants, and employees, as additional insureds.

1844 (C.) In the event any of the Contractor's policies are cancelled before the expiration date of the  
1845 contract, or completion of the scope of work, the Contractor must provide immediate notice to the  
1846 County and provide replacement Certificates of Insurance before resuming the provision of goods  
1847 or services under the Contract with the County.

1848

1849 (A) The rules and regulations adopted pursuant to § 1-2-19 of this Code shall provide the  
1850 procedures under which emergency purchases may be made. An emergency shall be deemed to

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1851 exist when a threat to the health, safety, and/or welfare exists, when a breakdown in equipment  
1852 or in an essential service occurs or when unforeseen circumstances arise, including delays by  
1853 contractors, and delays in transportation or when a revenue source may be compromised.

1854 (B) If an emergency occurs during regular business hours, the head of the using agency shall  
1855 immediately notify the Procurement and Contracting Director, who shall either purchase the  
1856 required commodity or authorize the head of the using agency to do so.

1857 (C) If an emergency occurs at times other than regular business hours, the using agency may  
1858 purchase directly the commodity required. However, the head of such agency shall, wherever  
1859 possible, secure competitive telephone bids and order delivery to be made by the lowest  
1860 responsible bidder. The agency head shall also, not later than the next regular business day  
1861 thereafter, submit to the Procurement and Contracting Director a requisition, explanation of the  
1862 circumstances of the emergency. The records of such emergency transactions shall be open to  
1863 the public inspection during regular business hours.

1864 (D) The Procurement and Contracting Director shall submit, as required, to the County  
1865 Executive, a tabulation of all emergency purchases, with an explanation of the circumstances of  
1866 each individual emergency purchase in excess of \$30,000. (1959 Code, § 36-6)]

1868 **§ 1-2-31. ["SINGLE SOURCE" PROCUREMENTS.] BONDS.**

1869 (A.) The Director of P&C will determine the applicability and amount, if any, of a bid bond,  
1870 performance bond, or a payment bond; however Bid, Payment and Performance bonds will be  
1871 required for all construction projects estimated to cost \$100,000 or more.

1873 (B.) For the procurement of goods, services, or construction projects estimated to cost less than  
1874 \$100,000, bonds may be required in an amount as deemed appropriate by the Director of P&C to  
1875 protect the interests of the County in securing the provision of the goods, services, and  
1876 construction.

1878 (C.) Bonds shall be in the form prescribed by the Director of P&C and as approved by the OCA.

1880 (D.) No contract for the acquisition of property or the construction of improvements or other  
1881 expenditures which is to be financed by bonds or other obligations shall be effective until the  
1882 proceeds of the bonds or obligations have been received and verified by the Finance Director.

1884 (E.) When a successful Bidder or Offeror fails to execute a contract after the stipulated time,  
1885 the bid deposit or bid bond may be forfeited and retained as liquidated damages, and not as a  
1886 penalty for failure to execute the contract.

1889 [(A) When the county requires supplies, materials or equipment which are produced by only  
1890 one manufacturer, the Procurement and Contracting Director shall specify such manufacturers  
1891 make or brand in the invitation to bid and shall obtain competitive bids from authorized dealers  
1892 or distributors of such manufacturer. If such manufacturer is the sole bidder and sole source of

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1893 supply, the Procurement and Contracting Director is authorized to negotiate an open market  
1894 purchase order or contract with the manufacturer at prices and on terms most advantageous to the  
1895 county.

1896 (B) When the county requires supplies, materials, or equipment which are patented or  
1897 proprietary and which are obtainable in 2 or more equally satisfactory and competitive makes,  
1898 brands or types, the Procurement and Contracting Director shall list such acceptable and  
1899 competitive makes, brands or types in the invitations to bid. Unless a pre-qualification process  
1900 has been completed or the item has been "standardized" such lists shall also include the phrase  
1901 "or equal to".

1902 (C) The Procurement and Contracting Director may permit bidders to bid on alternate or  
1903 additional makes, brands or types. It shall be incumbent on each such bidder to prove to the  
1904 satisfaction of the county that the alternate or additional make, brand or type is equal in quality  
1905 or performance to those listed in the invitation to bid. (1959 Code, § 36-11)

1906 (D) Except as provided in § 1-2-31(E), a contract may be awarded without competition when  
1907 the Director determines in writing, after conducting a good faith review of available sources, that  
1908 there is only one responsible source for the required material, service, or construction item. The  
1909 using agency requesting a sole source procurement shall provide written evidence to support a  
1910 sole source recommendation. The Director may require that negotiations are conducted as to  
1911 price, delivery, and terms. The Director may require the submission of cost or pricing data in  
1912 connection with an award under this section. Sole source procurement shall be avoided, except  
1913 when no reasonable alternative sources exist. A record of sole source procurements shall be  
1914 maintained as a public record.

1915 (E) *Miscellaneous exemptions.*

1916 (1) A contract for materials, professional services or services may be awarded without  
1917 competition if the Procurement and Contracting Director determines in writing that 1 or more of  
1918 the following conditions exists:

1919 (a) Although there exists more than 1 responsible source, a competitive process cannot  
1920 reasonably be used or, if used, will result in a substantially higher cost to the county, will  
1921 otherwise injure the county's financial interests or will substantially impede the county's  
1922 administrative functions or the delivery of services to the public;

1923 (b) A particular material or service is required to maintain interchangeability or  
1924 compatibility as a part of an existing integrated system;

1925 (c) A particular material, professional service or service is required in order to standardize  
1926 or maintain standardization for the purpose of reducing financial investment or simplifying  
1927 administration;

1928 (d) The material is perishable;

1929 (e) The material qualifies as an object of fine art;

1930 (f) A particular material is required to match materials in use, so as to produce visual  
1931 harmony;

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(g) The material, professional service or service is the subject of a change order.

(2) Any construction change order which authorizes a new improvement under a construction contract may be executed without competition when:

(a) The new improvement is required for the completion of an improvement which is currently under construction pursuant to a competitive bidding or competitive proposal process;

(b) The new improvement results from the discovery of differing or unforeseen physical conditions at the site of the improvement under construction and is required for the completion of the improvement under construction; and

(c) An administrative finding has been made by the Procurement and Contracting Director that it would be in the county's best interest to negotiate with the on-site contractor for the construction of the new improvement.

(F) The requirements of any procurement requiring use of federal or State of Maryland bid processes take precedence to the aforementioned requirements.]

**§ 1-2-32. [OPEN MARKET PURCHASES AND SALES (NOT IN EXCESS OF \$30,000).] AGREEMENTS.**

(A.) A written Agreement between the County and a Contractor must be executed prior to the provision of services which exceed the \$50,000 formal threshold whenever possible, with the exception of Emergency Services provided under §1-2-27 (B.).

(B.) The Director of P&C may require written Agreements between the County and a Contractor prior to the provision of goods or services not exceeding the formal threshold as deemed necessary.

(C.) When possible, the County will use the standard Agreement forms approved by the OCA to contract with the awarded Contractor.

(D.) The Director of P&C with the assistance of the OCA will be the negotiator of the final terms and conditions and pricing in an Agreement.

[(A) If the amount of the expenditure for a service, commodity or for a class of commodities normally obtainable from the same source of supply is estimated to be no more than \$30,000 or if the sale of personal property which has become obsolete or unusable is estimated to no more than \$30,000 it shall not be subject to the requirements of § 1-2-24 or any of the processes referenced in § 1-2-23 of this article. All such open market transactions shall, wherever possible, be based on at least 3 competitive quotes and the approval of the Procurement and Contracting Director or his designee.]

(B) The Procurement and Contracting Director, or his designee, shall solicit quotes by direct mail requests, telephone, or electronically to prospective bidders for the class of commodities or services being purchased or sold, and recorded properly. When quotations are necessary, use of

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1972 eMaryland marketplace or purchasing's electronic bid process is strongly preferred. If the above  
1973 systems are not utilized, quotations shall be solicited from at least three suppliers who have  
1974 registered themselves on the county's prospective vendor list.

1975 (C) Purchases less than \$2,500, whenever possible, shall be made from pricing agreements,  
1976 term contracts or should be based on at least 3 competitive quotes.

1977 (D) All open market purchases shall be awarded to the lowest responsive and responsible  
1978 bidder or on the basis of "best value" and all open market sales shall be made to the highest  
1979 responsive and responsible bidder. (1959 Code, § 36-9)

1980 (E) *Use of electronic transmissions.* The use of electronic media, including acceptance of  
1981 electronic signatures, is authorized consistent with the State of Maryland's applicable statutory,  
1982 regulatory or other guidance for use of such media, so long as such guidance provides for (i)  
1983 appropriate security to prevent unauthorized access to the quotation, approval, and award  
1984 processes; and (ii) accurate retrieval or conversion of electronic forms of such information into a  
1985 medium which permits inspection and copying.

1986 (F) Notwithstanding the provisions of this section, the Procurement and Contracting Director  
1987 may elect to handle any purchase not exceeding \$30,000 according to any of the procurement  
1988 methods listed under § 1-2-23 or in the case of construction § 1-2-33.]

1989

1990 **§ 1-2-33. [PROCUREMENT OF CONSTRUCTION (CAPITAL IMPROVEMENT  
1991 PROJECTS).] CONTRACTOR RESPONSIBILITY BOARD.**

1992 (A.) The Contractor Responsibility Board (CRB) will investigate and provide settlement  
1993 recommendations for matters concerning the adequacy or quality of services rendered or  
1994 performance by Contractors or Consultants primarily on competitively bid or capital improvement  
1995 projects.

1996

1997 (B.) The CRB members include: the Director of P&C as Chairperson, the Chief Administrative  
1998 Officer, the Chief Financial Officer, a representative of the County Attorney's Office, and the  
1999 Director of any additional interested Agency, as well as any Division Directors appointed by the  
2000 Director of P&C.

2001

2002 (C.) Matters related to Contractor or Consultant liability, protest, allegations of errors or  
2003 omissions, Change Order issues, or dissatisfaction with the adequacy or quality of services  
2004 rendered may be referred to the CRB for resolution.

2005

2006 (D.) The Chief Administrative Officer may designate issues arising from Professional Services  
2007 contracts or capital improvement projects for consideration and settlement recommendation by the  
2008 CRB.

2009

2010 (E.) Settlement recommendations from the CRB will be documented in the file in writing and,  
2011 if applicable, in a Change Order executed in accordance with the Change Order Policy.

2012

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2013

2014 [ (A) If a capital improvement project is to be constructed by contract, and an alternate  
2015 construction delivery method has not been authorized by the County Executive, competitive bids  
2016 shall be secured and the contract shall be awarded by the County Executive in accordance with  
2017 the requirements of § 1-2-24 of this code except for the provisions of § 1-2-24(G)(2)(f) Contract  
2018 Award Based on Best Value.

2019 (B) Capital Improvement Construction competitive sealed bid except as otherwise provided in  
2020 this code.]

2021

2022 **§ 1-2-34. [CANCELLATION OF SOLICITATIONS.] LIMITATION ON AWARD OF**  
2023 **CONTRACTS.**

2024

2025 (A.) The County may not award or enter into contracts with:

2026 (1.) A County Council Member or the County Executive;

2027 (2.) A business entity in which a County Council Member or the County Executive has  
2028 a direct financial interest;

2029 (3.) A business entity in which a County Council Member or the County Executive is  
2030 an officer, director, trustee, or partner;

2031 (4.) A Qualified Relative of a County Council Member or the County Executive;

2032 (5.) A business entity in which a Qualified Relative or a County Council Member of the  
2033 County Executive has a direct financial interest; or

2034 (6.) A business entity in which a Qualified Relative of a County Council Member or the  
2035 County Executive is an officer, director, trustee, or partner.

2036

2037 (B.) The County may not enter into a contract with:

2038 (1.) A Bidder or Offeror who is in default on the performance of any other contract with  
2039 the County or in the payment of any taxes, licenses, or other monies due the County.

2040 (2.) A Bidder or Offeror located in Maryland that is either not registered to do business in  
2041 Maryland or not in good standing with the Maryland Secretary of State.

2042

2043 [(A) *Cancellation of solicitations.* An invitation for bids, a request for proposals, a request for  
2044 qualifications, an invitation for reverse auction bids or other solicitation may be cancelled, or any  
2045 or all bids, proposals or statements of qualifications may be rejected in whole or in part as may  
2046 be specified in the solicitation, when it is in the best interest of the county.

2047 (B) Prior to opening a solicitation may be cancelled in whole or in part when the Procurement  
2048 and Contracting Director determines in writing that such action is in the county's best interest for  
2049 reasons including but not limited to:

2050 (1) The county no longer requires the materials, services, or construction;

2051 (2) The county no longer can reasonably expect to fund the procurement; or

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2052        (3) Proposed amendments to the solicitation would be of such magnitude that a new  
2053 solicitation is in the best interest of the county.

2054        (C) When a solicitation is cancelled prior to opening, notice of cancellation shall be publicly  
2055 posted.

2056        (D) The notice of cancellation shall:

2057            (1) Identify the solicitation;

2058            (2) Briefly explain the reason for cancellation; and

2059        (3) Where appropriate, explain that an opportunity will be given to compete on any  
2060 resolicitation or any future procurements of similar materials, services, or construction.

2061        (E) After opening, but prior to award, all bids, proposals or statements of qualifications may  
2062 be rejected in whole or in part when the Procurement and Contracting Director determines in  
2063 writing that such action is in the county's best interest for reasons including but not limited to:

2064            (1) The County no longer requires the materials, services or construction;

2065            (2) Ambiguous or otherwise inadequate specifications or scopes of work were part of the  
2066 solicitation;

2067            (3) The solicitation did not provide for consideration of all factors of significance to the  
2068 county;

2069            (4) Prices exceed available funds and it would not be appropriate to adjust quantities to  
2070 come within available funds;

2071            (5) All otherwise acceptable bids, statements of qualifications or proposals received are at  
2072 clearly unreasonable prices;

2073            (6) There is reason to believe that the bids, statements of qualifications or proposals may not  
2074 have been independently arrived at in open competition, may have been collusive, or may have  
2075 been submitted in bad faith; or

2076            (7) Competition was insufficient.

2077        (F) A notice of rejection shall be sent to all persons that submitted bids, statements of  
2078 qualifications or proposals, and it shall conform to § 1-2-34(D).]

2080        **§ 1-2-35. [RESPONSIBILITY OF BIDDERS AND OFFERORS.] RECORDS  
2081 RETENTION.**

2082        (A.) The official records for all formal procurements conducted by P&C are maintained in  
2083 P&C and may be stored by Electronic methods. Records of purchases may also be maintained  
2084 by the Agency for such period of time and under such conditions as determined by the Director  
2085 of P&C.

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2088 (B.) Records for formal procurements, excluding construction contracts, shall be maintained  
2089 for a period of seven (7) years after completion, cancellation, or termination of the contract.

2090  
2091 (C.) Records for construction contracts shall be maintained for a period of twelve (12) years  
2092 after completion, cancellation, or termination of the contract.

2093  
2094 (D.) The Director of P&C shall develop and issue minimum standard formats and procedures  
2095 for contract administration records.

2096  
2097 [(A) In determining whether a bidder or offeror is responsible, the following shall be  
2098 considered:

2099 (1) The ability, capacity and skill of the bidder or offeror to perform the contract or provide  
2100 the services required;

2101 (2) Whether the bidder or offeror can perform the contract or provide the service promptly  
2102 and within the time specified without delay or interference;

2103 (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder or  
2104 offeror;

2105 (4) The quality of the bidder's or offeror's performance of previous contracts or services;

2106 (5) The previous and existing compliance by the bidder or offeror with laws and ordinances  
2107 relating to the contract or service;

2108 (6) The sufficiency of the financial resources and ability of the bidder or offeror to perform  
2109 the contract or provide the service;

2110 (7) The quality, availability and adaptability of the materials and services to the particular  
2111 use required;

2112 (8) The ability of the bidder or offeror to provide future maintenance and service for the use  
2113 of the subject of the contract;

2114 (9) Any other circumstances which will affect the bidder's or offeror's performance of the  
2115 contract.

2116 (10) No contract shall be awarded to any bidder who is in default on the performance of any  
2117 other contract with the county or in the payment of any taxes, licenses or other monies due to the  
2118 county.]

2119

2120 **§ 1-2-36. HIRING OF ILLEGAL ALIENS PROHIBITED FOR PERFORMANCE OF**  
2121 **COUNTY WORK.**

2122 (A.) The C[c]ounty does not knowingly hire illegal aliens through direct employment or through  
2123 its vendors, contractors, or their suppliers or subcontractors. The C[c]ounty expects its vendors,  
2124 contractors and their subcontractors and suppliers to comply with all applicable federal, state and  
2125 local laws, rules and regulations concerning lawful entitlement to work in Frederick County, the

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2126 State of Maryland and in the United States of America. Therefore, the following shall be a  
2127 requirement of all contracts for services entered into by the C[c]ounty:

2128 "The C[c]ontractor warrants and, if requested, shall certify in writing that the C[c]ontractor  
2129 and its subcontractors do not, and shall not employ under this contract, an illegal alien or any  
2130 individual while knowing the illegal alien or individual is not authorized to work within the United  
2131 States of America or without otherwise complying with all requirements of the federal immigration  
2132 and nationality laws, including verification and record keeping requirements."

2133 (B.) Compliance with the contractual requirement that C[c]ontractors hire only individuals  
2134 lawfully entitled to work in the United States of America is material to the C[c]ounty. Breach of  
2135 this material contractual obligation could result in contract termination in addition to, and not in  
2136 lieu of, any and all other remedies available to the C[c]ounty and any and all other damages for  
2137 which a C[c]ontractor might be liable. Nothing herein shall require the C[c]ounty to elect to  
2138 terminate a contract for default to the exclusion of any other remedy.

2139

2140 **[§ 1-2-37. INSPECTIONS AND TESTS OF MATERIALS, SUPPLIES, ETC.]**

2141 (A) The Procurement and Contracting Director, or his designee, shall inspect or otherwise  
2142 assure the inspection of deliveries of supplies, materials and equipment, or the furnishing of  
2143 contractual services and the construction of capital improvement projects to determine their  
2144 conformance with the specifications or fitness for use and/or performance requirements set forth  
2145 in the purchase order or contract.

2146 (B) Any agency which has the facilities for adequate inspection may be authorized by the  
2147 Procurement and Contracting Director to inspect deliveries made to it or may be designated by  
2148 the Procurement and Contracting Director to inspect deliveries made to other agencies.

2149 (C) The Procurement and Contracting Director shall have authority to require chemical and  
2150 physical tests of samples submitted with bids and of samples of deliveries to the extent necessary  
2151 to determine their quality and conformance with the specifications. For such tests, the  
2152 Procurement and Contracting Director shall have authority to make use of laboratory facilities of  
2153 any county agency or to engage the services of any outside laboratory.

2154 (D) The Procurement and Contracting Director shall prescribe any necessary rules and  
2155 regulations for inspection of deliveries, in accordance with § [1-2-19](#) of this Code. (1959 Code, §  
2156 36-16)]

2157

2158 **[§ 1-2-38] 1-2-37. SURPLUS, OBSOLETE AND WASTE ARTICLES.**

2159 (A.) All agencies shall submit to the [Procurement and Contracting] Director of P&C, at such  
2160 times and in such form as [he shall] prescribed, reports showing stocks of all supplies, materials,  
2161 and equipment which are no longer used or which have become obsolete, worn out, or scrapped.  
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2164 (B.) The [Procurement and Contracting ]Director of P&C shall have authority to transfer such  
2165 supplies, materials, and equipment to another or other A[a]gencies in lieu of filling requisitions for  
2166 the purchase of new and additional stock of the same or similar articles.

2167

2168 (C.) The [Procurement and Contracting ]Director of P&C shall have authority to sell all such  
2169 supplies, materials, and equipment which cannot be used by any A[a]gency or which have become  
2170 unsuitable for C[c]ounty use or to exchange or trade in such articles in part of full payment for  
2171 new supplies, materials, or equipment of a similar nature. [(1959 Code, § 36-18)]

2172

2173 **[§ 1-2-39. HEALTH DEPARTMENT PURCHASES.]**

2174 [The Frederick County Health Department is authorized to fulfill its procurement requirements  
2175 by:

2176 (A) Conducting procurement actions through the county procurement process;  
2177 (B) Conducting procurement in-house as authorized in writing by the Director of Finance; or  
2178 (C) Conducting all procurement following the state procurement regulations as delineated in  
2179 COMAR, Title 21.]

2180

2181 **[§ 1-2-40. BID AND PURCHASE APPROVAL.]**

2182 [(A) Notwithstanding any other provision of these purchasing rules, the Procurement and  
2183 Contracting Director shall have the authority to approve all bids or purchases in the amount of  
2184 \$50,000 or less.

2185 (B) The Procurement and Contracting Director is authorized to sign and bind the county to all  
2186 documents necessary or incidental to all bids or purchases in the amount of \$50,000 or less.

2187 (C) The County Executive must approve all bids and purchases in excess of \$50,000.]

2188

2189 **[§ 1-2-41 LIMITATION ON AWARD OF CONTRACTS.]**

2190 [(A) The county may not award or enter into any contract with:

2191 (1) A County Council Member or the County Executive;  
2192 (2) A business entity in which a County Council Member or the County Executive has a  
2193 direct financial interest; or  
2194 (3) A business entity in which a County Council Member or the County Executive is an  
2195 officer, director, trustee, or partner.

2196 (B) The county may not award or enter into any contract with:

2197 (1) A qualified relative of a County Council Member or the County Executive;

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2198 (2) A business entity in which a qualified relative of a County Council Member or of the  
2199 County Executive has a direct financial interest; or

2200 (3) A business entity in which a qualified relative of a County Council Member or the  
2201 County Executive is an officer, director, trustee, or partner.]

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