



Maryland Works, Inc.

Procurement of Services and Products through the Employment Works Program

Abridged Guide for Purchasers

1. When seeking to procure services or products, first check to see if the service or product is available from another state agency; if yes, buy it there; if not,
2. Check to see if the service or product is available from Maryland Correctional Enterprises (MCE); if yes, buy it from MCE; if not on the MCE Master List or MCE "passes" (declines), get a waiver from MCE, and
3. Check to see if the service or product is available from Blind Industries and Services of Maryland (BISM); if yes, buy it from BISM; if not on BISM Master List or BISM "passes," get a waiver from BISM, and
4. Check the Master List of services and products offered through the Employment Works Program (posted at www.mdworks.com/ew_products-services.html).
5. If you see that the service or product that you want is included on the Master List, please refer the contract opportunity including the Scope of Work to Maryland Works either via email at opportunities@mdworks.com or by calling 410-381-8660.
6. Maryland Works will respond to your inquiry within 5 business days to indicate whether we wish to process the procurement under the Employment Works Program (EWP). If we "pass" on the opportunity, we will send you a Waiver notice for your records.
7. If Maryland Works notifies you that we wish to process the contract under the EWP, please send us the complete contract specifications as soon as possible, preferably as an email attachment. Please also send us any available bid history for at least the most recently bid contract period. (Note: while the specifications will be made available to eligible vendors under the EWP, the bid history is strictly for internal use of Maryland Works and, to the extent necessary, the State Pricing & Selection Committee for the EWP).

8. Once Maryland Works receives the specifications, we will circulate them as appropriate among eligible EWP vendors and ask interested vendors to submit proposals to Maryland Works.
9. If a site visit and/or vendor briefing is necessary, Maryland Works will work with you to schedule it at a workable time. Maryland Works will also notify eligible EWP vendors as appropriate and necessary.
10. Maryland Works staff will conduct a price analysis and identify an estimated Fair Market Price (FMP) in keeping with current market conditions and EWP standards.
11. Maryland Works will also receive and evaluate EWP vendor proposals and select a "vendor of choice" to complete the work. Under some circumstances, Maryland Works may call upon its EWP Advisory and Vendor Selection Committee to assist in the proposal review and vendor selection process.
12. Maryland Works will share its vendor of choice with you, the purchaser, as well as share with you and the vendor an estimated FMP. Both purchaser and vendor will be asked to provide feedback on the FMP estimate which Maryland Works will in turn report to the State Pricing & Selection Committee (P&SC) for the EWP when the contract is considered by the Committee. The purchaser and vendor are also provided the option to attend the relevant P&SC meeting and to provide in-person input to the Committee.
13. Maryland Works will present the procurement, our vendor of choice, and estimated FMP to the P&SC at its next regularly scheduled meeting. The P&SC generally meets the third Thursday of each month. In the event of an emergency procurement, the P&SC is able to meet via teleconference between regular in-person meetings.
14. At such time as the P&SC approves the FMP of a contract under the EWP, the vendor of choice must take the contract at the approved FMP or forfeit its eligibility to be assigned the contract.
15. Once the contract is approved by the P&SC, Maryland Works will disseminate approval paperwork to all parties, after which the purchaser may proceed to the next step in the general procurement process; e.g. taking the contract to the Board of Public Works (if required), obtaining internal approvals, signing a contract or issuing a purchase order, etc.

Contract Expiration and Renewal under the EWP:

As contracts currently placed with an eligible vendor under the EWP enter their final year, purchasers are asked to initiate issuance of updated specifications to Maryland Works. Normally, new contract terms are processed with the incumbent EWP vendor unless there have been performance problems or there are other reasons to compel re-assignment. For each new contract term, a price analysis and FMP estimate is completed by Maryland Works in the same manner as described above for a contract that is newly referred to the EWP. Once the P&SC approves the new FMP, assignment of the new contract term with the incumbent EWP vendor is again subject to their acceptance of the P&SC approved FMP.

Quick Turnaround Purchases:

There is an expedited process under the EWP for purchases that are "quick turnaround," such as printing and mailing services for which state purchasers have little lead time and/or completion time. In such cases, both the purchaser and vendor can reference unit price lists approved by the P&SC for quick turnaround jobs. EWP vendors may provide purchasers with price estimates that are based on the P&SC approved price lists, subject to review and validation by Maryland Works. Should a service be determined after the fact to warrant a higher FMP than the initial vendor estimate, the state purchaser is not required to pay the difference. Should a service be determined after the fact to warrant a lower FMP than the initial vendor estimate, the vendor is required to refund the difference to the purchasing entity.

Purchasers are urged to only utilize the EWP Quick Turnaround process when it is absolutely necessary and consistent with their agency's general procurement standards.

Timely Notice for Contract Processing Lead Time:

In an effort to ensure timely and efficient processing of state purchases, Maryland Works prefers to work with purchasers as far in advance of new procurements as possible. To the extent possible, we request that service and product procurement opportunities be communicated to Maryland Works at least six months prior to the contract start date, especially if the contract requires Board of Public Works approval.

Maryland Works staff is here to assist you with all of your procurement needs. Please don't ever hesitate to call upon us. Our contact information can be found at the bottom of the first page of this document. Thank you.

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