

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
OFFICE OF PROCUREMENT AND SUPPORT SERVICES
PREPARATION FOR PROCUREMENT REVIEW GROUP (PRG)**

Contracts \$100,000 and over are required to be presented to the PRG. The following is a checklist of what is required for each submission. Please submit 8 copies of each submission to the Office of Procurement and Support Services. **Please pay special attention to requirements for contracts under \$100,000.**

NEW PROCUREMENT SOLICITATION:

- SBR:**
- _____ Prepare the Small Business Reserve (SBR) Exemption Solicitation Review and Approval Form. This is not a goal. It is a prime contract set-aside for SBR Program Vendors. If you desire your procurement to be an SBR, there is no need to submit this form.
- _____ 1. Complete top section of Small Business Reserve (SBR) Exemption Solicitation Review and Approval Form.
- _____ 2. Search eMaryland Marketplace for certified small businesses that can perform the entire scope of work of the contract and complete the SBR search results table (Page 2). Be sure to include the following information on this table:
- The search categories utilized
 - The number of vendors found
- _____ 3. If an adequate number of vendors were not located, please enter your justification. All statements made must be verified. **No assumptions should be made about a vendor's interest in a contract.**

- MBE:**
- _____ Prepare the Goal Setting MBE Solicitation Review and Approval Form.
- _____ 1. Complete top section of Goal Setting MBE Solicitation Review and Approval Form.
- _____ 2. Delineate items deemed to be subcontractable.
- _____ 3. Search MDOT's website by service and complete the MBE search results table (Page 4). Be sure to include the following information on this table:
- Categories subcontractable
 - Number of certified companies in each category
 - Estimated dollar value of each subcontractable opportunity
 - Percentage of anticipated award of each subcontractable opportunity
- _____ 4. After you complete the table, please enter your Goal Explanation/Justification.
- _____ 5. Attach a list of mandatory requirements other than boiler plate.
- _____ 6. Attach scope of work.
- _____ 7. If there are subgoals, please attach worksheet.

- VSBE:**
- _____ Prepare the Goal Setting VSBE Solicitation Review and Approval Form.
- _____ 1. Complete top section of Goal Setting VSBE Solicitation Review and Approval Form.
- _____ 2. Delineate items deemed to be subcontractable (these should be the same as on the MBE form).
- _____ 3. Search vetbiz.gov website by service and complete the VSBE search results table (Page 2). Be sure to include the following information on this table:
- Categories subcontractable (these should be the same as on the MBE form)
 - Number of certified companies in each category
 - Estimated dollar value (these should be the same as on the MBE form)
 - Percentage of anticipated award (these should be the same as on the MBE form)
- _____ 4. Attach a list of mandatory requirements other than boiler plate.
- _____ 5. Attach scope of work.
- _____ 6. If there are subgoals, please attach worksheet.

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- SOLE SOURCE:**
- _____ 1. NEW – same as new solicitation (1st time)
- _____ 2. Renewed sole source – same as new plus budget.

- OPTION/MODIFICATIONS:** (For contracts with MBE and/or VSBE goals only)
- _____ 1. Prepare the Goal Setting MBE Solicitation Review and Approval Form.
- _____ 2. Attach original goal justification, if applicable.
- _____ 3. If goal is on current contract, write a brief paragraph explaining whether or not the goal is being met, and if not, what corrective action is being taken.
- _____ 4. If goal has not been met, a request/approval of a corrective action plan must be submitted.
- _____ 5. Submit total dollars paid to prime and total dollars paid certified MBE subcontractors and calculate percentage net.
- _____ 6. Submit ADPICS payments to verify. (For contracts with MBE goals only)

- FOR CONTRACTS UNDER \$100,000:**
- _____ 1. Submit the same attachments as listed above (1 copy)
- _____ 2. Add list from MDOT for direct solicitations of certified MBEs, if feasible.