

Capital Grants
CONTRACT CHECKLIST

The following contract information must be submitted for all costs you intend to claim against your grant. DGS will review your information and provide an eligibility determination for funding participation.

SUBMIT TO:

**Department of General Services
Capital Grants Program, Room 703
301 West Preston Street
Baltimore, Maryland 21201**

CHECKLIST:

Yes N/A

		1. Procurement procedures used for each contract.
		2. Bid tabulation including name, address, and bid amount/score for each bidder.
		3.
		A. Name of selected vendor. *Explanation if low bid or highest-scoring offer is not selected.
		B. Information about Minority/Women's Business Enterprise (M/WBE) outreach and award.
		4.
		A. Copy of the selected proposal; amount to be awarded.
		B. Detailed scope of work for each contract (Plans and Specifications only if requested).
		C. Estimated project schedule (design and construction).
		5. Statement certifying that the selected contractor is not debarred or suspended. (Contact: www.bpw.state.md.us .)
		6. Copy of each contract/agreement. *Explanation if the contract amount is different from bid award.
		7. Copies of all subsequent change orders/amendments.

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