



**DEPARTMENT OF GENERAL SERVICES (DGS)
OFFICE OF STATE PROCUREMENT (OSP)**

REQUEST FOR INFORMATION (RFI)

RFI NUMBER: BPM057604

Issue Date: June 16, 2026

STATEWIDE

REVERSE-AUCTIONING SERVICES

NOTICE

A Prospective respondent that has received this document from the **Office of State Procurement** website or eMMA, or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFI, should immediately contact the Procurement Officer and provide the Prospective Respondents name and mailing address so that addenda to the RFI or other communications can be sent to the Prospective Bidder.

**REQUEST FOR INFORMATION
BPM057604
REVERSE-AUCTIONING SERVICES**

DEPARTMENT OF GENERAL SERVICES
Office of State Procurement

RFI KEY INFORMATION SUMMARY SHEET

Request for Information: REVERSE-AUCTIONING SERVICES

Solicitation Number: BPM057604

Solicitation Type: REVERSE-AUCTIONING SERVICES

RFI Issue Date: June 16, 2026

RFI Issuing Office: DGS, Office of State Procurement

Procurement Officer: Tierra Ali-Said
e-mail: Tierra.Ali-Said1@maryland.gov

Closing Date and Time: July 1, 2026, by 3:00 PM Local Time

Responses are to be submitted directly to the Procurement Officer at:
Tierra.Ali-Said1@maryland.gov.

REQUEST FOR INFORMATION
BPM057604
REVERSE-AUCTIONING SERVICES
CONTENTS OF THIS SOLICITATION PACKAGE

Section A General Information
Attachment 1 Three (3) Pages

REQUEST FOR INFORMATION

BPM057604

REVERSE-AUCTIONING SERVICES

SECTION A

GENERAL INFORMATION

REQUEST FOR INFORMATION

REVERSE-AUCTIONING SERVICES

A. OBJECTIVE:

The purpose of this Request For Information (RFI), which is not a solicitation to procure, is a means of conducting market research to identify capable parties having an interest in a Statewide REVERSE-AUCTIONING SERVICES procurement. This RFI for REVERSE-AUCTIONING SERVICES is in addition to any formal forthcoming virtual pre-bid conference that would occur after the procurement solicitation posting, once a date is determined.

- a) The requirements stated in this RFI may not accurately reflect that which may be contained in a Request for Proposal (RFP), Invitation for Bid (IFB), Purchase Order RFP (PORFP), Task Order RFP (TORFP) or other procurement vehicle. This issuance does not constitute a commitment to issue a request for bids, award a contract, or pay any costs incurred in preparation of a response to this request. **Furthermore, the Department of General Services (DGS) Office of State Procurement (OSP) requires that all responding vendors provide a sample quote or bid sample in response to this RFI. Pricing must be accurate and according to the current CPU-I and PPI.**
- b) Any information received in response to this RFI will assist DGS OSP in collecting information that may be used at a future date for a procurement. A submission in response to this RFI does not guarantee that the respondent will be included in any subsequent procurement. Likewise, a non-submission in response to this RFI does not preclude a recipient or vendor from inclusion in any future procurement.
- c) As part of DGS OSP's efforts to gather this information, DGS OSP may schedule information sessions as it determines necessary with participants or others. The purpose of these sessions is strictly information gathering. This is not a procurement activity and will not result in an evaluation or a purchase.
- d) DGS OSP intends on subsequently soliciting and awarding a Fixed Price, Indefinite Delivery, Indefinite Quantity Contract for a source of supply for REVERSE-AUCTIONING SERVICES to various locations throughout the State of Maryland. The Term of the Contract is anticipated has not yet been determined. It is anticipated that the Contract will be for multiple years and potentially contain Renewal Options.
- e) The Contract Award(s) may be by geographic region; however, the makeup of this has not yet been determined. DGS OSP would like to designate one or more portions of this Contract to Small Businesses, Minority Businesses, and Veteran-Owned Businesses. A Small Business Preference (SBP) is possible.
- f) Small Businesses, Minority Businesses, and Veteran-Owned Businesses are strongly encouraged to respond to this RFI. For additional information regarding the eMMA Registration process and how to submit an RFI, contact eMMA at emma.helpdesk@maryland.gov.

B. INSTRUCTIONS

- a) This information is for DGS OSP's internal planning purposes only. Responses will not be used to evaluate firms.
- b) To ensure an expedited review and response process, submit all Questions no later than the Questions due date. If you wish to submit an RFI Response (or respond to the RFI) complete and send only Attachment I to the Procurement Officer no later than **3:00 PM Local Time on July 1, 2026** via email only at: Tierra.Ali-Said1@maryland.gov.

REQUEST FOR INFORMATION
BPM057604
REVERSE-AUCTIONING SERVICES

c) Respondents must give specific attention to the identification of those portions of its response which they consider confidential, proprietary, commercial information, or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 4 of the General Provisions of the Annotated Code of Maryland. Respondents are advised that, upon request for this information from a third party, the Procurement Officer will be required to make an independent Determination regarding whether the information may be disclosed.

C. **REVERSE-AUCTIONING SERVICES**

a) For reference purposes and to assist in determining if your firm is capable of handling the requirements of the State, below you will find additional information and a sample Scope of Work.

b) Scope of Work:

REQUIREMENTS: The Contract shall require the Contractor to:

1. Provide REVERSE-AUCTIONING SERVICES for the State.
2. Complete numerous 3-to-5-minute rounds of REVERSE-AUCTIONING; to capture a bidder's prices on a specified commodity.
3. Provide an online auction platform where prices are captured in real-time.
4. The auction platform must be accessible to up to 10 participating bidders.
5. Coordinate with the State to schedule and facilitate the REVERSE-AUCTIONS.
6. Provide the final results of the REVERSE-AUCTION to the State.
7. Host and facilitate the REVERSE-AUCTION virtually.
8. Other Terms and Conditions pertaining to the Contract for REVERSE-AUCTIONING SERVICES.
9. Meet Reporting Requirements associated with a Contract for REVERSE-AUCTIONING SERVICES.

**REQUEST FOR INFORMATION
BPM057604
REVERSE-AUCTIONING SERVICES**

Attachment 1, 1 of 3

Complete this Section and send Attachment 1 to the Procurement Officer.

A) **Contractor Contact Information:** Complete the yellow fields listed below.

Company Name:	
Address:	
Email Address:	
Website Address:	
Telephone Number:	
Point of Contact (name, title, telephone number, and email address):	
Satellite/Branch Office Locations:	
eMMA SUP#:/SBR#:/MBE#:/VSBE#:	

B) **Socioeconomic Information:** Is your company Minority-owned (MBE)? Veteran-owned (VSBE)? Or Certified Small Business (CSB)? Circle one. If your company is none of the above, **cross them all out**.

MBE VSBE CSB

Business Size (Small or Large):	
If other, please specify:	
<i>Additional Notes about your Company you would like us to know:</i>	

C) **Demographics and Pricing:**

- a. **Demographics:** On the next page, please *circle* the Counties below based on your firm's capabilities for providing REVERSE-AUCTIONING SERVICES, including any anticipated team subcontractors (including partner-companies and/or affiliates).

REQUEST FOR INFORMATION BPM057604 REVERSE-AUCTIONING SERVICES

Attachment 1, 2 of 3

Complete this Section and send Attachment 1 to the Procurement Officer.

STATEWIDE REGIONS:

Region A	Region B	Region C	Region D-1	Region D-2	Region E
Allegany	Frederick	Anne Arundel	Caroline	Somerset	Calvert
Garrett	Montgomery	Baltimore	Cecil	Wicomico	Charles
Washington	Prince George's	Baltimore City	Kent	Worcester	St. Mary's
		Carroll	Queen Anne's		
		Harford	Talbot		
		Howard	Dorchester		

- b. **Pricing:** Review the sample Price Bid Form below. The Price Bid Form fields shall be captured via a Reverse-Auction. Provide your company’s total price to conduct a Reverse-Auction and capture bidders’ bids for the fields listed in blue on the Price Bid Form Sample below.

Field Type	SAMPLE LOCATION COUNTY	QTY	UNIT	Bid Price
Required Item	Year 1: Road Salt - Rock	1	Ton	\$0.00
Required Item	Year 1: Road Salt - Solar	1	Ton	\$0.00
Required Item	Year 1: Road Salt - Rock	1	50 LB	\$0.00
Required Item	Year 1: Road - Solar	1	50 LB	\$0.00
YEAR 2 Pricing:				
Required Item	Road Salt - Rock	1	Ton	\$0.00
Required Item	Road Salt - Solar	1	Ton	\$0.00
Required Item	Road Salt - Rock	1	50 LB	\$0.00
Required Item	Road Salt - Solar	1	50 LB	\$0.00
YEAR 3 Pricing:				
Required Item	Road Salt - Rock	1	Ton	\$0.00
Required Item	Road Salt - Solar	1	Ton	\$0.00
Required Item	Road Salt - Rock	1	50 LB	\$0.00
Required Item	Road Salt - Solar	1	50 LB	\$0.00
YEAR 4 Pricing:				
Required Item	Road Salt - Rock	1	Ton	\$0.00
Required Item	Road Salt - Solar	1	Ton	\$0.00
Required Item	Road Salt - Rock	1	50 LB	\$0.00
Required Item	Road Salt - Solar	1	50 LB	\$0.00
YEAR 5 Pricing:				
Required Item	Road Salt - Rock	1	Ton	\$0.00
Required Item	Road Salt - Solar	1	Ton	\$0.00
Required Item	Road Salt - Rock	1	50 LB	\$0.00
Required Item	Road Salt - Solar	1	50 LB	\$0.00
Renewal Option 1 Year Pricing:				
Required Item	Road Salt - Rock	1	Ton	\$0.00
Required Item	Road Salt - Solar	1	Ton	\$0.00
Required Item	Road Salt - Rock	1	50 LB	\$0.00
Required Item	Road Salt - Solar	1	50 LB	\$0.00
Renewal Option 2 Year Pricing:				
Required Item	Road Salt - Rock	1	Ton	\$0.00
Required Item	Road Salt - Solar	1	Ton	\$0.00
Required Item	Road Salt - Rock	1	50 LB	\$0.00
Required Item	Road Salt - Solar	1	50 LB	\$0.00

For example, if your company can host and facilitate 1 Round of a Reverse-Auction, then enter your company’s price for the 1 Round in the yellow field below next to, “1 Round”.

REQUEST FOR INFORMATION

BPM057604

REVERSE-AUCTIONING SERVICES

Price Bid Form Sample: <i>How much does a Reverse-Auction Cost?</i>	Length of Time: <i>Bidders' Time provided to enter a Bid: 3 Minutes</i>	Price per Round: <i>Cost of each Reverse-Auction Round</i>
Year 1 – Commodity	1 Round (3 minutes)	\$ _____
Year 2 – Commodity	2 Rounds (6 minutes)	\$ _____
Year 3 – Commodity	3 Rounds (9 minutes)	\$ _____
Year 4 – Commodity	4 Rounds (12 minutes)	\$ _____
Year 5 – Commodity	5 Rounds (15 minutes)	\$ _____
Renewal Option Year 1 – Commodity	6 Rounds (18 minutes)	\$ _____
Renewal Option Year 2 – Commodity	7 Rounds (21 minutes)	\$ _____
Total Dollar Amount for Reverse-Auction	20 + Rounds (up to 4 hours)	\$ _____

REQUEST FOR INFORMATION
BPM057604
REVERSE-AUCTIONING SERVICES

Attachment 1, 3 of 3

Complete this Section and send Attachment 1 to the Procurement Officer.

D) General Questions:

- a. Is there anything unduly restrictive about the specifications that would prevent your company from being able to compete for providing REVERSE-AUCTIONING SERVICES?

- b. What part of this requirement do you believe could be subcontracted out/collaborated to increase MBE/VSBE participation for a REVERSE-AUCTIONING SERVICES Contract? (why or why not)?

- c. Are there any regions/counties that you believe can be designated as Small Business Reserved (SBR) to provide REVERSE-AUCTIONING SERVICES?

- d. Are there any other items you believe that the Office of State Procurement should consider before finalizing the specifications for a REVERSE-AUCTIONING SERVICES Solicitation?

- e. **Other: (enter additional information/suggestions here.)**

THIS IS THE END OF THE REQUEST FOR INFORMATION.

Send all pages (6 through 9) of Attachment 1 to Tierra.Ali-Said1@maryland.gov no later than the date indicated at the top of this Request for Information.