



## St. Mary's County Metropolitan Commission

23121 Camden Way, California, MD 20619

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### **Purchasing Team, Responsibilities and Procedures**

As authorized by the Code of St. Mary's County, Maryland, Chapter 113 – SANITARY DISTRICTS, and other applicable laws and regulations, and in support of its mission statement, it shall be the intent of the St. Mary's County Metropolitan Commission, hereafter referred to as MetCom, to establish policies, authority, roles and responsibilities for the procurement of goods and services, to seek competition to the maximum feasible degree, to provide best value of the expenditure of MetCom funds and to ensure that procurement processes provide for the fair and equitable treatment of vendors while avoiding impropriety and any appearance of impropriety.

### **Purchasing Team**

- Tanya Parker, Procurement Agent [tparker@metcom.org](mailto:tparker@metcom.org)  
NIGP-CPP, CPPB
- James Dean III, Purchasing Assistant/  
Fixed Asset Accountant [jdean@metcom.org](mailto:jdean@metcom.org)
- Allison Ridgell, Purchasing Specialist [aridgell@metcom.org](mailto:aridgell@metcom.org)
- General Purchasing [purchasing@metcom.org](mailto:purchasing@metcom.org)

### **Purchasing Responsibility**

MetCom purchasing is a combination of centralized and decentralized procurement, with all purchases in excess of \$500 being facilitated by Purchasing staff. MetCom staff have the authority to make purchases up to \$500 online or at the point of sale.

### **Doing Business with MetCom**

MetCom must have a current W-9, remittance address for payments, telephone number, email address, and a certificate of insurance (if required) on file for all vendors and contractors prior to the authorization for any goods and/or services over \$500.00.

### **Purchasing Thresholds**

- **Purchases up to \$500** – MetCom staff are authorized to conduct these purchases independently, and will contact vendors directly.
- **Small Purchases (from \$500.01 to \$24,999.99)** – Written proposals or quotations are obtained from a minimum of two vendors for purchases between \$500.01 and \$24,999.99. Requisitions are generated by the end users and may require additional supporting documentation. Purchasing staff assist with obtaining quotes, placing orders and assure delivery.

- **Small Purchases (from \$25,000 to \$44,999.99)** – Written proposals or quotations are obtained from minimum of three vendors \$15,000 to \$24,999.99. Requisitions are generated by the end users and may require additional supporting documentation. Purchasing staff assist with obtaining quotes, placing orders and assure delivery.
- **Competitive Sealed Bidding (\$50,000 or greater)** – Any purchase greater than \$50,000 must be obtained in one of the following manners, which meet our requirements as set forth in the Procurement Policy, FIN-13-02:
  - Invitation to Bid (ITB) or Request for Proposal (RFP);
  - Use of cooperative contracts by other government agencies, quasi-government entities or governmental purchasing alliances;
  - Sole Source Procurement

To determine the best procurement method, Department Heads, end users, and Purchasing staff collaborate to use market research, previous purchases and other available data to decide the best method of procurement.

### **Advertising Methods**

When a solicitation is warranted, the Purchasing staff will conduct a formal solicitation process to obtain competitive sealed bids/proposals. Other bid documents may be required to accompany the sealed bid/proposal, such as qualifications and experience, bid/proposal affidavit, bid bond, insurance certification, etc. All solicitations are advertised for no less than twenty-one (21) days prior to the bid opening date. Instructions on obtaining a bid package are included in the advertisement. Formal solicitations are advertised in the following venues:

- MetCom solicitation notices located at [www.metcom.org](http://www.metcom.org) under "Purchasing";
- eMaryland Marketplace Advantage (eMMA), the State of Maryland's online bid board at <https://emma.maryland.gov>

### **How to Obtain an ITB or RFP**

Effective July 22, 2019, all ITBs and RFPs will be posted on eMaryland Marketplace Advantage (eMMA), the State of Maryland's online bid board at <https://emma.maryland.gov> This is the only method to obtain MetCom bid documents.

### **Award Information**

- Bid openings for bids received in response to ITBs are public.
- Proposals received in response to RFPs are public within the constraints of the RFP.
- If required, ITBs and RFPs are presented to the MetCom Board for approval. Meeting dates are published on MetCom's website.
- A Bid Tab or Proposals Received is published on MetCom's website.

- A Notice of Intent to Award will also be published on MetCom's website no fewer than three (3) days prior to award.
- Any protest must follow the procedures as outlined in the Procurement Policy.
- After award, notification is sent to the awarded firm and results are posted on our website <http://upload.metcom.org:8887/purchasing/main/main.htm>

### **DISADVANTAGED BUSINESS ENTERPRISES (DBE) & MINORITY & WOMEN'S BUSINESS ENTERPRISES (M/WBE) PARTICIPATION**

Maryland Department of the Environment (MDE) funding is crucial to MetCom's Capital Improvement Program. MetCom frequently receives funding for construction projects, which are funded by either grants or loans, from MDE. This funding offers low percentage rates and saves MetCom overall for construction project costs. There are DBE/MWBE requirements in which MetCom perform Good Faith Efforts to obtain minority participation. Consultants and prime contractors are also required to perform Good Faith Efforts. Firms will be required to perform the Affirmative Steps as outlined in the DBE/MWBE program. The link below provides information and forms related to the program.

[http://www.mde.state.md.us/programs/Water/QualityFinancing/MinorityandWomensBusinessEnterprises/Pages/Programs/WaterPrograms/Water\\_Quality\\_Finance/MWBE/index.aspx](http://www.mde.state.md.us/programs/Water/QualityFinancing/MinorityandWomensBusinessEnterprises/Pages/Programs/WaterPrograms/Water_Quality_Finance/MWBE/index.aspx)

In addition to MetCom's required advertising, these projects are also advertised in minority owned publications and websites as required by MDE. The MDE DBE/MWBE Program Director will review the level of effort that a firm has put forth in order to solicit and obtain minority subcontractors. Review of contacts made, via e-mail, documented telephone logs, fax confirmations, use of minority contractor listings, websites and solicitations using any media format are reviewed. It is recommended that advertisement in a minority owned newspaper be included in the solicitation efforts. Documentation must be provided in order for the MDE Program Director to qualify the level of effort. Failure to do so could result in loss of funding for the project.