

Maryland Judiciary

Procedures for Processing an MOU

The Memorandum of Understanding (MOU) templates for the funding amounts:

- Up to \$100,000
- \$101,000- \$500,000
- over \$500,000

are available for use from the Department of Procurement, Contract & Grants Administration (DPCGA) website:

<http://www.mdcourts.gov/procurement/mou.html>

Please process as follows:

1. Create a requisition in GEARS for the amount of the MOU. Attach a scope of work to the requisition.
2. Download the template that corresponds to the MOU amount requested by the department.
3. Complete a draft of the MOU template. Include the scope of work under Exhibit A.
4. Contact Lynne Kelleher at Lynne.Kelleher@mdcourts.gov or 410-260-1587 for assistance with completing the template.
5. Once the template is complete and approved by DPCGA, the department will email the MOU to the MOU Partner for signature.
6. Once signed by the MOU Partner, the department will scan the partially executed MOU and email to DPCGA.
7. DPCGA will obtain signatures from the AOC and Legal Counsel.
8. DPCGA will process a purchase order based upon the requisition and vendor number provided by the department requesting the MOU.
9. DPCGA will forward the dispatched purchase order with fully executed MOU to the department.
10. The department will forward the dispatched purchase order with fully executed MOU to the MOU partner.
11. DPCGA will create a contract file in GEARS.