

PREPARATION FOR PROCUREMENT REVIEW GROUP (PRG)

NOTE: Contracts \$200,000 dollars and over are required to be presented to the PRG. The following is a checklist of what is required for each submission. (8 copies)

SUBMIT TO: Beverly Spence, Chair of the Procurement Review Group

NEW PROCUREMENT SOLICITATION

1. Enter the OCPMP Number.
2. Prepare the Goal Setting MBE Solicitation Review and Approval Form.
3. Delineate items deemed to be subcontractable.
4. Search MDOT's website by service and complete the breakout sheet, attach to the Goal Setting Review and Approval Form.
 - Item to be subcontracted
 - Number of MBE's certified to perform service
 - If applicable – dollars associated with each subcontractable item, if known
5. OCPMP Cover Sheet.
6. Attach a list of mandatory requirements other than boiler plate.
7. Attach scope of work.

SOLE SOURCE

1. NEW – same as new solicitation (1st time).
2. Renewed sole source (2nd on) – same as new plus budget.

OPTION (For contracts with MBE 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 pertaining to whether or not the goal is being met, and if not, what corrective action is being taken.
4. Submit total dollars paid to prime and total dollars paid certified MBE subcontractors.

FOR CONTRACTS UNDER \$200,000 DOLLARS

Submit the same attachments as listed above. (1 copy)

Add list from MDOT for direct solicitations of certified MBEs, if an MBE goal is not feasible.