



Board of Public Works



BPW Advisory No.: 1998-2

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Subject: Utilization of ADPICS for Procurement Transactions

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Governor*

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Purpose: To provide instructions to procurement agencies concerning the use of the Advance Purchasing and Inventory Control System (ADPICS) for processing procurement transactions.

Background: The Maryland General Assembly's 1994 Joint Task Force Report on Maryland's Procurement Law noted inadequacies in the State's system for reporting financial data related to the procurement system. The Task Force mandated that the Board of Public Works, with the assistance of the Department of Budget and Management (DBM), have primary responsibility for reporting comprehensive statistics on the procurement system, and ensuring that the procurement reports necessary for providing adequate oversight and monitoring of the procurement system be a mandatory component of ADPICS.

The FMIS Steering Committee established the ADPICS Committee, for purposes of bringing focus to this mandate, as well as providing a general forum for dealing with procurement specific FMIS issues. The ADPICS Committee developed data fields and reporting formats corresponding to the procurement methods, contract types, categories of work, etc., contained in the Maryland Procurement Law. These fields make it possible for all State departments and agencies having ADPICS accessibility to produce comprehensive management reports on their procurement activities.

Essential to producing these reports is for *ALL* procurement agencies to enter *ALL* of their respective procurement transactions into ADPICS pursuant to prescribed procedures and protocols.

Representatives of procurement agencies, acting through the ADPICS committee have recently revised the Purchase Order and Blanket Purchase Order Additional Elements to facilitate a standardized means of meeting the State's reporting requirements.

Policy: 1) Except as follows, *ALL* procurement transactions of State procurement agencies shall be entered into ADPICS. All procurements of supplies, equipment, services, construction-related services, maintenance, construction, architectural and engineering services, information technology, and other

requirements, including contract modifications and the exercise of contract options are included in this mandate.

Exceptions: The following are exempt from this requirement:

- a. Category I small procurements including those made with State Corporate Purchasing Cards; and
- b. Procurements made by procurement agencies that do not have ADPICS installed, until such time as the system is installed and operational within the procurement agency.

Excluded entities will, however, be required to submit reports of their procurement activities to the Board of Public Works in a format similar to the ADPICS reports. These reports will be due not later than 60 days following the end of each fiscal year. Specific instructions will be provided by the Board's staff to those agencies without ADPICS capability.

2) A chart of revised purchase order and blanket purchase order additional elements (for processing on ADPICS screen 2353 and 2356) is attached hereto. This appended matrix, contains examples and applicable COMAR references. ***Only the elements noted in the column titled "Code" are to be used.*** Changes to the additional elements may be made by the ADPICS Committee as needs dictate. The ADPICS Committee will notify procurement agencies as these changes become effective.

3) The Board of Public Works must be entered into the ADPICS contract approval path (at the purchase order level) for all contracts and contract modifications that otherwise require approvals by the Board via action agendas. When the action agenda is prepared the ADPICS Document ID Number is to be entered on the action agenda directly under the "Contract Number and Title" line.

The Board's electronic sign off, following BPW approval will serve to replace the after meeting letters heretofore sent to the procurement agencies. The Board's electronic approval or disapproval is expected to reduce the time it takes for this notification to reach the concerned agencies.

Attachment: ADPICS ADDITIONAL ELEMENTS FILE

Questions concerning this Advisory may be addressed to:

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