

The following items must be submitted to the attention of Ms. Jada Wright, Director, Office of Procurement and Contract Management in care of myself:

Cynthia Berger, Division Chief  
Consultant Services Division  
Office of Procurement and Contract Management  
Maryland State Highway Administration  
707 N. Calvert Street, MS C-405  
Baltimore, MD 21202

- Formal request letter requesting consideration for a waiver. The letter must include the name(s) and the technical role they will provide on the contract(s). If more than one, please provide the contract numbers.
- Copies of the original last three years (2016, 2017 and 2018) W2's for each person listed in the formal request.
- Certified payroll rosters for the same three years.
- Detailed resume for each person.
- Completed Consultant Organizational Informational Form which is located on our website at <http://www.roads.maryland.gov/OPCM/ConsultantOrganizationInformationForm.pdf>
- And any additional information that may be required to complete our review.

Please let me know if you have any additional questions. Thank you.