

**PROCUREMENT OFFICER'S DETERMINATION
INTERGOVERNMENTAL COOPERATE PURCHASING
CONTRACT NO. 225037-H
REPLACEMENT DESKTOPS, LAPTOPS, AND DOCKING STATIONS**

I. EXECUTIVE SUMMARY

This Determination has been executed pursuant to COMAR 21.05.09, Intergovernmental Cooperative Purchasing, to procure replacement desktops, laptops, and docking stations under an intergovernmental cooperative purchasing agreement of the Department of Information Technology (DOIT), Desktop, Laptop, and Tablet 2015 Master Contract No. 060B5400007, from DSR, Inc. for a price of \$115,672.00.

II. PROPOSALS RECEIVED

<u>Offeror</u>	<u>Price</u>
DSR, Inc.	\$ 115,672.00 (Awardee)
Knot Technology Solutions (KTS)	\$ 117,622.00
USC Canterbury, Corp.	\$ 117,858.00
Advanced Computer Concepts (ACC)	\$ 118,386.06
Applied Technology Services (ATS)	\$ 147,482.00
Galaxy Consulting, LLC	\$ 148,889.98

III. BACKGROUND

The MPA needs to procure replacement desktops, laptops, and docking stations that have reached the end-of-life cycle and are unable to meet the requirements for upgrading to Windows 11, as well as new laptops for Members of the Maryland Port Commission.

The MPA solicited seventeen certified small business Master Contractors listed on the DOIT Desktop, Laptop, and Tablet 2015 Master Contract. The MPA received six proposals. This Contract was designated as an SBR procurement only.

The MPA OIT Department has recommended DSR, Inc. for award based on lowest price and meeting the requirements of providing these products. I concur with the recommendation of MPA OIT. The Office of the Attorney General approved this determination for form and legal sufficiency on April 22, 2025.

IV. DETERMINATION

A. DOIT Desktop, Laptop, and Tablet 2015 Master 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 of the following:

1. It will provide cost benefits to the State. Under the DOIT contract, the MPA is paying \$73,310.00 less than the manufacturer's suggested retail price for these products, according to the prices provided by DSR, Inc.

2. It will promote administrative efficiencies as DOIT has already competitively solicited for the Desktop, Laptop, and Tablet 2015 Master Contract and DOIT has already deemed DSR, Inc. responsible.

Making an award under DOIT Desktop, Laptop, and Tablet 2015 Master Contract No. 060B5400007 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.

C. This procurement not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.

D. The award amount is within the funding available.

E. Based on the aforementioned information and in accordance with the State Procurement Regulations, COMAR 21.05.09, it is my determination that DSR, Inc. should be awarded the Replacement Desktops, Laptops and Docking Stations Contract in the amount of \$115,672.00.

F. Since this procurement constitutes a procurement of information technology supplies for which MPA has an unlimited delegation of 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.

Hannah Brown

Hannah Brown
Procurement Officer

4/23/2025

Date

APPROVED:

John Thornton

John Thornton
Director of Procurement / Designee

4/23/2025

Date