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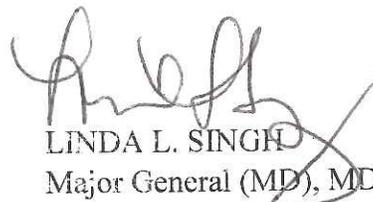
MEMORANDUM FOR ALL MD MILITARY DEPARTMENT PROGRAM MANAGERS

SUBJECT: State Procurement

The purpose of this memorandum is to establish the requirements and authority of all State of Maryland Military Department procurements. As a unit of State Government, the Military Department, must, by law, conduct government activities in accordance with laws and regulations set forth in the Annotated Code of Maryland State Finance and Procurement Article and the Code of Maryland Regulations COMAR Title – 21 – State Procurement Regulations.

To ensure that the Department has adequate controls over State procurements, I am issuing an updated copy of the Maryland Military Department Regulation, Number 5-15. Attached in the regulation is a list of employees who have been delegated the authority to conduct procurements on behalf of the department. Effective immediately the soliciting of bids, quotations and proposals, negotiating of contracts and interacting with vendors will only be conducted by authorized Military Department employees. Unauthorized employees who solicit bids, quotations and/or proposals, negotiate contracts and/or interact with vendors while representing the Military Department will be subject to disciplinary actions.

The Military Department Chief of Procurement has the delegated responsibility for the procurement of all commodities, supplies, equipment and services. If you have any questions about the information contained in this memorandum, please contact Ms. Cathie L. Nash, Chief of Procurement at Catherine.nash@maryland.gov, office phone (410) 234-3819, or cell phone (410) 370-9457.


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