

Command Staff

Dirk Griffin - Chief Procurement Officer/Director

Debra Cogan – Procurement Supervisor

Important links:

Register Your Business: <https://businessexpress.maryland.gov/start/register-a-business-in-maryland>

Manage Your Business: <https://businessexpress.maryland.gov/manage>

Grow Your Business: <https://businessexpress.maryland.gov/grow>

e-Maryland Marketplace Advantage (eMMA): <https://emma.maryland.gov/>

Small Business Reserve (SBR): <https://gomdsmallbiz.maryland.gov/Pages/sbr-program.aspx>

Veteran-Owned Small Business Enterprises (VSBE):
<https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>

Minority Business Enterprise (MBE):
<https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91> and
<https://gomdsmallbiz.maryland.gov/Pages/mbe-Program.aspx>

Small Procurements	
Up to \$5,000	Credit Card, One bid
\$5,000.01 - \$50,000	Two written bids
\$50,000.01 - \$100,000	Three written bids, advertised on eMMA

Order of Considerations	
Preferred Providers	MCE, BISM, Community Service Providers (MDWorks)

State Resources	MOUs, Interagency Agreements
Existing State Contracts	DoIT, OSP, Agency Contracts
Open Market	If none of the above exist

Common Types of Procurements Used by MSP:

Invitation For Bid (IFB)/Competitive Sealed Bidding (CSB) - Awarded to the responsible bidder submitting a responsive bid with the most favorable bid price.

Multi-Step Competitive Sealed Bidding (MS-IFB) - Multi-step competitive sealed bidding (MS-IFB) is a variation of competitive sealed bidding by which each bidder submits an unpriced technical offer, sample, or both to be evaluated by the procurement officer to confirm if it is acceptable under the criteria set forth in the IFB (Phase 1). Once the evaluation is complete, the procurement officer opens only the price submissions for those offers that have been deemed acceptable (Phase 2).

Request for Proposals (RFP)/Competitive Sealed Proposals CSP) - Procurement method used where a contract is awarded based upon the best value to the State. A contract procured by the CSP method is awarded to the responsible offeror whose proposal is determined to be the most advantageous to the State, considering the price and the evaluation factors set forth in the request for proposals.

Master Contracts - Master contracting is a procurement method available to a Designated Procurement Unit that provides for the qualification of bidders and offerors for the procurement of services, supplies, or commodities. Awards for work are made through a secondary competition process. Following the award of the Master Contract, an agency may then issue a secondary competition solicitation to the Master Contractors. Master contracting streamlines the traditional CSB or CSP procurement method in order to achieve cost and/or administrative efficiencies for the State. Secondary competition solicitations must be issued to all Master Contractors prequalified by the State to provide the specific goods or services requested (functional areas). Secondary competition is solicited in one of three forms, as defined for use in a given Master Contract: Task Order Request for Proposal (TORFP); Purchase Order Request for Proposal (PORFP); or Request for Resumes (RFR).

Sole Source - Not permissible unless the required service/equipment/product is available from only a single source. (See COMAR 21.05.05 for specifics)

Procurement Staff

Maryland State Police procurement officers are available for meetings with vendors on Wednesdays between 9am and 3pm. Please call 410-379-9070 to schedule an appointment.

Name	Title	Sections
Dirk Griffin	Chief Procurement Officer	SBR Coordinator, VSBE Liaison
Debra Cogan	Procurement Supervisor	Service/Maintenance Contracts, Special Orders, MBE Liaison
Udoka Onwumechili	Procurement Officer I	Medical, Utility Uniforms, Fire Marshal, Service Contracts, IT
Gregory Chason	Procurement Officer I	Service/Maintenance Contracts, IT
Heather Stark	Procurement Officer I	Forensic Sciences, Special Operations Division, Special Orders
Wendy Franz	Procurement Officer I	Office Supplies, Photocopiers, Printing, Facilities Management Division Work Orders
Chris Connell	Procurement Officer II	Uniforms, Electronic Service Division, Service Contracts,
Errica Mitchener	Procurement Trainee	Household/Janitorial, Warehouse Stock, Special Orders, Trash/Recycling
Julia Barrett	Procurement Officer I	Vehicles, Service Contracts