

Department of Information Technology

Helpful Tips for Agenda Items

LAYOUT

- Use the current DoIT provided templates and checklists for the correct formatting and required documents;
- Font: Times New Roman (12 pt.), Margins should be .5” top and bottom & 1” left and right, line spacing should be Single - DO NOT use special line and paragraph spacing including an additional space before and after each paragraph;
- The top right of the page should say page number DoIT #D (i.e., DoIT 1D);
- Only use acronyms when necessary;
- Under Contract ID put the name of the contract first, contract # second and APDICS # last. Make sure it says ADPICS No.:
- Only capitalize proper nouns;
- Always include “MBE Participation”;
- Always include “MBE Compliance” (not MBE achievement);
- Do not include attachments unless it is a large amount of information;
- Tax clearance numbers are not needed on Mods or Renewals; and
- The Board Approval line should be at the very bottom of the page.

GENERAL REQUIREMENTS

- Submit your agenda Item and supporting documents to itpo.doit@maryland.gov for review and approval.
- Once the Item has been approved, ITPO will forward the request to the bpwagenda.doit@maryland.gov to include your agency Item in the DoIT agenda.
- The tax clearance should be in the current fiscal year;
- As with all agenda items, the contract amount and effective dates must match the agreement/contract exactly;
- If a protest exists on an item going to the Board, include that information in the remarks section and ask the Board if it will make the award in the face of a protest. Include a copy of the protest and the State’s response as supporting documentation;
- If the agenda item is a sole source, you must have the sole source justification signed by the agency head, a price justification and a PRG form for MBE/VSBE goal determination;
- If the agenda item is for a new contract and there is an MBE goal, the submission must have the MBE forms signed by the contractor and must include D1, D-2, and D-3;
- If the agenda Item is for a new contract and you received a single bid, a price justification is required;
- If the agenda item is for a modification it requires a price justification and if there is an MBE goal, you must have a report showing the MBE compliance;
- If the agenda item is exercising an option you must provide a price justification, and if there was an MBE goal, you must have the MBE report showing compliance; and
- If the agenda item is retroactive, you must have an agency head determination and a forgiveness letter signed by agency head.

Take the time to proof your Item(s) and be mindful of your audience!