

**Maryland-National Capital Park & Planning Commission**  
Corporate Policy & Management Operations Division  
Supplier Diversity Program

---

*6611 Kenilworth Avenue • Riverdale, Maryland 20737 • Phone: 301-454-1752*

January 27, 2025

To: Commissioners

Via: William Spencer, Acting Executive Director  
Tracey A. Harvin, Corporate Policy & Management Operations Director

From: Lawrence Taylor, Supplier Diversity & Inclusion Chief

Re: MFD Purchasing Statistics — Second Quarter FY26

The Commission's Procurement Policy (Practice 4-10, Purchasing) includes a robust anti-discrimination provision designed to ensure equitable access to contracting opportunities for minority-, women-, and disability-owned businesses (MFDs). This commitment is actively reinforced through collaboration between the Office of the Executive Director, the Purchasing Division, and the Office of Supplier Diversity.

To advance this mission, the Commission continues to implement an MFD subcontracting requirement aligned with its procurement goals and the availability of qualified MFD vendors. Through the Minority Business Enterprise (MBE) and Local/Small Business Enterprise (LSBE) Program, the Commission remains dedicated to broadening participation and fostering inclusive economic growth across Montgomery and Prince George's Counties.

We are in receipt of the State of Maryland Disparity Study and are actively reviewing the findings.

Some of the observations of MFD participation during the Second Quarter of FY26 include:

- Attachment A indicates that through the Second Quarter of FY26, the Commission procured \$104,075,556 in goods, professional services, construction, and miscellaneous services and \$39,662,462 or 38.1% was spent with minority, female and disabled (MFD) owned firms.
- Attachment B indicates that in the Second Quarter of FY26, 38.1% was spent with minority, female and disabled (MFD) owned firms.
- Attachment C represents the MFD participation by type of procurement. The MFD participation for construction through the Second Quarter of FY26 was 54.6%. Attachment C also indicates that the largest consumers of goods and services in

the Commission are Prince George's County Department of Parks and Recreation and Montgomery Parks. These programs significantly impact the Commission's utilization of MFD firms. The MFD cumulative utilization numbers for these Departments throughout the Second Quarter of FY26 are 41.5% and 35.9% respectively.

- Attachment D presents the Second Quarter FY26 activity for the Purchase Card program totaling \$6,665,929 of which 2.2% was spent with minority, female and disabled (MFD) firms. The amount of procurement card activity represents 6.4% of the Commission's total procurement dollars.
- Attachment E portrays the historic MFD participation rates, and the total procurement from FY91 to Second Quarter FY26.
- Attachments F and G show the MFD participation in procurements at various bid levels to determine if MFD vendors are successful in obtaining opportunities in procurements that require informal bidding and formal bidding. Based on the analysis, MFD vendors do appear to be participating, at an overall rate of 12.1% in informal (under \$30,000) and 44.8% in formal (over \$30,000) procurements. For transactions under \$10k, MFD participation is 9.8%. For transactions over \$10k but under \$30k, MFD participation is 43.1%. MFD vendors are participating at an overall rate of 49.4% in transactions over \$250,000.
- Attachment H presents the total amount of procurements and the number of vendors by location. Of the \$104,075,556 in total procurement, \$71,452,977 was procured from Maryland vendors. Of the \$71,452,977 in procurement from Maryland vendors, \$31,933,438 was procured from MFD vendors located in Maryland with 72.6% or \$28,796,249 procured from MFD vendors located in Montgomery and Prince George's Counties.
- Attachment I compares the utilization of MFD vendors by the Commission with the availability of MFD vendors.<sup>1</sup> The results show under-utilization in the following categories: Female, Asian and Native American. The amount and percentage of procurement from MFD vendors is broken out by categories as defined by the Commission's Anti-Discrimination Policy.<sup>2</sup>
- Attachments J and K show the number and dollar amount of waivers of the procurement policy by department and by reason for waiver.

For further information on the MFD report, please contact the Office of Supplier Diversity and Inclusion at (301) 454-1752.

---

<sup>1</sup> The availability percentages are taken from the most recent State of Maryland disparity study dated September 2025.

<sup>2</sup> Practice 4-10, *Purchasing Policy*, Section II.

**MFD Procurement Statistics: For Six Months Ended December 31, 2025**

**Attachment A - Procurement Totals and Percentages**

<b><u>Prince George's County</u></b>	<b><u>Procurement Total \$</u></b>	<b><u>Waivers Total \$</u></b>	<b><u>Waivers Total #</u></b>	<b><u>MFD \$</u></b>	<b><u>MFD %</u></b>
Commissioners' Office	\$88,489	\$0	0	\$0	0.0%
Planning Department	\$2,537,473	\$0	0	\$364,036	14.3%
Parks and Recreation Department	\$65,760,440	\$1,570,111	10	\$27,280,351	41.5%
<b>Total</b>	<b>\$68,386,402</b>	<b>\$1,570,111</b>	<b>10</b>	<b>\$27,644,387</b>	<b>40.4%</b>

<b><u>Montgomery County</u></b>	<b><u>Procurement Total \$</u></b>	<b><u>Waivers Total \$</u></b>	<b><u>Waivers Total #</u></b>	<b><u>MFD \$</u></b>	<b><u>MFD %</u></b>
Commissioners' Office	\$51,055	\$0	0	\$750	1.5%
Planning Department	\$1,414,003	\$411,156	1	\$20,011	1.4%
Parks Department	\$32,036,048	\$197,915	3	\$11,492,351	35.9%
<b>Total</b>	<b>\$33,501,106</b>	<b>\$609,071</b>	<b>4</b>	<b>\$11,513,112</b>	<b>34.4%</b>

<b><u>Central Administrative Services</u></b>	<b><u>Procurement Total \$</u></b>	<b><u>Waivers Total \$</u></b>	<b><u>Waivers Total #</u></b>	<b><u>MFD \$</u></b>	<b><u>MFD %</u></b>
Dept. of Human Resources and Mgt.	\$483,176	\$31,968	2	\$61,470	12.7%
Finance Department	\$35,593	\$73	1	\$720	2.0%
Legal Department	\$35,108	\$0	0	\$0	0.0%
Merit Board	\$0	\$0	0	\$0	0.0%
Office of Chief Information Officer	\$1,622,293	\$212,326	2	\$442,773	27.3%
Office of Inspector General	\$11,878	\$0	0	\$0	0.0%
<b>Total</b>	<b>\$2,188,048</b>	<b>\$244,367</b>	<b>5</b>	<b>\$504,963</b>	<b>23.1%</b>

<b><u>M-NCPPC Departments</u></b>	<b><u>Procurement Total \$</u></b>	<b><u>Waivers Total \$</u></b>	<b><u>Waivers Total #</u></b>	<b><u>MFD \$</u></b>	<b><u>MFD %</u></b>
<b>Grand Total</b>	<b>\$104,075,556</b>	<b>\$2,423,549</b>	<b>19</b>	<b>\$39,662,462</b>	<b>38.1%</b>

Note: The "Waivers" columns report the amount and number of purchases approved to be exempt from the competitive procurement process, including sole source procurements.

Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
January 26, 2026

## MFD PROCUREMENT STATISTICS FY 2026

### Attachment B - MFD Percentages: Cumulative and Activity by Quarter

#### CUMULATIVE BY QUARTER

<u>Prince George's County</u>	<u>SEPTEMBER</u>	<u>DECEMBER</u>
Commissioners' Office	0.0%	0.0%
Planning Department	11.9%	14.3%
Parks and Recreation Department	26.2%	41.5%
Total	25.1%	40.4%
<u>Montgomery County</u>	<u>SEPTEMBER</u>	<u>DECEMBER</u>
Commissioners' Office	0.0%	1.5%
Planning Department	1.4%	1.4%
Parks Department	42.1%	35.9%
Total	40.4%	34.4%
<u>Central Administrative Services</u>	<u>SEPTEMBER</u>	<u>DECEMBER</u>
Dept. of Human Resources and Mgt.	17.6%	12.7%
Finance Department	0.0%	2.0%
Legal Department	0.0%	0.0%
Merit Board	0.0%	0.0%
Office of Chief Information Officer	14.4%	27.3%
Office of Inspector General	0.0%	0.0%
Total	14.9%	23.1%
<u>M-NCPPC Departments</u>	<u>SEPTEMBER</u>	<u>DECEMBER</u>
Grand Total	31.5%	38.1%

#### ACTIVITY BY QUARTER

<u>Prince George's County</u>	<u>FIRST QUARTER</u>	<u>SECOND QUARTER</u>
Commissioners' Office	0.0%	0.0%
Planning Department	11.9%	23.3%
Parks and Recreation Department	26.2%	51.7%
Total	25.1%	51.3%
<u>Montgomery County</u>	<u>FIRST QUARTER</u>	<u>SECOND QUARTER</u>
Commissioners' Office	0.0%	1.5%
Planning Department	1.4%	1.4%
Parks Department	42.1%	23.9%
Total	40.4%	22.9%
<u>Central Administrative Services</u>	<u>FIRST QUARTER</u>	<u>SECOND QUARTER</u>
Dept. of Human Resources and Mgt.	17.6%	3.0%
Finance Department	0.0%	4.7%
Legal Department	0.0%	0.0%
Merit Board	0.0%	0.0%
Office of Chief Information Officer	14.4%	31.8%
Office of Inspector General	0.0%	0.0%
Total	14.9%	27.7%
<u>M-NCPPC Departments</u>	<u>FIRST QUARTER</u>	<u>SECOND QUARTER</u>
Grand Total	31.5%	44.5%

**MFD PROCUREMENT STATISTICS: For Six Months Ended December 31, 2025**

**Attachment C - By Major Procurement Category**

<b>Procurement Category</b>	<b>Grand Total</b>	<b>Montgomery Planning</b>	<b>Montgomery Parks</b>	<b>Pr. Geo. Parks &amp; Recreation</b>	<b>Pr. Geo. Planning</b>	<b>Dept. of Human Resources</b>	<b>Finance Dept.</b>	<b>Legal Dept.</b>	<b>Office of Chief Information</b>
<b>Goods</b> Total \$	\$21,646,710	\$676,275	\$5,359,704	\$14,966,502	\$414,804	\$86,209	\$30,464	\$3,536	\$109,216
MFD \$	\$1,951,277	\$3,922	\$841,087	\$1,070,229	\$4,396	\$30,923	\$720	\$0	\$0
Percentage	9.0%	0.6%	15.7%	7.2%	1.1%	35.9%	2.4%	0.0%	0.0%
<b>Micellaneous Services</b> Total \$	\$12,518,817	\$548,482	\$4,277,611	\$5,757,474	\$665,685	\$184,513	\$4,089	\$9,944	\$1,071,019
MFD \$	\$1,850,604	\$16,089	\$494,133	\$774,686	\$116,921	\$6,002	\$0	\$0	\$442,773
Percentage	14.8%	2.9%	11.6%	13.5%	17.6%	3.3%	0.0%	0.0%	41.3%
<b>Professional Services</b> Total \$	\$8,971,954	\$189,246	\$2,517,270	\$4,179,438	\$1,456,984	\$164,290	\$1,040	\$21,628	\$442,058
MFD \$	\$2,682,721	\$0	\$1,094,476	\$1,338,526	\$242,719	\$7,000	\$0	\$0	\$0
Percentage	29.9%	0.0%	43.5%	32.0%	16.7%	4.3%	0.0%	0.0%	0.0%
<b>Construction</b> Total \$	\$60,786,653	\$0	\$19,881,463	\$40,857,026	\$0	\$48,164	\$0	\$0	\$0
MFD \$	\$33,177,110	\$0	\$9,062,655	\$24,096,910	\$0	\$17,545	\$0	\$0	\$0
Percentage	54.6%	0.0%	45.6%	59.0%	0.0%	36.4%	0.0%	0.0%	0.0%
<b>SUBTOTAL \$</b>	\$103,924,134	\$1,414,003	\$32,036,048	\$65,760,440	\$2,537,473	\$483,176	\$35,593	\$35,108	\$1,622,293
MFD \$	\$39,661,712	\$20,011	\$11,492,351	\$27,280,351	\$364,036	\$61,470	\$720	\$0	\$442,773
Percentage	38.2%	1.4%	35.9%	41.5%	14.3%	12.7%	2.0%	0.0%	27.3%

Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
January 23, 2026

**MFD Procurement Statistics: For Six Months Ended December 31, 2025**

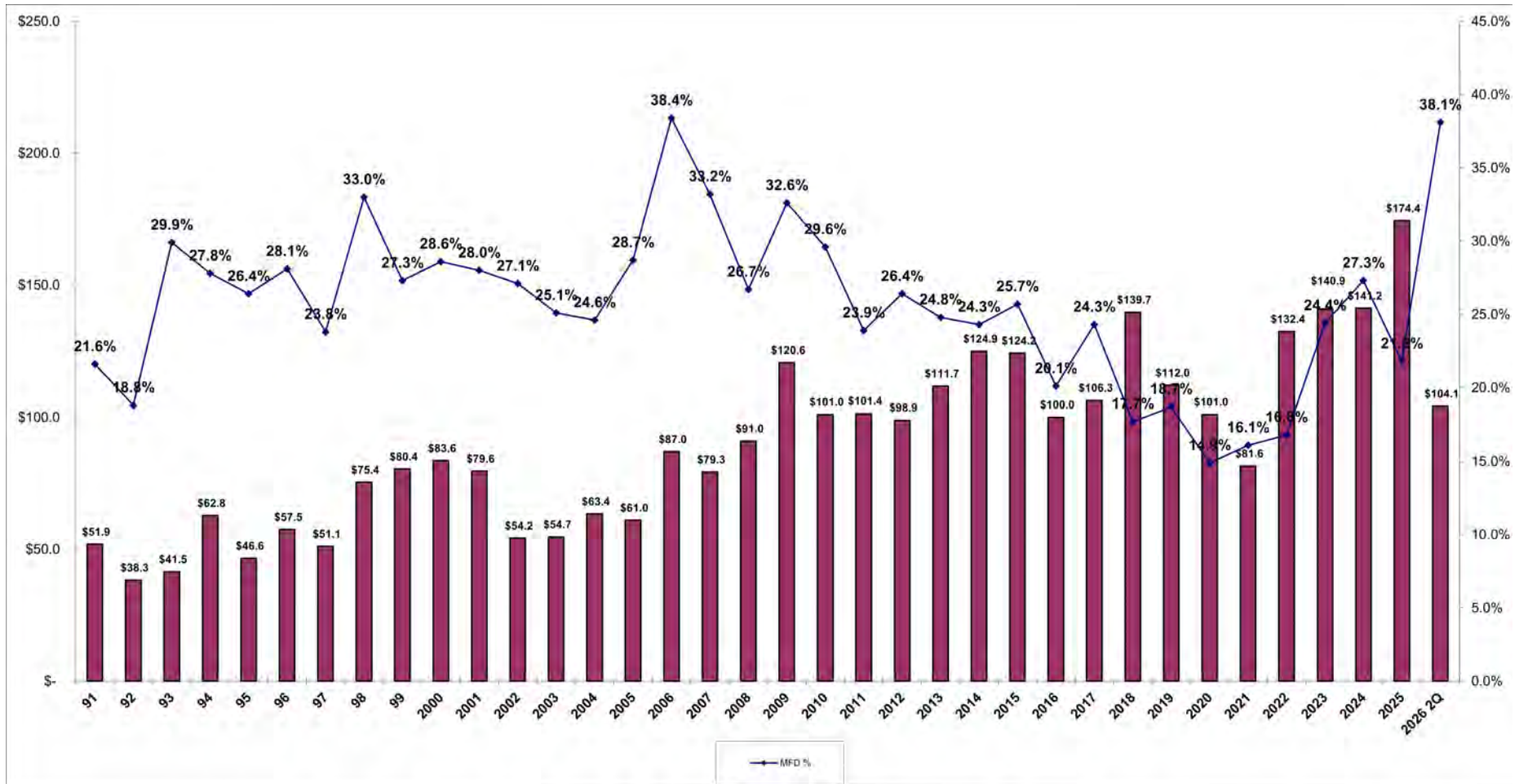
**Attachment D - Comparison of MFD % for Total Procurement and Purchase Card Procurement**

	<b>Procurement Total \$</b>	<b>MFD Procurement %</b>	<b>Purchase Card Total \$</b>	<b>MFD Purchase Card %</b>
<b><u>Prince George's County</u></b>				
Commissioners' Office	\$88,489	0.0%	\$53,016	0.0%
Planning Department	\$2,537,473	14.3%	\$62,444	0.0%
Parks and Recreation Department	\$65,760,440	41.5%	\$3,721,921	1.1%
Total	\$68,386,402	40.4%	\$3,837,381	1.1%
<b><u>Montgomery County</u></b>				
Commissioners' Office	\$51,055	1.5%	\$5,080	0.0%
Planning Department	\$1,414,003	1.4%	\$71,719	0.7%
Parks Department	\$32,036,048	35.9%	\$2,624,071	4.0%
Total	\$33,501,106	34.4%	\$2,700,870	3.9%
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	\$483,176	12.7%	\$30,744	0.3%
Finance Department	\$35,593	2.0%	\$30,859	2.3%
Legal Department	\$35,108	0.0%	\$9,734	0.0%
Merit Board	\$0	0.0%	\$0	0.0%
Office of Chief Information Officer	\$1,622,293	27.3%	\$44,463	0.0%
Office of Inspector General	\$11,878	0.0%	\$11,878	0.0%
Total	\$2,188,048	23.1%	\$127,678	0.6%
<b><u>M-NCPPC Departments</u></b>				
Grand Total	\$104,075,556	38.1%	\$6,665,929	2.2%

**Percentage of Purchase Card Procurement to Total Procurement = 6.4%**

# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

## Attachment E - MFD Procurement Results and Total Procurement (Millions)

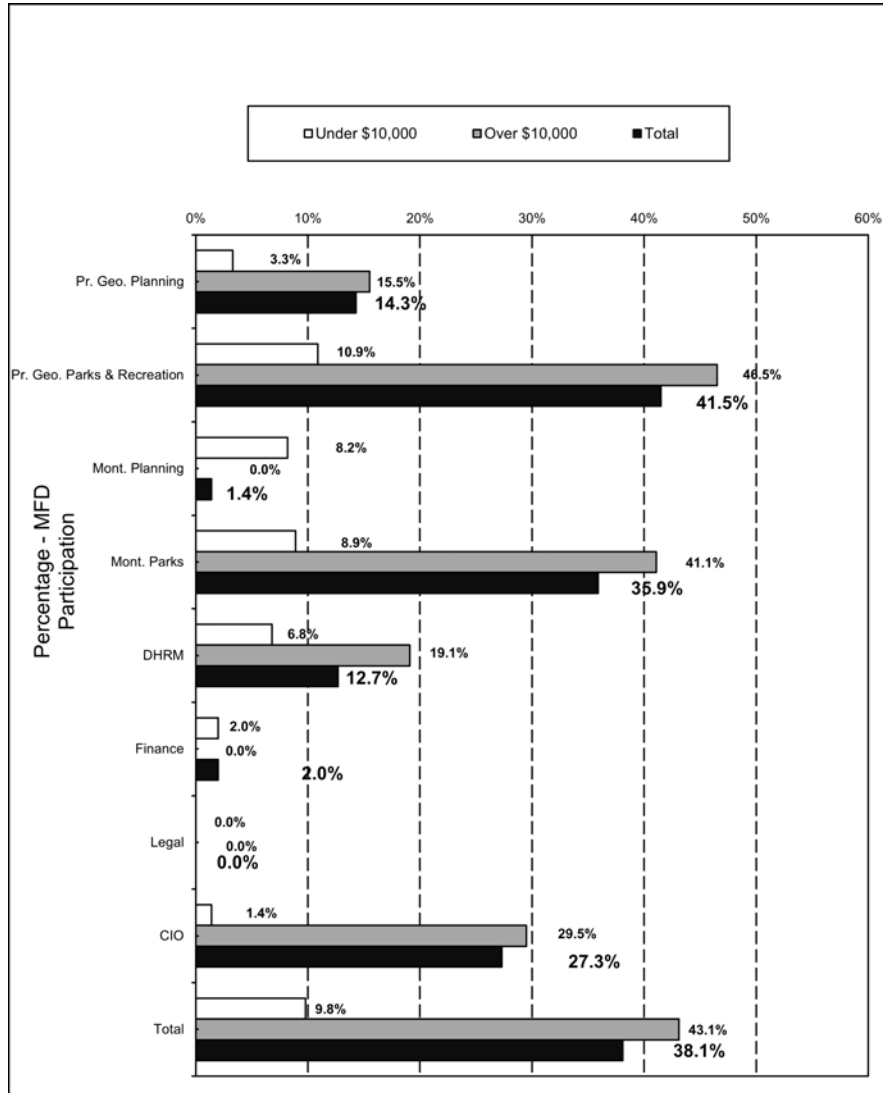


Procurement Results	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024 4Q	FY 2025	FY 2026 2Q
<b>TOTAL PROCUREMENT \$ (MIL.)</b>	\$106.3	\$139.7	\$112.0	\$101.0	\$81.6	\$132.4	\$140.9	\$141.2	\$174.4	\$104.1
<b>MFD %</b>	24.3%	17.7%	18.7%	14.9%	16.1%	16.8%	24.4%	27.3%	21.8%	38.1%

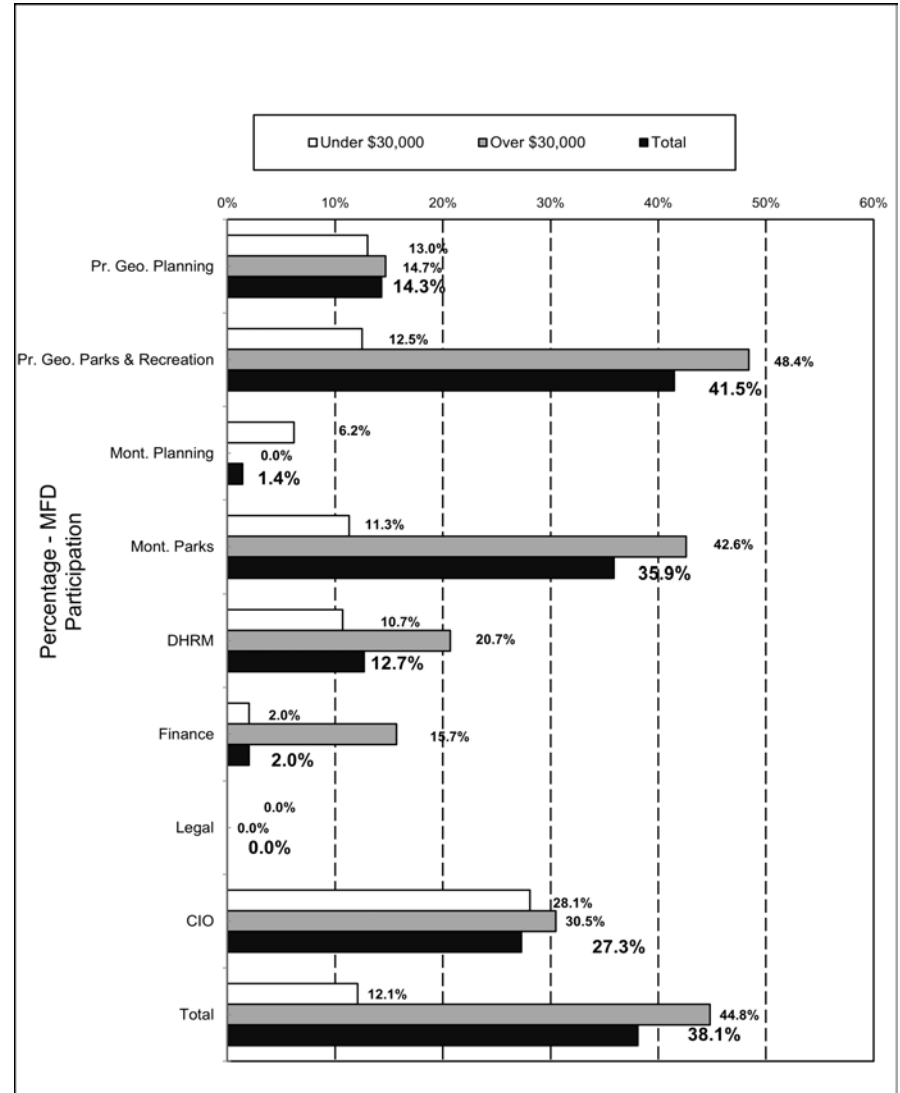
# MFD Procurement Statistics: For Six Months Ended December 31, 2025

## Attachment F - Transactions Under/Over \$10,000 & \$30,000 plus Total %

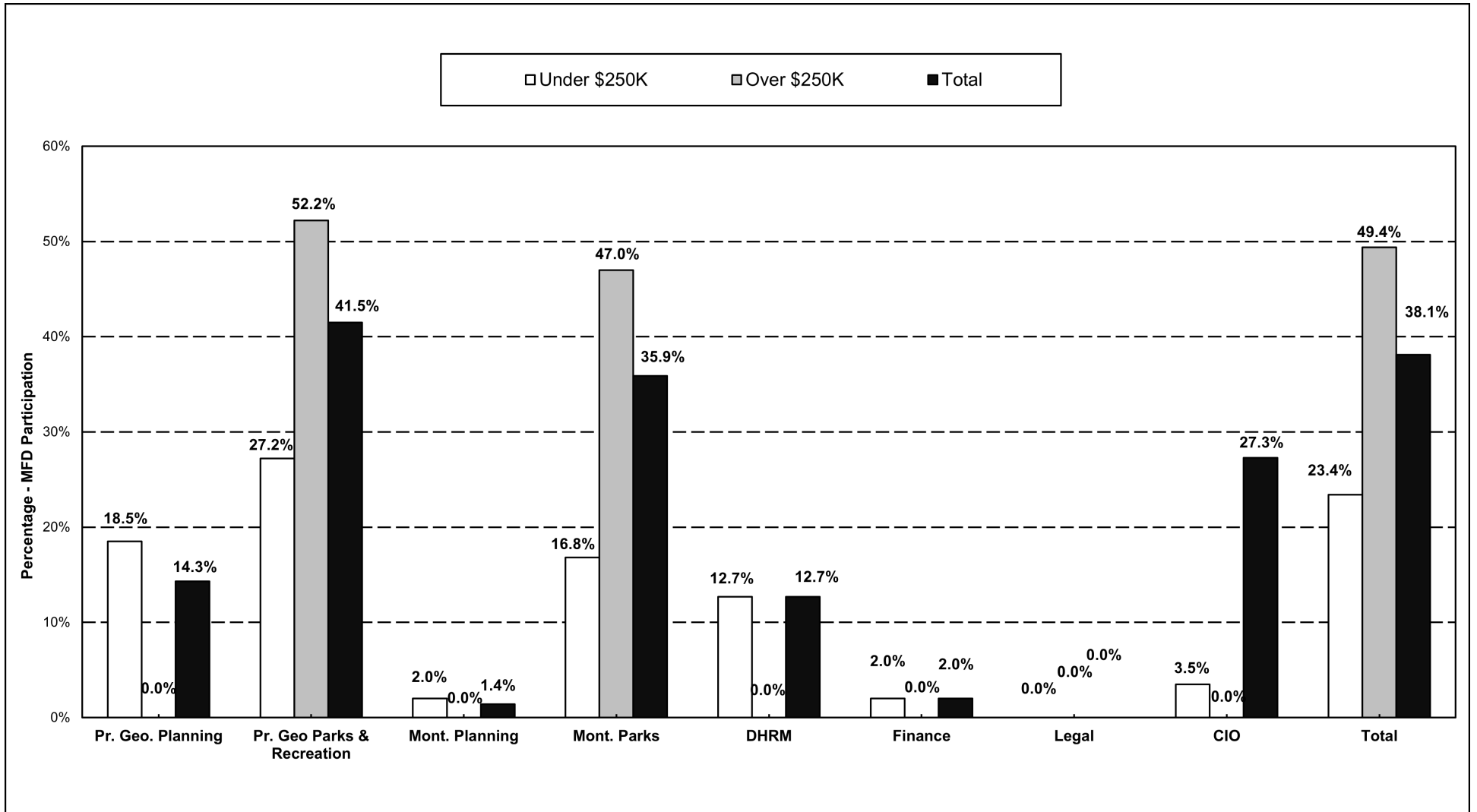
Percentage - MFD Participation  
Under/Over \$10,000



Percentage - MFD Participation  
Under/Over \$30,000



**MFD Procurement Statistics: Second Quarter FY 2026**  
**Attachment G - Transactions Under/Over \$250,000 and Total %**



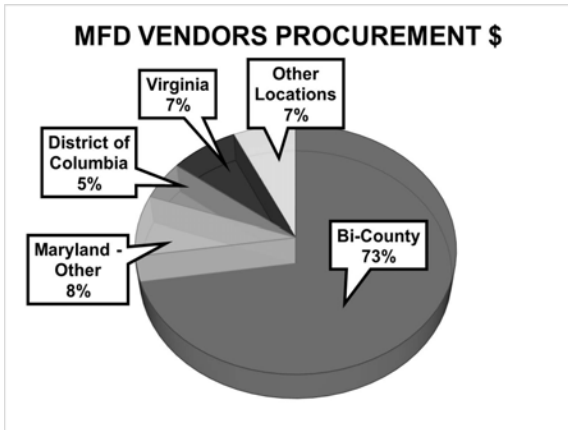
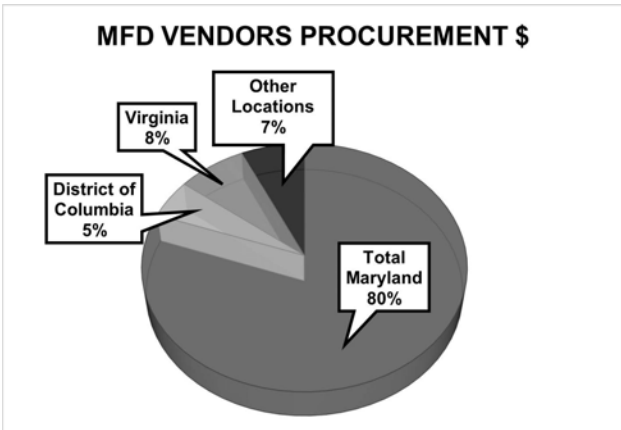
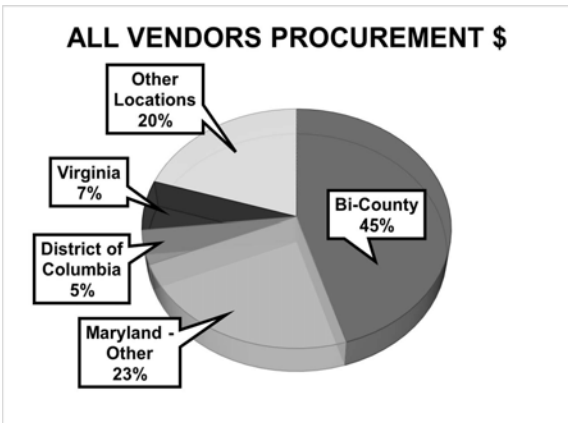
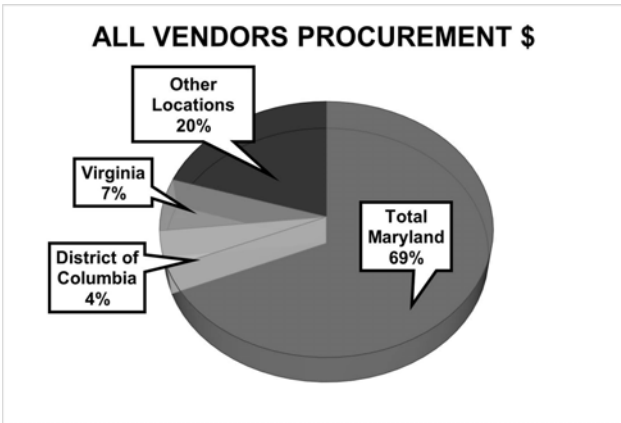
Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
 January 23, 2026

# MFD Procurement Statistics: For Six Months Ended December 31, 2025

## Attachment H - Amount of Procurement and Number of Vendors by Location

ALL VENDORS - Location	Procurement Amount \$	Procurement %	Number of Vendors	Vendor %
Montgomery County	\$13,301,104	12.8%	231	16.8%
Prince George's County	\$33,802,330	32.5%	343	25.0%
Bi-County Subtotal	\$47,103,434	45.3%	574	41.8%
Maryland - other locations	\$24,349,543	23.3%	249	18.1%
Total Maryland	\$71,452,977	68.6%	823	59.9%
District of Columbia	\$4,802,631	4.6%	52	3.8%
Virginia	\$6,928,965	6.7%	110	8.0%
Other Locations	\$20,890,983	20.1%	388	28.3%
Grand Total	\$104,075,556	100.0%	1,373	100.0%

MFD Vendors - Location	Procurement Amount \$	Procurement %	Number of Vendors	Vendor %
Montgomery County	\$2,318,135	5.8%	46	23.4%
Prince George's County	\$26,478,114	66.8%	60	30.4%
Bi-County Subtotal	\$28,796,249	72.6%	106	53.8%
Maryland - other locations	\$3,137,189	7.9%	40	20.3%
Total Maryland	\$31,933,438	80.5%	146	74.1%
District of Columbia	\$2,003,643	5.1%	14	7.1%
Virginia	\$2,992,344	7.5%	17	8.6%
Other Locations	\$2,733,037	6.9%	20	10.2%
Grand Total	\$39,662,462	100.0%	197	100.0%



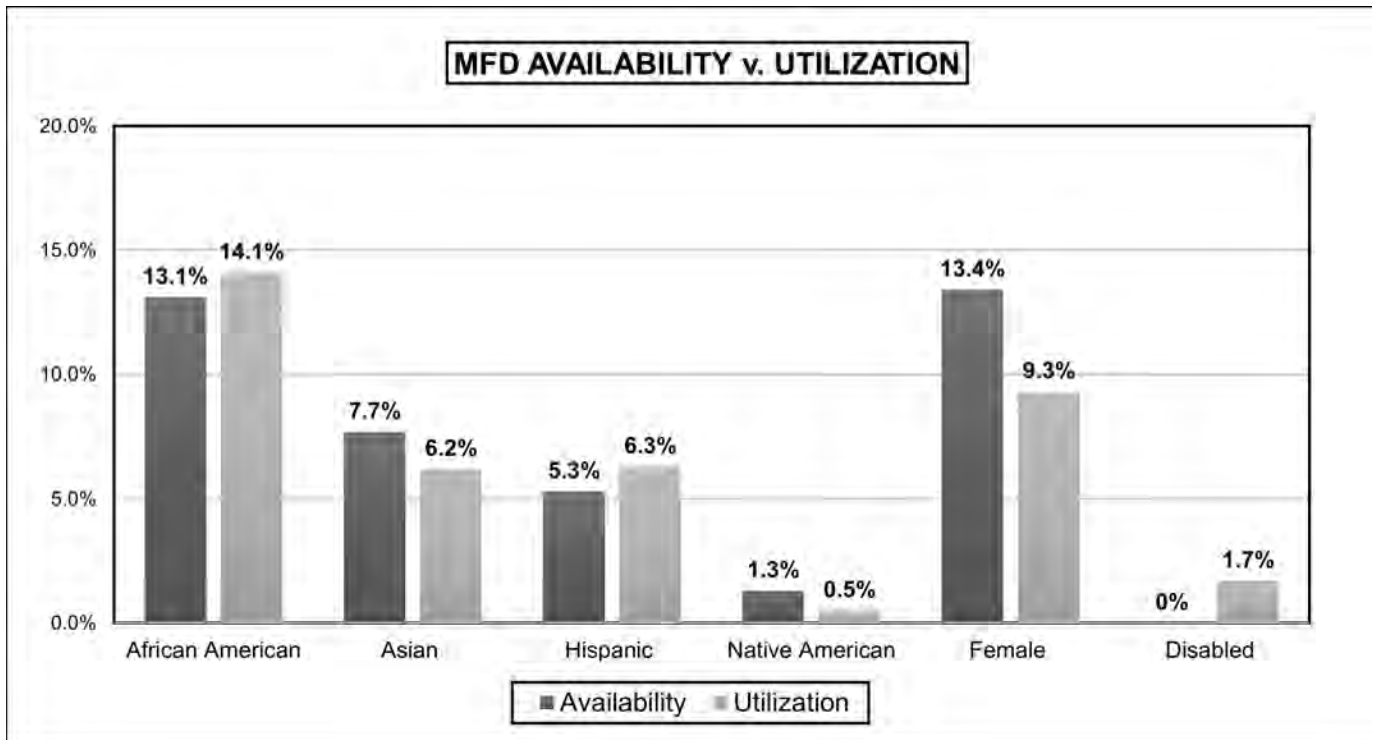
Note: The number of vendors excludes purchase card vendors.

**MFD Procurement Statistics: For Six Months Ended December 31, 2025**

**Attachment I - Amount, Percentage of Procurement and Percentage of Availability by Diverse Code**

**Total Amount of Procurement = \$104,075,556**

<u>Diverse Code</u>	<u>Procurement Amount \$</u>	<u>Procurement %</u>	<u>Availability %</u>
African American	\$14,688,451	14.1%	13.1%
Asian	\$6,400,993	6.2%	7.7%
Hispanic	\$6,516,139	6.3%	5.3%
Native American	\$525,619	0.5%	1.3%
<b>Total Minority Owned Firms</b>	<b>\$28,131,202</b>	<b>27.1%</b>	<b>27.4%</b>
<b>Female Owned Firms</b>	<b>\$9,755,252</b>	<b>9.3%</b>	<b>13.4%</b>
<b>Disabled Owned Firms</b>	<b>\$1,776,008</b>	<b>1.7%</b>	<b>n/a</b>
<b>Total Minority, Female, and Disabled Owned Firms</b>	<b>\$39,662,462</b>	<b>38.1%</b>	<b>40.8%</b>



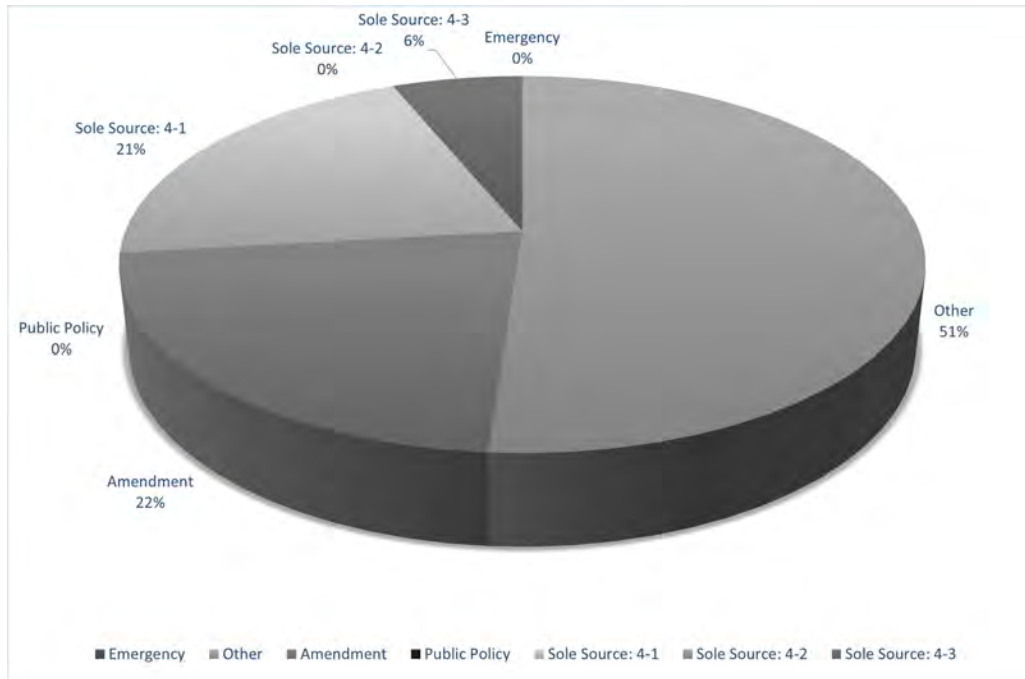
Note: (1) Availability percentages are taken from State of Maryland study titled "2025 Minority Business Enterprise Disparity Study", dated September 2025, page 14.

(2) n/a = not available

## MFD Procurement Statistics: For Six Months Ended December 31, 2025

### Attachment J - Reasons for Waivers, Cumulative Dollar Amount & Number of Waivers

REASON	NUMBER	AMOUNT	%
Emergency	0	\$0	0.0%
Other	6	\$1,239,301	51.1%
Public Policy	0	\$0	0.0%
Amendment	3	\$533,244	22.0%
Sole Source: 4-1	2	\$501,004	20.7%
Sole Source: 4-2	0	\$0	0.0%
Sole Source: 4-3	1	\$150,000	6.2%
<b>Total</b>	<b>12</b>	<b>\$2,423,549</b>	<b>100.0%</b>



#### Waiver Reason Definitions:

##### Emergency:

Sudden and unforeseeable circumstance have arisen which actually or imminently threaten the continuance of an essential operation of the Commission or which threaten public health, welfare or safety such that there is not enough time to conduct the competitive bidding.

##### Required by Law or Grant:

Public law or the terms of a donation/grant require that the above noted vendor be chosen.

##### Amendment:

A contract is already in place and it is appropriate for the above noted vendor to provide additional services and/or goods not within the original scope of the contract because the interested service and/or goods are uniquely compatible with the Commission's existing systems and patently superior in quality and/or capability than what can be gained through an open bidding process.

##### Sole Source 4:

It has been determined that:

- #1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- #2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- #3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.

**MFD Procurement Statistics: For The Six Months Ended December 31, 2025**  
**Attachment K - Total Waivers, MFD Waivers, & Sole Source Waivers by Department**

<u>Prince George's County</u>	Total Waivers \$	Total Waivers #	MFD Waivers \$	MFD Waivers #	% of MFD	Sole Source 4-1: \$	Sole Source 4-1: #	Sole Source 4-2: \$	Sole Source 4-2: #	Sole Source 4-3: \$	Sole Source 4-3: #	% Sole Source
Commissioners' Office	\$0	0	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
Planning Department	\$0	0	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
Parks and Recreation Department	\$1,570,111	10	\$0	0	0.0%	\$441,121	3	\$0	0	\$0	0	28.1%
<b>Total</b>	<b>\$1,570,111</b>	<b>10</b>	<b>\$0</b>	<b>0</b>	<b>0.0%</b>	<b>\$441,121</b>	<b>3</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>28.1%</b>

<u>Montgomery County</u>	Total Waivers \$	Total Waivers #	MFD Waivers \$	MFD Waivers #	% of MFD	Sole Source 4-1: \$	Sole Source 4-1: #	Sole Source 4-2: \$	Sole Source 4-2: #	Sole Source 4-3: \$	Sole Source 4-3: #	% Sole Source
Commissioners' Office	\$0	0	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
Planning Department	\$411,156	1	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
Parks Department	\$197,915	3	\$0	0	0.0%	\$47,915	2	\$0	0	\$150,000	1	100.0%
<b>Total</b>	<b>\$609,071</b>	<b>4</b>	<b>\$0</b>	<b>0</b>	<b>0.0%</b>	<b>\$47,915</b>	<b>2</b>	<b>\$0</b>	<b>0</b>	<b>\$150,000</b>	<b>1</b>	<b>32.5%</b>

<u>Central Administrative Services</u>	Total Waivers \$	Total Waivers #	MFD Waivers \$	MFD Waivers #	% of MFD	Sole Source 4-1: \$	Sole Source 4-1: #	Sole Source 4-2: \$	Sole Source 4-2: #	Sole Source 4-3: \$	Sole Source 4-3: #	% Sole Source
Dept. of Human Resources and Mgt.	\$31,968	2	\$0	0	0.0%	\$11,968	1	\$0	0	\$0	0	37.4%
Finance Department	\$73	1	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
Legal Department	\$0	0	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
OCIO	\$212,326	2	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
Merit Board	\$0	0	\$0	0	0.0%	\$0	0	\$0	0	\$0	0	0.0%
<b>Total</b>	<b>\$244,367</b>	<b>5</b>	<b>\$0</b>	<b>0</b>	<b>0.0%</b>	<b>\$11,968</b>	<b>1</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>4.9%</b>

<u>M-NCPPC Departments</u>	Total Waivers \$	Total Waivers #	MFD Waivers \$	MFD Waivers #	% of MFD	Sole Source 4-1: \$	Sole Source 4-1: #	Sole Source 4-2: \$	Sole Source 4-2: #	Sole Source 4-3: \$	Sole Source 4-3: #	% Sole Source
<b>Grand Total</b>	<b>\$2,423,549</b>	<b>19</b>	<b>\$0</b>	<b>0</b>	<b>0.0%</b>	<b>\$501,004</b>	<b>6</b>	<b>\$0</b>	<b>0</b>	<b>\$150,000</b>	<b>1</b>	<b>26.9%</b>

**Purpose of Summary of Waiver Report:**

- (1) To monitor the amount, number, reasons for waivers in order to ensure the Commission is encouraging and maintaining good community, public, vendor, and interdepartmental relations; To ensure fair and equitable treatment of all persons who deal in purchasing matters; to promote economy in Commission purchasing; and to ensure that minority owned firms receive a fair share of Commission awards (source: Practice 4-10); and
- (2) To comply with the Prince George's Planning Board directive of January 29, 1991 to report waiver activity to the Department Heads and the Planning Boards on a quarterly basis.

**Sole Source: 4**

It has been determined that:

- 4-1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- 4-2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- 4-3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.