

ATTACHMENT C

SAMPLE PAAR FOR NEW SERVICE CONTRACTS

1 DBM	Item and Category Method # Bids Original Contract Amount Fund Source BPW Award Date and Agenda Item					
	N00B8200484 N 0 \$48,339.00 GF- 66.00% S FF- 34.00%					
	Using Agency		Contractor Name, City, State		Original Contract Number	
	DEPARTMENT OF HUMAN RESOURCES		BAY SHORE SERVICES, INC. SALISBURY MD			
	Description/Remarks(Include reasons for contract modifications, If applicable, and indicate if extension or renewal option)					
	TO PROVIDE RESIDENTIAL FOSTER CARE SERVICE FOR 3 CHILDREN IN URGENT NEED OF CRITICAL SERVICES AND THE EXISTING FACILITIES UNDER CONTRACT ARE UNABLE TO MEET THE DEMAND. TERM: 4/3/2008-6/30/2008					
	Complete Below - Contract Modifications Only					
	Mod No. and Value of Mod.		% Increase this Mod. to Original Contract		Cumulative % Increase All Mods to Original Contract Cum Total Contract Amount	
	Mod Date:					

Instructions:

All lettering in red is filled out by the agency.
 Under the item #, place the agency's acronym.
 ADPICS number - cell B2; "S" for service - cell B3
 Procurement method - cell C2; # bids/offers - cell D2; contract amount - cell E2; fund source - cells F2 and F3 (if needed).
 Using Agency's specific office - do not change the column width or row height; they will automatically adjust when you type in cell B5.
 Vendor name - cell E5
 Vendor's City - cell E6; State - cell F6

Description - USE the 3 lines ONLY!

This is everything needed for a new contract item.

2 DBM	Item and Category Method # Bids Original Contract Amount Fund Source BPW Award Date and Agenda Item					
	T00B8200029 CSB 3 \$89,991.00 GF- 100.00% S					
	Using Agency		Contractor Name, City, State		Original Contract Number	
	DEPT OF BUSINESS & ECONOMIC DEVELOPMENT		FORMATECH, INC. BRUNSWICK OH			
	Description/Remarks(Include reasons for contract modifications, If applicable, and indicate if extension or renewal option)					
	INSTALLATION OF A TRADE SHOW BOOTH IN CONJUNCTION WITH THE 2008 INTERNATIONAL COUNCIL OF SHOPPING CENTERS (ICSC) CONVENTION IN LAS VEGAS MAY 19TH - 21ST TO ENCOURAGE SHOPPING CENTER DEVELOPMENT IN MD. (INCLUDES PRODUCTION, CONSTRUCTION, RENTAL FEES, SET-UP & BREAKDOWN.)					
	Complete Below - Contract Modifications Only					
	Mod No. and Value of Mod.		% Increase this Mod. to Original Contract		Cumulative % Increase All Mods to Original Contract Cum Total Contract Amount	
	Mod Date:					

ATTACHMENT C

SAMPLE PAAR FOR OPTIONS OR MODIFICATIONS

1 DBM	Item and Category Method	# Bids	Original Contract Amount	Fund Source	BPW Award Date and Agenda Item	
	M00B8200461 CSB	1	\$108,405.00	GF-	100.00% 5/5/2004	
	S-MOD				2-S	
	Using Agency	Contractor Name, City, State		Original Contract Number		
	DEPARTMENT OF HEALTH & MENTAL HYGIENE	ROBERT BRULL, M.D. HAGERSTOWN MD		M00B5200488		
	Description/Remarks(Include reasons for contract modifications, If applicable, and indicate if extension or renewal option)					
	EXERCISE THE 2ND & FINAL ONE YEAR OPTION AS CONTAINED IN THE ORIGINAL CONTRACT TO PROVIDE 24 HOURS PER DAY, 7 DAYS PER WEEK MEDICAL SERVICES FOR DEVELOPMENTAL DISABILITIES ADMIN.'S (DDA) POTOMAC CENTER. TERM: 7/1/2008 - 6/30/2009					
	Complete Below - Contract Modifications Only					
	Mod No. and Mod Date:	Value of Mod.	% Increase this Mod. to Original Contract	Cumulative % Increase All Mods to Original Contract	Cum Total Contract Amount	
	7/1/2008	2 \$36,135.00	33.33%	66.76%	\$180,774.00	

2 DBM	Item and Category Method	# Bids	Original Contract Amount	Fund Source	BPW Award Date and Agenda Item	
	R00B8200042 CSP	2	\$253,833.00	FF-	100.00% 12/14/2005	
	S-MOD				6-S	
	Using Agency	Contractor Name, City, State		Original Contract Number		
	MARYLAND DEPARTMENT OF EDUCATION	ABILITIES NETWORK, INC. TOWSON MD		R00B6200030		
	Description/Remarks(Include reasons for contract modifications, If applicable, and indicate if extension or renewal option)					
	EXERCISE THE SINGLE ONE YEAR OPTION AS CONTAINED IN THE ORIGINAL CONTRACT TO PROVIDE REGIONAL TRAINING & FOLLOW-UP ASSISTANCE TO CHILD CARE PROVIDERS IN AREA 3 (PRINCE GEORGE'S, CALVERT, CHARLES & ST. MARY'S COUNTIES) TO MEET MD CHILD-CARE LICENSING REQUIREMENTS. TERM: 3/1/08 - 2/28/09					
	Complete Below - Contract Modifications Only					
	Mod No. and Mod Date:	Value of Mod.	% Increase this Mod. to Original Contract	Cumulative % Increase All Mods to Original Contract	Cum Total Contract Amount	
	3/1/2008	2 \$135,478.00	53.37%	53.37%	\$389,311.00	

Instructions:

All lettering in red is filled out by the agency.
 Under the item #, place the agency's acronym
 ADPICS number for option or mod - cell B2; "S-MOD" for service option or mod - cell B3
 Original Procurement method - cell C2; # bids/offers - cell D2; Original contract amount - cell E2; fund source - cells F2 and F3 (if needed).
 If original item was approved by the BPW, enter BPW date - cell H2; agenda item # - cell - H3
 Using Agency's specific office - do not change the column width or row height; they will automatically adjust when you type in cell B5.
 Vendor name - cell E5
 Vendor's City - cell E6; State - cell F6
 Original ADPICS BPO - cell G5

Description - USE the 3 lines ONLY!

Date option or mod is effective - cell B13
 Total number of mods or options including this item - cell C13
 Amount for option or mod - cell C14
 Percentage increase for this action - cell E13; percentage with all previous options or mods plus this one - cell F13
 New contract total - cell H13.

This is everything needed for an option or modification item.