



Policies and Procedures

Procurement Review Group (PRG)

Background

The Procurement Review Group (PRG) is a standing group charged with reviewing all procurements, renewal actions, or work/task orders that require goal setting in order to maximize opportunities for Minority Business Enterprise (MBE), Veteran-owned Small Business Enterprise (VSBE) participation, and Small Business Reserve (SBR) designation for State procurement contracts.

For the Department of General Services, the PRG resides within the Office of State Procurement (OSP) and is led by the Chief Procurement Officer or Designee, and the DGS OSP MBE/VSBE/SBR Liaison or Designee. DGS PRG meetings are held bi-weekly, or as needed, and are published on the DGS OSP PRG webpage.

Purpose

Each procurement under the authority of DGS OSP is required to obtain separate PRGs for SBR, MBE and VSBE to determine the SBR designation and MBE and VSBE participation goals.

DGS specific and Statewide contracts' SBR designations and MBE and VSBE participation goals will be researched and prepared by the DGS OSP Compliance Unit for review at the bi-weekly meetings for final determination of the SBR designation and MBE and VSBE participation goals for each procurement.

Committee Members

Each Agency is responsible for establishing its own PRG Committee. The standing Committee Members shall include the agency's chief procurement official, or a senior-level procurement official designated to act in place of the chief procurement official, the agency's liaison for each socioeconomic program (MBE/VSBE/SBR) or Designee. The ad hoc members are the Procurement Officer or their direct supervisor, the agency program representative, and, if necessary, a legal unit representative. The standing Committee Members will reach an agreement for the participation goals or designation.

Procedures

1. The Procurement Officer with input from Program/Project Manager or Contract Monitor/Manager prepares all parts of the worksheets for a PRG for the following procurement actions:
 - a. All procurements leading to a contract, including a task order, a work order, or a purchase order solicitation expected to exceed \$50,000;
 - b. A sole source contract expected to exceed \$100,000;
 - c. A contract modification or renewal option that exceeds \$50,000; and
 - d. A contract modification or change order that potentially changes or negatively impacts the MBE and/or VSBE participation.

2. DGS OSP delegates PRG to the Agencies for contract modifications for time and money, and renewal options that will have no impact on the established MBE and VSBE participation goals.
3. The completed PRG worksheets* are to be submitted to the DGS.OSP-PRG@maryland.gov email address when the scope of work is 95% complete no later than by 2:00 PM two Fridays prior to the Tuesday PRG meeting (see PRG schedule for exact dates). Emails shall include in the subject line:
 - a. The procurement method, i.e., SP, CSB, CSP, TORFP, PORFP, SS, ICPA;
 - b. The requesting agency/program;
 - c. A brief solicitation/project description; and
 - d. Along with the PRG request form, the email shall contain:
 - i. The scope of work (minimally 95% complete);
 - ii. The estimated dollar value of the contract;
 - iii. The anticipated solicitation release date;
 - iv. The initial recommended SBR designation; and,
 - v. The initial recommended MBE/VSBE participation goals
4. These PRG worksheets must be approved by standing Committee Members prior to publishing the solicitation.
5. Agency specific PRG recommendations for procurements above the Agency's delegated authority from DGS OSP are to be conducted and submitted by the Agency to the DGS OSP PRG for review and approval.
 - a. If DGS OSP PRG agrees with the Agency recommendations, DGS OSP PRG will send approvals to the Agency as the items are reviewed.
 - b. If DGS OSP PRG disagrees with the Agency recommendations, DGS OSP PRG will provide alternate recommendations, and if the Agency agrees with the alternate recommendations, DGS OSP PRG will send approvals to the Agency as the items are reviewed.
 - c. If the DGS OSP PRG and the Agency are unable to come to an agreement, the item will appear on the bi-weekly PRG Agenda.
6. For DGS procurements, the DGS OSP PRG either accepts the submitted recommendations, or makes alternate recommendations, and if applicable the DGS OSP PRG conducts additional research.
7. The DGS OSP PRG sends the PRG Agenda and their recommended SBR designation and MBE/VSBE participation goals to the PRG standing committee and ad-hoc members by the Thursday prior to the Tuesday PRG meeting (see PRG schedule for exact dates).
8. At each PRG meeting, the recommended SBR designations, and MBE/VSBE participation goals for the procurement are reviewed. Relevant discussion may ensue in order to assist in making a final determination.

9. If an **expedited** PRG request is required, submit the items listed in step 3, and add “Expedited” in the subject line. The standing committee members will complete their analysis and recommendations as a “Walk-Through”.
10. The agreed upon PRG SBR designation and MBE/VSBE participation goals are memorialized on the appropriate DGS OSP PRG forms. If the solicitation is delayed for any reason prior to being advertised, the approved PRG recommendation is valid for up to one year.
11. For any competitive procurement solicitation or task order that is expected to result in an award valued over \$25 million, the procurement officer must submit the solicitation or TORFP and the DGS OSP approved PRG documentation to GOSBA for review and final approval prior to solicitation publication, per a 2014 Directive and reconfirmed in an Executive Memorandum dated April 10, 2019.
12. The procurement is then identified as either SBR designated or not and with or without MBE/VSBE participation goals and labeled as such in the relevant areas of the solicitation.
13. Any solicitations with MBE/VSBE participation goals should be reviewed at the Pre-Bid or Pre-Proposal Conferences by the MBE/VSBE Liaison(s) and/or Designee(s), if not available, by the Procurement Officer using a designated script. Any questions raised by potential vendors should be sent to the MBE/VSBE Liaison(s) for answers to ensure understanding and compliance, and then shared with all known potential bidders or offerors on eMMA.
14. The Procurement Officer shall enter the participation goals and subcontractor information into the applicable system of record (ADPICS/eMMA) for the purpose of tracking compliance and reporting.

*Note: * The PRG worksheets for DGS should be completed up to the research page for each program. The DGS SBR/MBE/VSBE Liaison will conduct the research to determine the available SBRs, MBEs/VSBEs for designation and/or participation goals.*

Acronyms

- DGS – Department of General Services
- GOSBA – Governor’s Office of Small, Minority and Women Business Affairs
- MBE – Minority Business Enterprise
- MDOT – Maryland Department of Transportation
- OSP – Office of State Procurement
- PRG – Procurement Review Group
- SBR – Small Business Reserve
- VSBE – Veteran-Owned Small Business Enterprise

Related BPW Advisories, Policies, Procedures and Best Practices

- BPW Advisory 2001-1
- MBE or VSBE Waiver Forms and Good Faith Effort Review and Approval or Denial
- MBE 72-Hour Rule and Minor Irregularities Review
- PROCUREMENT REVIEW GROUP: Guidance & Worksheets

Version Number	Published Date	Reason for Change
5	May 17, 2023	Clarifications