

OSP PRG eMail Submission Process

Submissions for the Department of General Services (DGS) Office of State Procurement (OSP) Procurement Review Group (PRG) consideration will be submitted via email.

All procurements over \$100,000 must have PRGs for SBR, MBE, and VSBE consideration submitted to the OSP PRG review group via:

DGS.OSP-PRG@maryland.gov

PRG submissions for SBR, MBE, VSBE must consider core services to ensure meaningful participation. Along with the PRG forms include the scope of work, estimated dollar value of the contract and the recommended participation goals.

Your Agency MBE Liaison should assist with the review of each PRG prior to submission to OSP PRG. Once your packet is received, your request will be placed in the queue for the next OSP PRG meeting. We will review, approve or disapprove and return comments back to the requester.

Emails will include a subject containing the requesting agency, a brief solicitation description and what type of PRG is included (should be all).

I.E. DoIT – Helpdesk Services - SBR Only

MDOT – Project Management Services – 30% MBE goal proposed

If the procurement is still in draft form and you would like us to review your PRG prior to submitting the requisition to the Procurement Bureau, place “DRAFT” before the brief description in the email subject line.

Questions:

Samantha Buchanan, Manager, OSP Reporting Unit
Samantha.buchanan@maryland.gov

Carla Thompson, OSP Reporting Compliance Supervisor
Carla.Thompson@maryland.gov