The Procurement Review Group (PRG) shall review proposed procurement solicitations, proposals to exercise options or otherwise modify the contract, and proposals to award sole-source contracts when the resulting contract is:

1. Eligible for designation to the Small Business Reserve (SBR) Program when the total value is expected to exceed $50,000,
2. Eligible for Small Business Preference (SBP) Designation when not designated for the SBR Program and at least one (1) certified small business has been identified, and
3. For evaluation of Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) participation goals when the total value is expected to exceed $100,000.

The PRG shall determine the appropriate socioeconomic utilization methods to encourage maximum small and/or minority and/or veteran-owned business participation in each proposed contract; and shall make recommendations to the agency head and the solicitation’s procurement officer concerning specific designations and/or participation goals.

**Department of General Services Office of State Procurement (DGS OSP) Internal Procurement Guidelines:** For the procurement process to work smoothly, the requesting procurement representatives, the liaison for each socioeconomic program and, if necessary, a legal unit representative, should work together as a team. Communication, cooperation, and teamwork are essential for a successful procurement.

**Steps for All New Solicitations/Secondary Competition**

* Complete PRG Evaluation - SBR / SBP Program Designation Worksheet (PART 1A)  
  *MANDATORY*: All solicitations, including those over $1,000,000, shall continue to be evaluated for SBR Program Designation. SBR Program Designation is automatic for procurements $1,000,000 or less, unless certain conditions apply. Any solicitation not designated for the SBR Program shall be considered for SBP designation.
* Complete PRG Evaluation - MBE Participation Worksheet (PART 1B)
* Complete PRG Evaluation - VSBE Participation Worksheet (PART 1C)
* Complete PRG Evaluation - SBR / SBP Program Designation Worksheet (PART 2)  
  *CONDITIONAL*: Submit only if the procurement is determined to be exempt or warrants a waiver from the SBR Program based upon the results in PART 1A
* Complete PRG Evaluation – SBR / SBP Program Designation Worksheet (PART 3)  
  *CONDITIONAL*: Submit only if during the procurement, the mandatory SBR Program Designation is removed via an amendment

**Steps for Sole Source**

* New – same as for new solicitation
* Renewed sole source – same as for new solicitations

**Steps for Options (for contracts with MBE and VSBE participation goals)**

* Complete Sections 1, 2, 3 and 5 of MBE Participation Worksheet and VSBE Participation Worksheet. In Section 5, write a brief summary pertaining to whether or not the participation goal is being met, and if not, what corrective action is being taken.
* Attach original MBE participation goal justification
* Attach original VSBE participation goal justification

**Steps for Contracts under $200,000**

* Submit same attachments as listed above
* Add list from MDOT for direct solicitations of certified MBEs if an MBE participation goal is not feasible
* Add list from eMMA for direct solicitations of certified VSBEs if an MBE participation goal is not feasible

**PRG Evaluation - SBR / SBP Program Designation Worksheet**

Pursuant to SFP § 14-301.1(9) providing that race-neutral measures will be employed to the maximum extent practicable to drive inclusion prior to the employment of race-conscious measures as well as pursuant to SFP §14-502.1, it is required:

**Any procurement of an Executive agency with a total dollar value of $1,000,000 or less, shall be designated for the Small Business Reserve (SBR) Program. Any solicitation not designated for the SBR Program shall be considered for the SBP designation as described in Part 2 of this worksheet.**

**After completing the SBR / SBP Program Designation Worksheet PART 1A, if the solicitation:**

1. **Meets the mandatory designation requirement**, continue normal processes for PRG review and an SBR designated procurement, including MBE/VSBE participation goals as determined.
2. **Is determined to be exempt or warrants a waiver for SBR**, complete SBR / SBP Program Designation Worksheet PART 2 and follow the instructions for submission to the Department of Social and Economic Mobility (DoSEM) Office of Small, Minority, and Women Business Affairs (OSBA).
3. **Is amended during the procurement to remove the SBR designation** and open the solicitation to all vendors, complete SBR / SBP Program Designation Worksheet PART 3 and follow the instructions for submission to OSBA.

**SBR / SBP** **Designation Worksheet (PART 1A)**

**PRG Evaluation to Establish SBR / SBP Designation for**

**Solicitation #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Procurement Contract Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| The extent to which direct solicitation, subcontracting, race-neutral measures, or a combination will most likely result in maximum small business participation. [describe market research and outreach performed to increase small business participation] |  |
| Are there at least two certified small businesses available to perform contracts at the prime contract level? (Rule of 2: SBR designation should be applied) [yes/no] |  |
| Geographical proximity of certified small businesses to the work location [list the jurisdiction where the work is to be performed and the surrounding jurisdictions that were included in the search for available certified small businesses] |  |
| Is there at least one certified small business (as defined in COMAR 21.01.02.01B (80)) available that warrants designating the procurement as a small business preference procurement under COMAR 21.11.01, or does market research show that any other small businesses exist that could become certified? (Rule of 1: SBP designation should be applied) [yes/no] |  |
| Are the evaluation factors (when the solicitation is by competitive sealed proposals) designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including certified small businesses? Should the solicitation include the economic-benefits evaluation factor under COMAR 21.05.03.03A (3)? [yes/no] |  |
| Are the structure, specifications, and requirements of the solicitation designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including certified small businesses? ***Inhibiting factors may include unnecessary or prohibitive bonding requirements, restrictive specifications, unnecessary or unreasonable performance parameters, and unnecessary or unreasonable experience requirements.*** [yes/no] |  |
| Is it feasible to divide a complex procurement into separate procurements consistent with the SBR Program and small business capacity? [yes/no] |  |
| *Sole-source contracts*: Are there work components that can reasonably be subcontracted? [yes/no] |  |
| *Renewal options:* What are the benefits of exercising the option versus re-competing the contract? Consider such factors as past performance, potential for cost reduction, and current opportunities for small business or certified small business participation. [yes/no] |  |
| How are the deliverables taken into consideration for certified small businesses based on what is important to the agency and the success of the project (i.e. time, cost requirements). [narrative to answer the question] |  |
| Are requirements and specifications prioritized? [yes/no] |  |
| Are deliverables defined in terms of what is expected and when are they due? Are constraints, schedules, deadlines and mandatory items defined. [yes/no] |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Procurement Review Group (PRG)**  **SBR / SBP** **Designation Worksheet** | | | | | |
| Section 1 – PRG Review Group | | | | | |
| **Requesting Agency:** |  | | | | |
| MBE Liaison Officer: |  | | **Date:** |  | |
| SBR Liaison Officer: |  | | **Date:** |  | |
| Program Manager or Contract Monitor: |  | | **Date:** |  | |
| **Procurement Officer:** |  | | **Date:** |  | |
| **Procurement Director:** |  | | **Date:** |  | |
| Section 2 – Solicitation Information | | | | | |
| **IFB/RFP Number:** |  | | | | |
| **IFB/RFP Title:** |  | | | | |
| **Brief Description of the IFB/RFP** |  | | | | |
| **IFB/RFP Base Contract Term** |  | **Estimated Value of Base Contract** | | |  |
| **Number of Options and Term** |  | **Estimated Value of All Options** | | |  |
| **Total Contract Term (Base & Options)** |  | **Total Estimated Contract Value (Base & Options)** | | |  |
| **Is there a Current Contract?** | **Yes or  No** | **Current SBR Designation** | | |  |
| **Additional Information** |  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SBR Research for Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Results of Search by UNSPSC, NAICS, NIGP or other Product/Commodity Codes**   |  |  |  |  | | --- | --- | --- | --- | | **Product Code** | **Description** | **# of Certified Small Businesses in eMMA Directory** | **# of Small Business in Other Directories** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
|  |



**DO NOT PROCEED TO MBE/VSBE PRG EVALUATIONS IF SOLICITATION IS LESS THAN $100,000 IN VALUE**

**MBE Participation Worksheet (PART 1B)**

**PRG Evaluation to Establish MBE Participation and Potential Subcontracting Opportunities for**

**Solicitation #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Procurement Contract Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*As provided by BPW Advisory 2001-2, the Procurement Review Group’s (PRG) will establish a process and structure for reviewing contract solicitations, proposed sole-source contracts, and contract renewal options to maximize opportunities for MBEs to participate in State Procurement Contracts.*

|  |  |
| --- | --- |
| **Opportunity Review or Analysis Question Area** | **Determination** |
| The extent to which direct solicitation, subcontracting, race-neutral measures, or a combination will most likely result in maximum MBE participation. [describe market research and outreach performed to increase MBE participation] |  |
| Are MBEs available to perform contract requirements at the prime contract level? [yes/no] |  |
| Do enough MBEs exist at the prime contractor level to reasonably assure maximum opportunities for MBEs to compete for and potentially obtain the contract at that level? [yes/no] |  |
| Are MBE subcontracting opportunities feasible? [yes/no] |  |
| Does the base of potentially-available MBEs for the work components of the contract make the MBE subcontract goals attainable? [yes/no] |  |
| For each work component, is there an adequate MBE base of providers? See breakdown of work components and number of MBEs in table below. [yes/no] |  |
| Geographical proximity of MBEs to the work location. [list the jurisdiction where the work is to be performed and the surrounding jurisdictions that were included in the search for available MBEs] |  |
| Is there at least one small business (as defined in COMAR 21.01.02.01B (80)) available that warrants designating the procurement as a small business preference procurement under COMAR 21.11.01, or does market research show that any other small businesses exist that could become certified? (Rule of 1: SBP designation should be applied) [yes/no] |  |
| Are the evaluation factors (when the solicitation is by competitive sealed proposals) designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including MBEs? Should the solicitation include the economic-benefits evaluation factor under COMAR 21.05.03.03A(3)? [yes/no] |  |
| Are the structure, specifications, and requirements of the solicitation designed to ensure that they do not unreasonably limit or inhibit participation by small businesses, including MBEs? ***Inhibiting factors may include unnecessary or prohibitive bonding requirements, restrictive specifications, unnecessary or unreasonable performance parameters, and unnecessary or unreasonable experience requirements. General policies for developing specifications are set forth in COMAR 21.04.01.*** [yes/no] |  |
| Is it feasible to divide a complex procurement into separate procurements consistent with MBE and small business capacity? [yes/no] |  |
| *Sole-source contracts*: Are there work components that can reasonably be subcontracted to MBEs and other small businesses? [yes/no] |  |
| *Renewal options:* What are the benefits of exercising the option versus re-competing the contract? Consider such factors as past performance, potential for cost reduction, and current opportunities for small business or MBE participation. [narrative to answer the questions] |  |
| How are the deliverables taken into consideration for MBE subcontracting opportunities based on what is important to the agency and the success of the project (i.e. time, cost requirements)? [narrative to answer the question] |  |
| Are requirements and specifications prioritized? [yes/no] |  |
| Are deliverables defined in terms of what is expected and when they are due? Are constraints, schedules, deadlines and mandatory items defined? [yes/no] |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Procurement Review Group (PRG)**  **MBE Participation Worksheet** | | | | | | | | | |
| Section 1 – PRG Review Group | | | | | | | | | |
| **Requesting Agency:** |  | | | | | | | | |
| MBE Liaison Officer: |  | | | **Date:** |  | | | | |
| **Program Manager / Contract Monitor:** |  | | | **Date:** |  | | | | |
| **Procurement Officer:** |  | | | **Date:** |  | | | | |
| **Procurement Director:** |  | | | **Date:** |  | | | | |
| Section 2 – Solicitation Information | | | | | | | | | |
| **IFB/RFP Number:** |  | | | | | | | | |
| **IFB/RFP Title:** |  | | | | | | | | |
| **Brief Description of the IFB/RFP** |  | | | | | | | | |
| **IFB/RFP Contract Term** |  | | **Options (# Years)** | |  | | | | |
| **Is there a Current Contract?** | **Yes or No** | | **Current MBE Contract Goal** | |  | | | | |
|  | | | | | | | | | |
| Section 3 – Subcontract opportunities In Current Contract | | | | | | | | | |
| **MBE Name** | | **MBE Certification #** | **Description of Work** | | | **MBE Goal** | | **No. Years** | **Dollar Amount** |
|  | |  |  | | |  | |  |  |
|  | |  |  | | |  | |  |  |
|  | |  |  | | |  | |  |  |
| Total Subcontract Amount | | | | | | |  | | |
| **Total Contract Amount** | | | | | | |  | | |
| **Has the Prime met or exceeded the current MBE goal? Met ☐ Exceeded ☐ (If neither Explain)** | | | | | | | | | |
| Section 4 – Potential Subcontract Opportunities for new ifb/rfp | | | | | | | | | |
| **Subcontract Area** | | **No. Certified MBEs in this area** | **Est. Subcontracting Dollar Amount** | | | **Est. Percent** | | **No. Years** | **Contract Amount** |
| *Okay to attach a spreadsheet* | |  |  | | |  | |  |  |
|  | |  |  | | |  | |  |  |
|  | |  |  | | |  | |  |  |
| Total Estimated Subcontract Amount | | | | | | |  | | |
| **Total Estimated Contract Amount** | | | | | | |  | | |
| **Calculated MBE goal**  **(Total Subcontract Amount/Estimated Contract Amount)** | | | | | | |  | | |
| Section 5 – Summary for MBE Participation GOAL | | | | | | | | | |
| Recommended MBE Goal |  | Estimated MBE Amount | | |  | | | | |
| **Justification:** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MBE Research for Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Results of Search by NAICS Codes**   |  |  |  | | --- | --- | --- | | **NAICS Code** | **Description** | **# MBEs in MDOT Directory** | |  | *Okay to attach a spreadsheet downloaded from MDOT directory* |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
|  |
| **Results of Keyword Search**   |  |  | | --- | --- | | **Keyword** | **# MBEs in MDOT Directory** | | *Okay to attach a spreadsheet downloaded from MDOT directory* |  | |  |  | |  |  | |  |  | |  |  | |

**VSBE Participation Worksheet (PART 1C)**

**PRG Evaluation to Establish VSBE Participation and Potential Subcontracting Opportunities for**

**Solicitation #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Procurement Contract Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*As provided by COMAR Title 21.11.14 and BPW Advisory 2012-1, the Veteran-Owned Small business Enterprise (VSBE) Subcontracting Documentation will establish a process and structure for reviewing contract solicitations, proposed sole-source contracts, and contract renewal options to maximize opportunities for VSBEs to participate in State Procurement Contracts.*

|  |  |
| --- | --- |
| **Opportunity Review or Analysis Question Area** | **Determination** |
| The extent to which direct solicitation, subcontracting, or a a combination will most likely result in maximum VSBE participation. [describe market research and outreach performed to increase MBE participation] |  |
| Are VSBEs available to directly perform contract requirements at the prime contract level? [yes/no] |  |
| Does the number of verified VSBEs listed in the directory or otherwise identified for a particular service, supply or maintenance activity reasonably assure maximum opportunities for VSBEs to obtain contracts at that level? [yes/no] |  |
| Does the number of verified VSBEs potentially-available for the work components of the contract make the VSBE subcontract goals attainable? [yes/no] |  |
| Geographical proximity of VSBEs to the work location. [list the jurisdiction where the work is to be performed and the surrounding jurisdictions that were included in the search for available VSBEs] |  |
| Does the base of potentially-available VSBEs for the work components of the contract make the VSBE subcontract goals attainable? [yes/no] |  |
| For each work component, is there an adequate VSBE base of providers? See breakdown of work components and number of VSBEs in table below. [yes/no] |  |
| Are verified VSBE subcontracting opportunities feasible? [yes/no] |  |
| Are the structure, specifications, and requirements of the solicitation designed to ensure that they do not unreasonably limit or inhibit participation by verified VSBEs? ***Inhibiting factors may include unnecessary or prohibitive bonding requirements, restrictive specifications, unnecessary or unreasonable performance parameters, and unnecessary or unreasonable experience requirements. General policies for developing specifications are set forth in COMAR 21.04.01.*** [yes/no] |  |
| Is it feasible to divide a complex procurement into separate procurements consistent with VSBE and small business capacity? [yes/no] |  |
| *Sole-source contracts*: Are there work components that can reasonably be subcontracted to VSBEs and other small businesses? [yes/no] |  |
| *Renewal options:* What are the benefits of exercising the option versus re-competing the contract? Consider such factors as past performance, potential for cost reduction, and current opportunities for small business or VSBE participation. [yes/no] |  |
| How are the deliverables taken into consideration for VSBE opportunities based on what is important to the agency and the success of the project (i.e. time, cost requirements)? [narrative to answer the question] |  |
| Are requirements and specifications prioritized? [yes/no] |  |
| Are deliverables defined in terms of what is expected and when they are due? Are constraints, schedules, deadlines and mandatory items defined? [yes/no] |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Procurement Review Group (PRG)**  **VSBE Participation Worksheet** | | | | | | | | | |
| Section 1 – PRG Review Group | | | | | | | | | |
| **Requesting Agency:** |  | | | | | | | | |
| VSBE Liaison Officer: |  | | | **Date:** | |  | | | |
| Program Manager / Contract Monitor: |  | | | **Date:** | |  | | | |
| **Procurement Officer:** |  | | | **Date:** | |  | | | |
| **Procurement Director:** |  | | | **Date:** | |  | | | |
| Section 2 – Solicitation Information | | | | | | | | | |
| **IFB/RFP Number:** |  | | | | | | | | |
| **IFB/RFP Title:** |  | | | | | | | | |
| **Brief Description of the IFB/RFP** |  | | | | | | | | |
| **IFB/RFP Contract Term** |  | | **Options (# Years)** | | |  | | | |
| **Is there a Current Contract?** | **Yes or No** | | **Current VSBE Contract Goal** | | |  | | | |
|  | | | | | | | | | |
| Section 3 – Subcontract opportunities In Current Contract | | | | | | | | | |
| **VSBE Name** | | **VSBE Certification #** | **Description of Work** | | **VSBE Goal** | | | **No. Years** | **Dollar Amount** |
|  | |  |  | |  | | |  |  |
|  | |  |  | |  | | |  |  |
| Total Subcontract Amount | | | | | | |  | | |
| **Total Contract Amount** | | | | | | |  | | |
| **Has the Prime met or exceeded the current VSBE goal? Met ☐ Exceeded ☐ (If neither Explain)** | | | | | | | | | |
| Section 4 – Potential Subcontract Opportunities for new ifb/rfp | | | | | | | | | |
| **Subcontract Area** | | **No. of veteran firms in this area** | **Est. Subcontracting Dollar Amount** | | **Est. Percent** | | | **No. Years** | **Contract Amount** |
| *Okay to attach a spreadsheet* | |  |  | |  | | |  |  |
|  | |  |  | |  | | |  |  |
|  | |  |  | |  | | |  |  |
|  | |  |  | |  | | |  |  |
|  | |  |  | |  | | |  |  |
| Total Estimated Subcontract Amount | | | | | | |  | | |
| **Total Estimated Contract Amount** | | | | | | |  | | |
| **Calculated VSBE goal**  **(Total Subcontract Amount/Estimated Contract Amount)** | | | | | | |  | | |
| Section 5 – Summary for VSBE Participation GOAL | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| Recommended VSBE Goal |  | Estimated VSBE Amount | | | |  | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VSBE Research for Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Results of Search by UNSPSC, NAICS, NIGP or other Product/Commodity Codes**   |  |  |  | | --- | --- | --- | | **Product Code** | **Description** | **# of VSBEs in eMMA Directory or other Database/Resource** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
|  |

**PRG Evaluation - SBR / SBP Program Designation Worksheet (PART 2)**

**After completing SBR / SBP Program Designation Worksheet PART 1A, if the solicitation is determined to be exempt or warrants a waiver for SBR Program designation, complete SBR Program Designation Worksheet PART 2 below and follow the instructions for submission to OSBA.**

1. Solicitation # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **is exempt or warrants a waiver of the SBR Program Designation mandate on the following basis:**

* Preference procurement made from a preference provider
* Procurement involves federal dollars, inclusion in the SBR Program conflicts with federal law or grant provisions
* Sole Source
* Proprietary Commodity Purchase
* Noncompetitive negotiated procurements of human, social, or educational services
* Information Technology Master Contract Task Order (less than two (2) certified small businesses available for this functional area)
* An eMMA search of certified small businesses registered to participate in the SBR Program has yielded the identification of less than two (2) certified **small businesses** [as defined in COMAR 21.01.02.01].

*Note: Use and submit the completed SBR / SBP Designation Worksheet (SBR PRG Form) below to show the product codes utilized and search results obtained for this waiver to apply.*

* Other **(Waiver Request Approval Required - see #3 for additional instructions)**  
  Waiver justification *(add lines as needed)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If not designated for the SBR Program and at least (1) certified small business has been identified, has the SBP been included in the solicitation?

Yes or No

1. Upon completion of PART 2 of this worksheet, send all SBR / SBP Program Designation Worksheets to the following OSBA mailbox using the subject line below:

[SBRWaiver.GOSBA@maryland.gov](mailto:SBRWaiver.GOSBA@maryland.gov)

*“Agency Name - Requisition # - SBR / SBP Program Designation Worksheet”*

1. **NOTICE:** SBR / SBP Program Designation Waiver Requests identified as “Other” require review by DoSEM’s Office of Small, Minority & Women Business Affairs (OSBA) prior to publishing the solicitation. Submit waiver requests to the OSBA mailbox identified above with the following subject line:

*“Agency Name - Requisition # - SBR / SBP Program Designation Waiver Request”*

OSBA will respond to the SBR / SBP Program Designation Waiver Request within 72 hours with an approval or denial.

**PRG Evaluation - SBR / SBP Program Designation Worksheet (PART 3)**

**After completing SBR / SBP Program Designation Worksheet PART 1A, if the solicitation is amended during the procurement to remove the SBR designation and open the solicitation to all vendors, complete SBR / SBP Program Designation Worksheet PART 3 below and follow the instructions for submission to OSBA.**

**If the solicitation is amended to remove the SBR designation, a SBP designation must be applied.**

1. Solicitation # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was designated for the SBR Program.

* SBR Program Designation removed. Solicitation amended to remove the SBR designation due to insufficient competition or other determination (justify below).

**Date notification of application for exemption submitted to OSBA *(approval is not required from OSBA to amend the solicitation. This form should be sent to the OSBA Waiver mailbox when the SBR designation is being removed and the SBP is being added)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amendment justification *(add lines as needed)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Upon completion of PART 3 of this worksheet, send all SBR / SBP Program Designation Worksheets to the following OSBA mailbox using the subject line below:

[SBRWaiver.GOSBA@maryland.gov](mailto:SBRWaiver.GOSBA@maryland.gov)

*“Agency Name - Requisition # - SBR / SBP Program Designation Worksheet”*