

**PROCUREMENT OFFICER'S DETERMINATION  
INTERGOVERNMENTAL COOPERATIVE PURCHASING  
CONTRACT NO. 224045-ITS  
TECHNICAL WRITER/EDITOR RESOURCE**

**I. EXECUTIVE SUMMARY**

This Determination has been executed pursuant to COMAR 21.05.09, Intergovernmental Cooperative Purchasing, to obtain one Technical Writer/Editor resource under an intergovernmental cooperative purchasing agreement of the Department of Information Technology (DOIT), Statewide Network Management Services Contract No. 060B8400023, from Digital Management, LLC for a price of \$176,803.76.

**II. BACKGROUND**

This contract is to provide one Technical Writer/Editor resource for MPA's Office of Information Security and Technology (OIT) to work closely with MPA OIT management on technical documentation related to IT areas including Cyber Security, System Software Development, and Information Technology Infrastructure. The Technical Writer/Editor resource will be responsible for generating and maintaining fundamental documents to include, but not be limited to: Base Design System Documents; Software Development User and Functional Guides; DRP/COOP Document Templates; Project Concept of Operations (CONOPS); Standard Operating Procedures (SOPs), including cybersecurity and operations; Presentations; Training Materials in various formats (including A/V); and Knowledge Content (primarily Teams/SharePoint content related to, among other subjects, infrastructure, cybersecurity and contracts).

The Procurement Officer and OIT researched other DOIT Contracts and determined that the resources available on the Statewide Network Management Services Contract better meet the requirements of the Technical Writer/Editor position.

Through research into the Statewide Network Management Services Contract and after working with Digital Management, LLC, a vendor under that contract, OIT has identified a resource that meets the Technical Writer/Editor position requirements. Digital Management, LLC has agreed to supply this resource at \$59.57/hour, which is the hourly rate for Technical Writers/Editors under its contract with DOIT. Applying this hourly rate to the contract term of September 1, 2024 through February 28, 2026, results in a total contract value of \$176,803.76. OIT has recommended Digital Management, LLC for award based on its ability to supply a resource meeting the requirements and at a labor rate that is fair and reasonable.

I concur with the recommendation of OIT. The Office of the Attorney General approved this determination for form and legal sufficiency on April 16, 2024.

**III. DETERMINATION**

- A. DOIT's Statewide Network Management Services Contract meets the requirements of an intergovernmental cooperative purchasing agreement under COMAR 21.05.09.01B(2)(a).

- B. It is in the best interest of the MPA to utilize the DOIT contract because doing so will provide cost benefits to the State as DOIT has already competitively solicited for the Statewide Network Management Services Contract. It will promote administrative efficiencies as DOIT has already deemed Digital Management, LLC responsible and it is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.
- C. The award amount is within the funding available.
- D. Making an award under DOIT's Statewide Network Management Services Contract No. 060B8400023 will save MPA the considerable time it will take to prepare a solicitation for public advertisement, obtain necessary approvals prior to publication, publish the solicitation, receive and evaluate proposals, and then complete an award. It will also provide MPA with contract pricing, procedures, and services identical to those provided by DOIT to other State agencies.
- E. Based on the aforementioned information and in accordance with the State Procurement Regulations, COMAR 21.05.09, it is my determination that Digital Management, LLC should be awarded the Technical Writer/Editor Resource Contract for the term September 1, 2024 through February 28, 2026 in the amount of \$176,803.76.
- F. Since this procurement constitutes a procurement of information technology services for which MPA has been delegated procurement authority from the Board of Public Works (the "BPW"), approval of the award by the Maryland Port Commission and the BPW are not required.

**V. APPROVAL REQUIRED**

COMAR 21.05.09.05 provides: "Before awarding or participating in an intergovernmental cooperative purchasing agreement, the procurement officer shall obtain the approval of the primary procurement unit head, and any other approvals as required under this title."

*I request your approval, as unit head, to procure as described in this determination, subject to completion of all other requirements of procurement law, fund certification, execution and approval of the contract (including approval by the Office of the Attorney General for form and legal sufficiency), etc.*

  
 Margie A. Koppelman  
 Procurement Officer

4-19-24  
 Date

APPROVED:

  
 Jonathan T. Daniels  
 Executive Director

4-24-24  
 Date