

**DEPARTMENT OF INFORMATION TECHNOLOGY  
ACTION AGENDA**

**ITEM: 2-IT**

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**DEPARTMENT:** Information Technology (DoIT)

**CONTRACT ID:** Telecommunications Billing Auditing Services  
ADPICS NO. 060B1400062

**CONTRACT DESCRIPTION:** Master Contract to provide commission-only Billing Audit Services of State Telecommunications contracts.

**AWARDS:**

- John Richards Associates, Inc. (JRA)  
Long Branch, New Jersey
- Shaheen & Associates, Inc.  
Armonk, New York
- E-Rate Elite Services, Inc.  
Owings Mills, Maryland
- Dynamo- Expense Management, LLC  
Brookneal, Virginia
- TeleCommunications System, Inc. (TCS)  
Annapolis, Maryland
- Inspired Data Solutions  
Annapolis, Maryland

**TERM:** 6/1/2011 – 5/31/2016

**AMOUNT:** \$1,000,000 (Est. Commissions on the amounts recovered)

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**PROCUREMENT METHOD:** Competitive Sealed Proposals

**2-IT (Cont.)**

**MBE PARTICIPATION:** None

**INCUMBENT:** John Richards Associates, Inc. (JRA)  
Long Branch, New Jersey

**REMARKS:** A notice of the availability of the Request for Proposals (RFP) was advertised on *eMarylandMarketplace.com* and DoIT's website. In addition, a copy was also sent to the Governor's Office of Minority Affairs and the Governor's Office of Business Advocacy and Small Business Assistance.

A total of seven proposals were received in response to the RFP. Six proposals were deemed reasonably susceptible of being selected for award and are recommended for award to receive a Master Contract. Of these six recommended contractors, three are Maryland resident businesses, three are Small Businesses and one is an MBE (see Attachment 1).

These vendors will perform audits on State telecommunications contracts. Each audit will be summarized in an Audit Task Order (ATO) Bid Request. ATO Bid Requests will be issued, as needed, throughout the term of this contract. All vendors awarded a Master Contract will be invited to compete for an award for each specific ATO.

The commission-only payment is based only upon recoveries of past over-payments made by the State to its telecommunications providers (or under-payments by the telecommunications contractors for revenue contracts). Commission-only payments would be calculated depending on the percentage and the amount of recovered. If there are no recoveries, there is no payment made by the State.

Due to the nature of this service, there is no MBE participation for this contract.

**FUND SOURCE:** N/A

**APPROP. CODE:** N/A

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**2-IT(Cont.)**

**RESIDENT BUSINESS:** See Attachment 1

**MD TAX CLEARANCE:** See Attachment 1

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Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	