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## Statewide Job Recruitment Advertising Services

### ADPICS PROCEDURES FOR STATE AGENCIES

1. Upon coordinating with the Contractor Contact, prepare a release off the DBM identified BPO using the 2360 ADPICS screen.

Baltimore Sun Advertising: BPO # **001B0600269**

(NOTE: Only a task order release using the 2360 screen against the BPO number is acceptable. If your agency does not have access to the 2360 screen, or must do the requisition process first, please do the following: First fill out the Requisition Screen No. 2100. When finished with the requisition screen, this will take you to the Purchase Order Screen No. 2340. After filling out the 2340 screen, continue with the procedures below in Step 2.)

2. Complete the 2356 ADPICS screen as follows:
  - a. The 'PROCUREMENT METHOD' IS "TOR"
  - b. The 'CATEGORY OF WORK' IS "S"
  - c. The 'AWARD AUTHORITY ' IS "DEL" and,
  - d. The 'DESCRIPTION' field is completed.
3. Establish the proper approval agency path to obtain all your necessary agency approvals and post the completed item. (Note: This is your agency's internal approval path and does not include DBM or the BPW.)

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### Questions?

Please direct all questions about this contract to the Contract Manager:

Andrea R. Simmons

Email: [dgs.osp-cmo@maryland.gov](mailto:dgs.osp-cmo@maryland.gov)

Telephone: 410.260.7374

For positive feedback or concerns regarding issues that may arise while doing business with the Contractor for this contract, please contact Andrea R. Simmons.