

1. **Tell us about position and role with Baltimore City Department of Public Works, Office of Boards and Commissions?**

As the Division Chief of the Office of Boards and Commissions; OBC oversees the Prequalification process for firms who desire to do business with the City of Baltimore on Design / Construction related projects.

2. **What is the Office of Boards and Commissions all about and why do you exist?**

Office of Boards and Commissions is a unique procurement process that goes a step beyond to ensure firms diligence the capacity. OBC ensures firms self-perform their work; OBC advertises Projects for the City of Baltimore Agencies regarding Design / Construction related projects and oversees all firm's performance evaluations. OBC support the Mayor's and DPW's mission.

3. **How and why does a contractor or vendor get approved by you and why is so important to get that approval?**

A consultant or contractor firms get approved by completing and documentation for a Contracting Firm (Contractors Application) and a Consulting firm must complete the Federal Standard Form (SF) 254; both are self-explanatory. Both Consulting and Contracting Firms MUST be prequalified to perform work on the City of Baltimore projects. If a firm is not prequalified for projects \$50,000 and over firms are unable to participate on City Projects. Firms are able to download information and see OBC Rules and other important information <https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>

4. **What is the formula used by your department to determine how much of dollar aggregate work is approved for any one entity?**

To date fees **ONLY** apply to **Contracting Firms**; PLEASE NOTE: All calculations are CONFIDENTIAL: Financial Statements are used by OBC to determine the Contractor's net working capital in accordance with generally accepted accounting principles. Under the OBC Rules a positive net working capital must be over \$50,000.00 to be prequalified. **Total Current Assets**, minus the firms **Total Current Liabilities**. This provides the **Working Capital**, which is then **multiplied by ten (10)** to provide all contractors with a great **Base Work Capacity Rating**.

5. **What happens if the contractor or vendor disagrees with your assessment of their approved dollar aggregate limit? Is there a way to appeal the decision?**

Yes, the appeal may be sent to the City of Baltimore Law Department.

6. **How important is it for a business applying for your approval to have a commercial line of credit and or surety bonding named in their company prior to requesting your approval?**

A line of credit increases your Work Capacity Rating. Bonding guarantees the City of Baltimore that your firm is not at risk and reduces the likelihood of financial loss.

7. **What makes your job so exciting?**

OBC holistically views the entire City of Baltimore and agencies as one. We recognize that the City of Baltimore needs assistance to navigate through an agencies processes. We are here to assist, and we know if we provide assistance to our residents and hire locally, we will assist the City of Baltimore economy, crime and poverty rate. If we can help one, they may help another and that is an awesome testimony to the work we can do and to witness the impact of our work within the City is a Win-Win for all.