Maryland
DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY
OFFICE OF SMALL, MINORITY & WOMEN BUSINESS AFFAIRS

OSBA PRG Review Referral Checklist

Use this checklist to prepare submittal of procurement contracts valued at $25 million or more for review by OSBA. Complete all fields below, indicating what documentation is contained in the referral package. Attach this checklist as the cover sheet to the PRG referral document package.

Contract information

Agency/Procurement Unit:

Date Submitted: **Projected Solicitation Date:**

Submitted by *(Name & Title)*:

Email: **Phone:**

Contract #: **Contract Value:**

Contract Name/Title:

Contract Designation/Goals

SBR Designation? ☐ Yes ☐ No

(identify) **MBE/DBE Goal** %

MBE Subgoals? ☐ Yes* ☐ No

VSBE Goal %

REQUIRED DOCUMENTATION

Check each item that is included in the referral package.

✔ (Included)	Item	Explanation
☐	**PRG Worksheet**	Completed PRG worksheet that was approved by Procurement Unit's PRG. • Be sure all fields are completed or marked N/A.
☐	**MBE Subgoals Worksheet***	If applicable, completed MBE Subgoals worksheet.
☐	**Statement of Work**	Full statement of work that will be posted at solicitation *(including all attachments)*.
☐	**Research Results**	Results of research to identify eligible firms:

✔ (Included)	Item	Explanation
		• Certified MBE firms = MDOT MBE Directory • Certified Small Business & VSBE firms = eMMA
☐	**Cost Breakdown**	Project's cost analysis reflecting the estimated type, amount, and value of work to be performed • Engineer's Estimate, cost estimate, market analysis, etc. • Analysis should include NAICS codes
☐	**Written Determination**	Brief written explanation of: • How MBE/VSBE subcontracting categories listed on PRG worksheet were determined • How value/percentage of all identified subcontracting opportunities were calculated • What subcontracting opportunities were **NOT** included in the final goal and why?
☐	**Comparable Contracts**	If applicable, contract number, title, value, and details of prior contracts that are similar to this procurement. If none, mark "N/A". • If prior contracts were used as a model for cost estimation or goal setting for this contract, attach all relevant prior contract documents *(PRG worksheet, cost breakdown, etc.)*
☐	**Other Documents**	Include any other documentation that can help explain or support the goal determination, such as market research results, explanation of contract vehicle choice, funding source requirements or restrictions, etc.

COMMENTS

**If any required documentation is not provided, explain why here. Attach additional pages as needed.*

Document information

10/2025